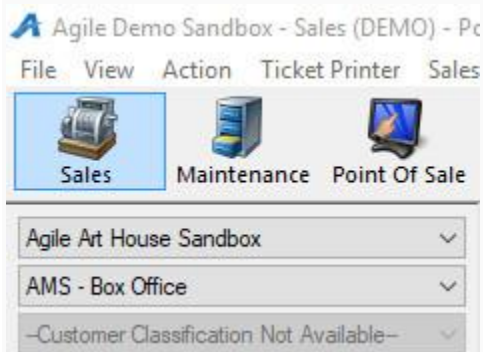


# How To Sell A Ticket Pack In AMS

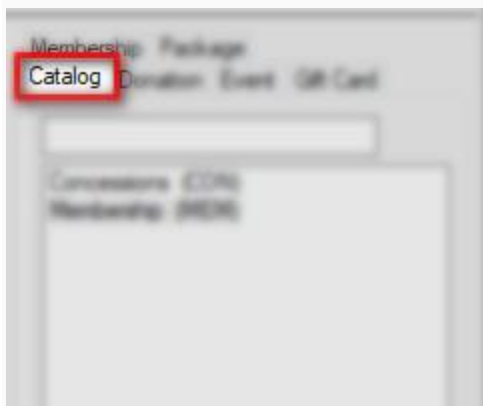
Want to learn more? Sign up today for our ATSU Learning Webinar: [Everything You Need To Know About Ticket Packs and Customer Benefits.](#)

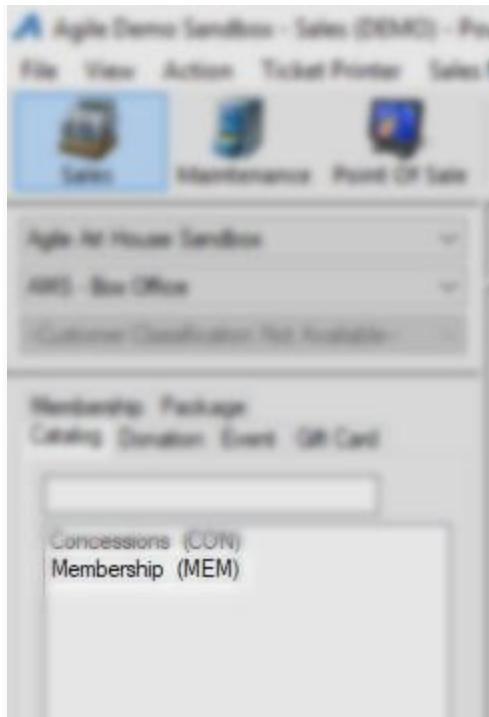
Selling ticket packs in AMS is easy, but there are a few steps that are required in order for the customer to be able to access the benefits online.

1. Log in to Sales in AMS.



2. Select the Catalog tab, and then select the Program that your ticket pack is built under (i.e. Membership, Merchandise, etc.)

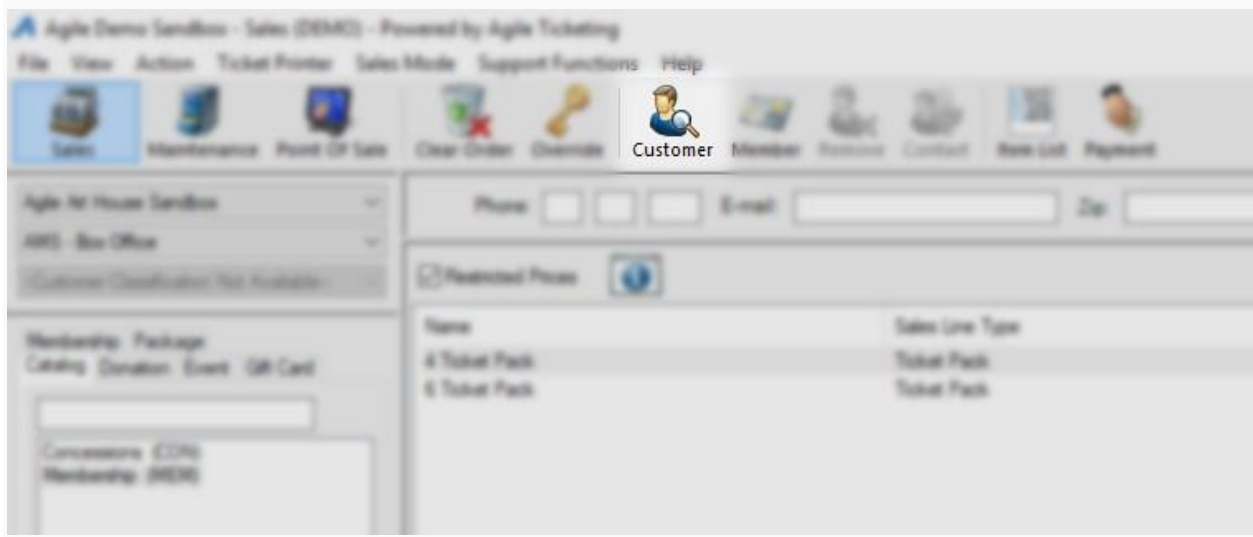




3. Choose the Ticket Pack that you wish to sell.

4. Before you process the order, click the Customer icon to search for the customer. If they are not an existing customer in the system, you **MUST** create a new Customer Record.

