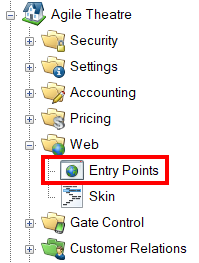
Create An Agile List: Catalog Entry Point

1. Log into **Administration**.

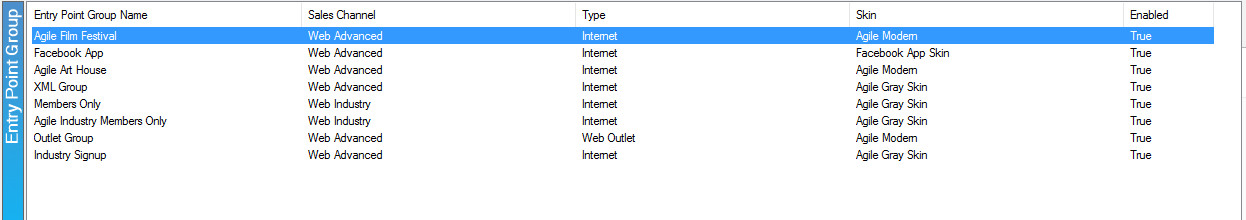
2. Select the **House Icon** .

3. Open the **Web** folder.

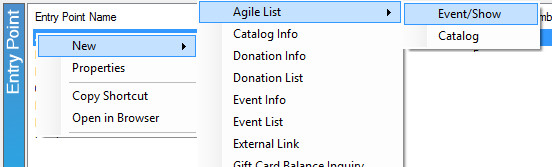
4. Select the **Entry Points** icon.



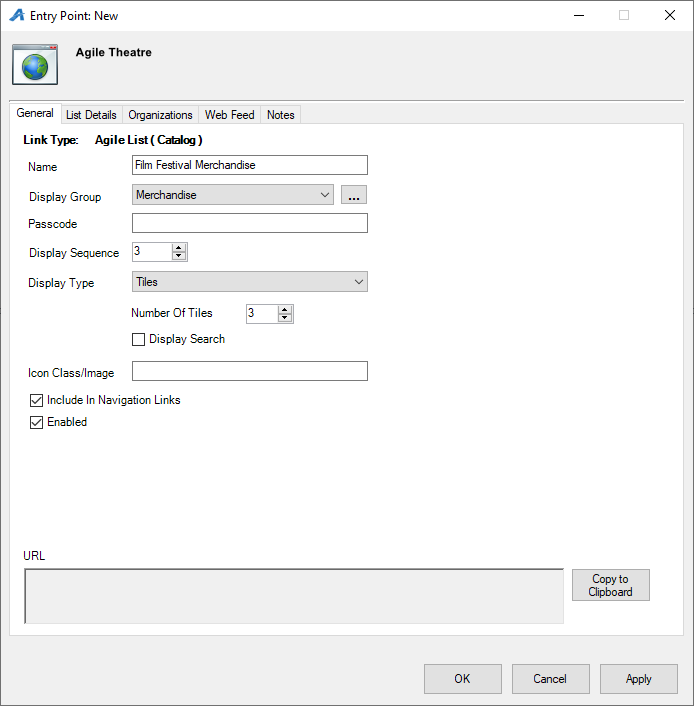
5. Highlight and select the **Entry Point Group** where you will create the URL.

[](https://support.agiletix.com/hc/en-us/article_attachments/211905706/IMage_2_Entry_Point_Group.jpg)

