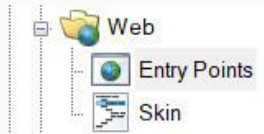


# Creating A Calendar View Entry Point

1. Log into **Administration**.

2. Click on the **House** Icon. 

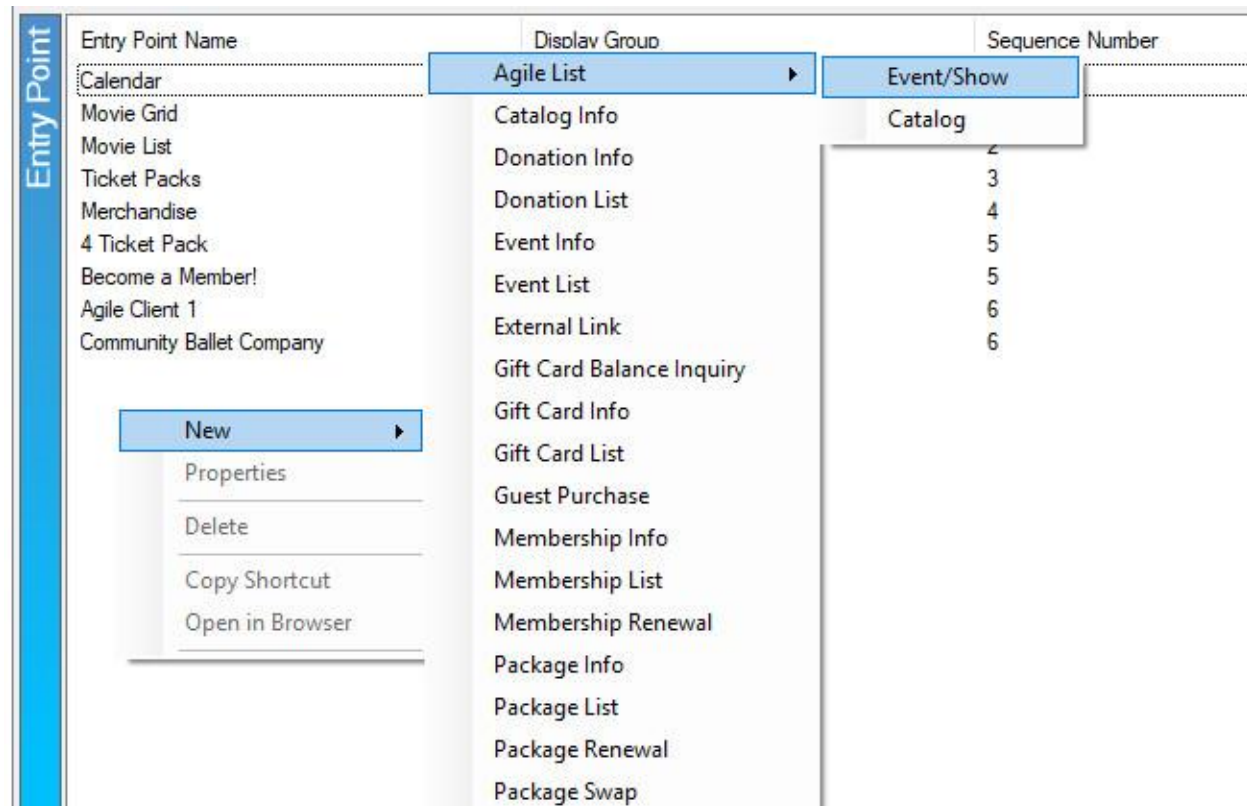
3. Open the **Web Folder**, and select the **Entry Points** icon.



4. Highlight the **Entry Point Group** by clicking on it.

Entry Point Group Name	Sales Channel	Type	Skin	Enabled
Sandbox Online	Web Standard	Internet	Agile Modern	True

5. Right-click in the **Entry Point** area and hover over **New**, then **Agile List** option, and select **Event/Show**.



The screenshot shows the 'Entry Point' management interface. A context menu is open over the 'Calendar' entry point. The menu includes options like 'New', 'Properties', 'Delete', 'Copy Shortcut', and 'Open in Browser'. The 'New' option is selected, and a sub-menu is visible with 'Agile List' and 'Event/Show' options. The 'Event/Show' option is further expanded to show a 'Catalog' sub-option. The background table lists various entry points with their display groups and sequence numbers.


Entry Point Name	Display Group	Sequence Number
Calendar	Agile List	
Movie Grid	Catalog Info	2
Movie List	Donation Info	3
Ticket Packs	Donation List	4
Merchandise	Event Info	5
4 Ticket Pack	Event List	5
Become a Member!	External Link	6
Agile Client 1	Gift Card Balance Inquiry	6
Community Ballet Company	Gift Card Info	
	Gift Card List	
	Guest Purchase	
	Membership Info	
	Membership List	
	Membership Renewal	
	Package Info	
	Package List	
	Package Renewal	
	Package Swap	

6. You should now be in the **Entry Point: New** pop-up. Fill out the following in the **General** tab:

The screenshot shows a window titled "Entry Point: New" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a header area with a globe icon and the text "Agile Theatre". The main content area has a tabbed interface with "General" selected. Under the "General" tab, the "Link Type" is set to "Agile List (Event/Show)". The form contains the following fields and controls:

- Name:** A text input field.
- Display Group:** A dropdown menu with an ellipsis button to its right.
- Passcode:** A text input field.
- Display Sequence:** A numeric spinner set to 0.
- Display Type:** A dropdown menu set to "Calendar".
- Date Offsets:** "Start" spinner (0), "End" spinner (1), and a unit dropdown (Months).
- Specify Start Date:** A checkbox (unchecked) and a date picker showing "Wednesday, February 12, 2020".
- Icon Class/Image:** A text input field.
- Include In Navigation Links:** A checked checkbox.
- Enabled:** A checked checkbox.
- URL:** A large text area with a "Copy to Clipboard" button to its right.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

- Enter the **Name** of the Entry Point (Note: this name will appear on your ticketing page).
- You can house this entry point in a **Display Group** by clicking a display group from the drop-down menu, or you can create a new display group by clicking the ellipsis button . The name of the Display Group will appear as the title of a drop-down list in your navigation bar.
- Enter a **Passcode** that will only allow users with the passcode to access this entry point.

D. Enter your **Display Sequence**.

E. In the **Display Type**, select **Calendar**.

F. In **Date Offsets**, you can set a specific range of time for events/shows to appear online. Anything outside of those dates will not appear. We suggest a 12-month Calendar view.


G. If you have a specific date when you want your events/shows to be displayed, you can check the box next to **Specify Start Date** and then enter in that date.

H. Un-check **Enabled** if the Entry Point should no longer be active, and un-check **Include In Navigation Links** if the Entry Point should not appear in the navigation bar on your website.

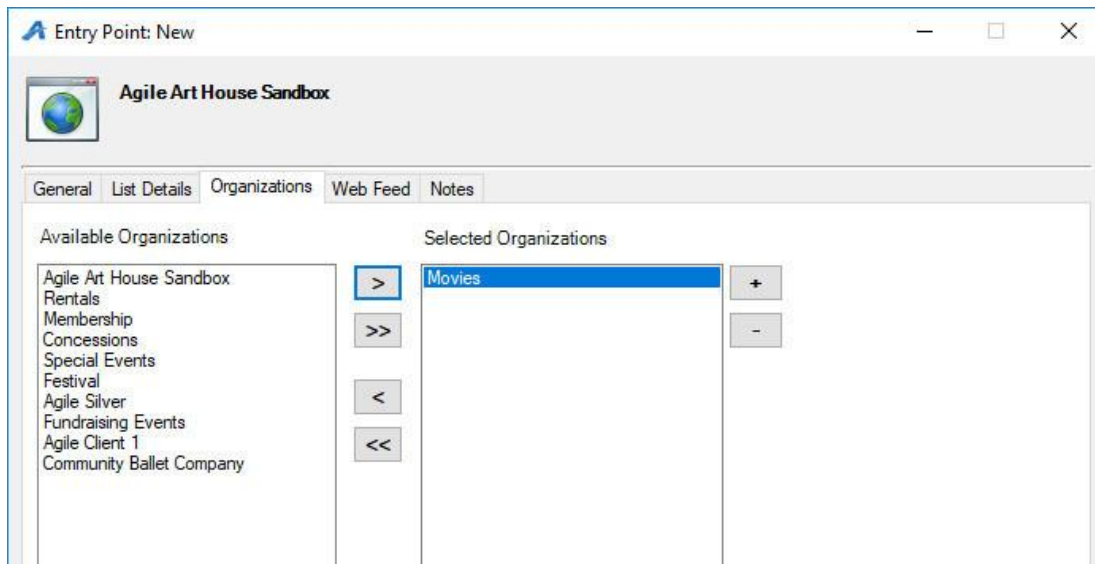
I. The **URL** generates after **Apply** is clicked.

7. The **List Details** tab gives you control over what pieces of information are listed about each item. Check each box to make a particular piece of information visible to customers. Filters allow the customer to sort the listings online by Custom Property (click [here](#) to learn more about Custom Properties). To enable these, select the filter(s) needed from the drop-down menu and click the green plus icon.

The screenshot shows a web application window titled "Entry Point: New" for "Agile Theatre". The "List Details" tab is selected, displaying a list of checkboxes for various display options. Below these is a text input field for "Custom CSS Class (AgileList-CustomClass)". At the bottom, there is a section for "Available Filters" with a dropdown menu set to "Event Type" and a green plus icon. Below this is a table with columns for "Filter Name", "Initial V...", and "Hidden". The "Event Type" filter is listed with a blue icon and a checked box in the "Hidden" column, and a red 'X' icon in the "Initial V..." column.

Filter Name	Initial V...	Hidden
Event Type		<input checked="" type="checkbox"/>

8. The **Organizations** tab determines which sales folder(s) appear in the list online. (Note: this may need to be updated yearly.)



9. The **Web Feed** tab provides the XML Feed for your organization's website if you choose to use XML Feeds instead of Agile pages. This will be automatically generated when **Apply** is clicked.



10. The **Notes** tab is for internal use only. We recommend adding details here about how this URL is being used.