You **MUST** include the customer's name and email address, as this is how the customer can access their ticket pack benefits online.



## Search for Customer OR

**Customer Search**

Last Name: Agile City: Member ID: First Name: State: Membership: Phone: Zip: Exact Name Match:  Email: Customer ID: Search For Business:  Show Disabled Customer:

Records Per Page: 20

Last Name	First Name	Customer ID	Street 1	City	State	Zip	Parent Name
Agile	JB	84111	4124 Central...	HERMITAGE	TN	37076	Agile Ticket...
* Agile	Joe	74008	3810 Central...	HERMITAGE	TN	37076	
Agile	Joe	84110	4124 Central...	HERMITAGE	TN	37076	Agile Ticket...
Agile	John	84380	4124 Central...	HERMITAGE	TN	37076	
* Agile Ticket...		84109	4124 Central...	HERMITAGE	TN	37076	

\* indicates customer has orders

## Create New Customer

**Customer Search** [Close]

Last Name:  City:  Member ID:   
First Name:  State:  Membership:   
Phone:  Zip:  Exact Name Match   
Email:  Customer ID:  Search For Business   
Records Per Page: 20  Show Disabled Customer

Last Name	First Name	Customer ID	Street 1	City	State	Zip	Parent Name
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\* indicates customer has orders

Quick Add Customer

General Question/Answer

Business

Prefix  First\* Jeff Middle  Last\* Agile Suffix

Email jeffagile@noreply.com  Receive email related to Agile Art House Sandbox.

Tax Exempt Federal Tax ID  State Tax ID

Billing Address

Country\* United States

Address 1\* 555 Main Street

Address 2

City\* Hermitage

State / Province \* Tennessee

Zip\* 37076

Phone Number Primary

(615) 333 - 3333 ext.

Add With Incomplete Information OK Cancel

5. Enter the number of ticket packs that the customer is purchasing and click **Proceed**.

powered by Agile Ticketing

Mode Support Functions Help

Clear Order Override Customer Member Remove Contact Item List Payment Notices

Customer # 95136

<b>Billing Address</b> Jeff Agile 555 Main Street Hermitage, TN 37076	<b>Shipping Address</b> Jeff Agile 555 Main Street Hermitage, TN 37076	<b>Credit Info</b> Credit Limit: \$0.00 Available Credit: \$0.00 Account Balance: \$0.00 Deferred Balance: \$0.00
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Restricted Prices ⓘ


Name	Sales Line Type	Group	Org	Sale Status
4 Ticket Pack	Ticket Pack	Ticket Pack	MEM	On Sale
6 Ticket Pack	Ticket Pack	Ticket Pack	MEM	On Sale

Type	Price	Service Fee	Subtotal	Available
4 Ticket Pack				Unlimited
<input type="text" value="2"/> Regular	\$35.00	\$0.00	\$35.00	

STAFF Cashed In Training Mode

Add **Proceed >** Pay >>

6. Take Payment and finalize the order.

 Customer #: 95136

<b>Billing Address</b> Jeff Agile 555 Main Street  Hermitage, TN 37076	<b>Shipping Address</b> Jeff Agile 555 Main Street  Hermitage, TN 37076
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<b>Payment Information</b> Amount: <input type="text" value="70.00"/> Card Type: <input type="text" value="Visa"/> Credit Card Number: <input type="text" value="4111111111111111"/> Card Holder Name: <input type="text" value="Jeff Agile"/> Expiration Date: <input type="text" value="5"/> <input type="text" value="2020"/> Security Code: <input type="text" value="999"/> Card Present: <input checked="" type="checkbox"/> <span style="color: red;">Training Mode Active</span>	<b>Summary Info</b> Transaction Number: 141402 Subtotal: \$70.00 Ticket Fees: \$0.00 Service Fees: \$0.00 Order Fees: \$0.00 Delivery Fees: \$0.00 Donations: \$0.00 Tax: \$0.00 Total: \$70.00 Minimum Due: \$70.00
--	--

Payment Total:  
Current Balance Due:

7. Once the order is complete, the customer will be able to access their ticket packs by logging in with their email address.

[CLICK HERE](#) to learn how to Redeem Ticket Packs.