6. In the **Entry Point** field, right-click. Select **New**, **Agile List**, and **Catalog**.

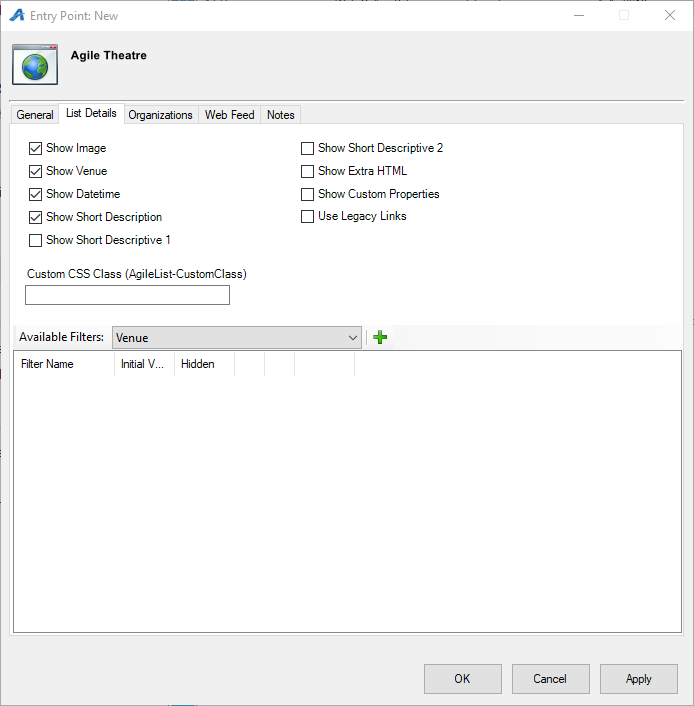
[](https://support.agiletix.com/hc/en-us/article_attachments/211737183/IMage_3_Agile_List_Catalog.jpg)

7. Fill out the following areas on the **General** tab (not all will be applicable to your needs):

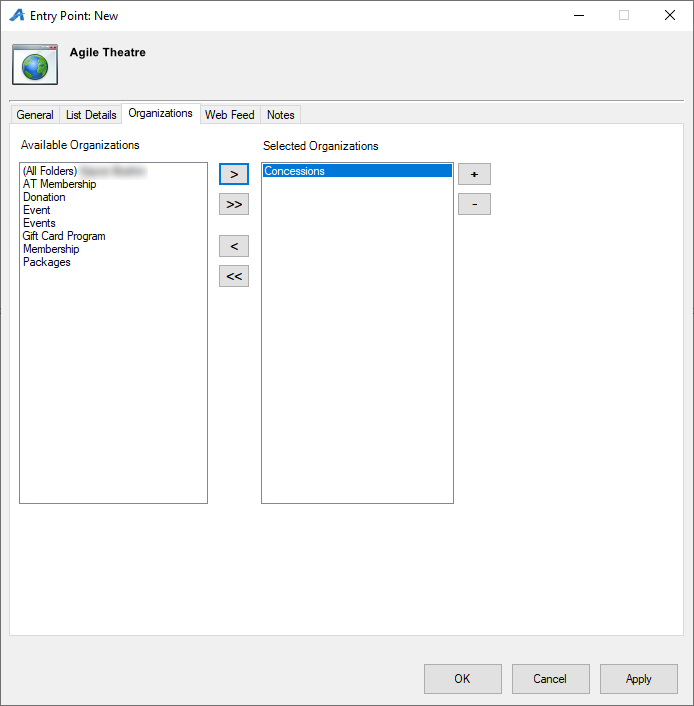
[](https://support.agiletix.com/hc/article_attachments/360049456792/CALCEPstep7.png)

* **Name** the URL (This will show up in your navigation menu).
* You can select or create a **Display Group** if you want it to be a part of a specific group on your navigation menu.
* Add a **Passcode** only if you need the URL to only be available to users who enter the passcode. Leave Passcode blank if the URL can be accessed by the general public.
* **Display Sequence** sorts what order this page will appear in online.
* **Display Type** determines how catalog items are viewed online.
* **Display Search** will add a search bar to the page.

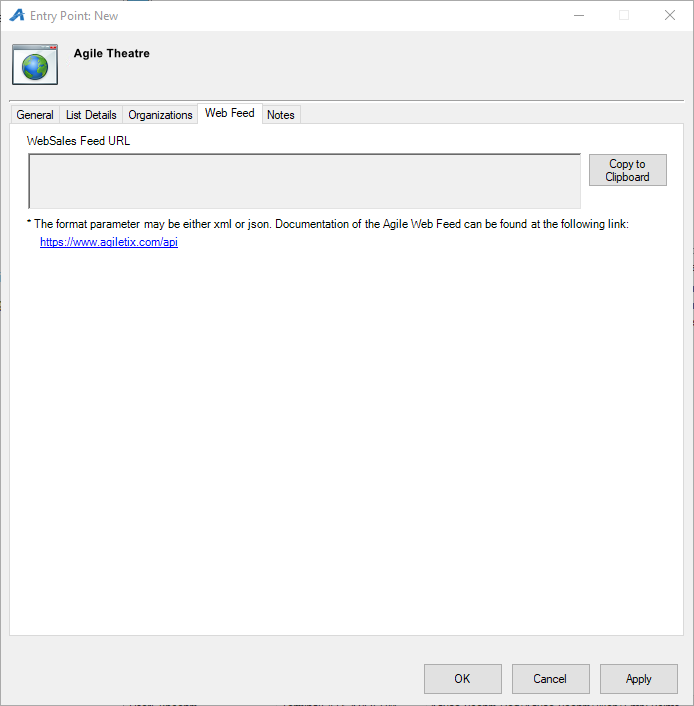
8. The **List Details** tab gives you control over what pieces of information are listed about each item. Check the boxes on the left-hand side to enable. Filters allow the customer to sort the listings online by Custom Property [(click here to learn more about Custom Properties)](https://support.agiletix.com/hc/en-us/articles/205012010-Creating-Custom-Properties). To enable these, select the filter(s) needed from the drop-down menu and select the green plus button.

[](https://support.agiletix.com/hc/article_attachments/360049456852/CALCEPstep8.png)

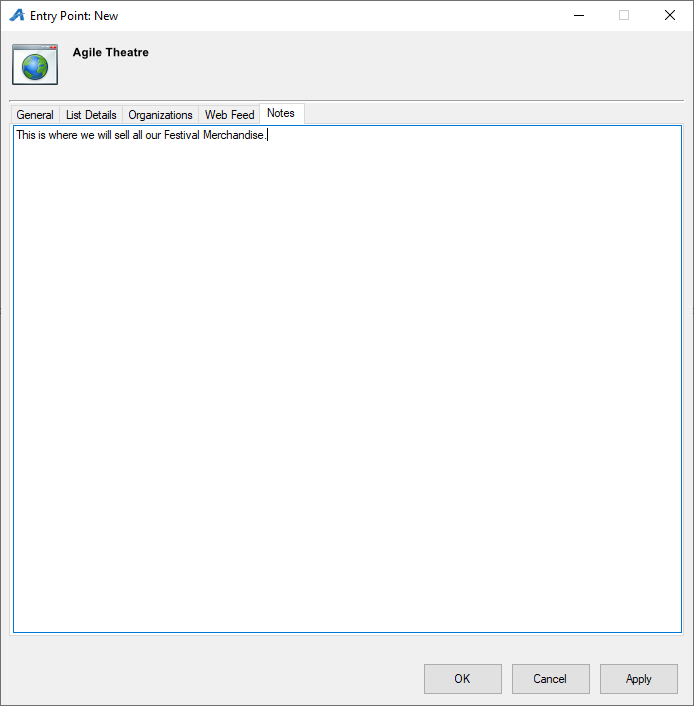
9. The **Organizations** tab determines which sales folder(s) appear in the list online. (Note: this may need to be updated yearly.)



10. The **Web Feed** tab provides the XML Feed for your organization's website if you choose to use XML Feeds instead of Agile pages.

[](https://support.agiletix.com/hc/article_attachments/360049456992/CALCEPstep10.png)

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

[](https://support.agiletix.com/hc/article_attachments/360049585511/CALCEPstep11.png)