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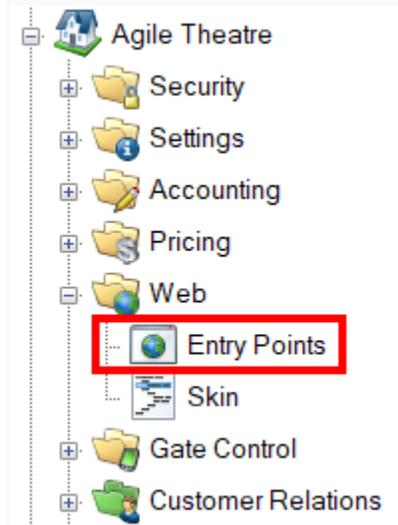
5. Highlight and select the **Entry Point Group** where you will create the URL.

6. In the **Entry Point** field, right-click. Select **New**, **Agile List**, and **Catalog**.
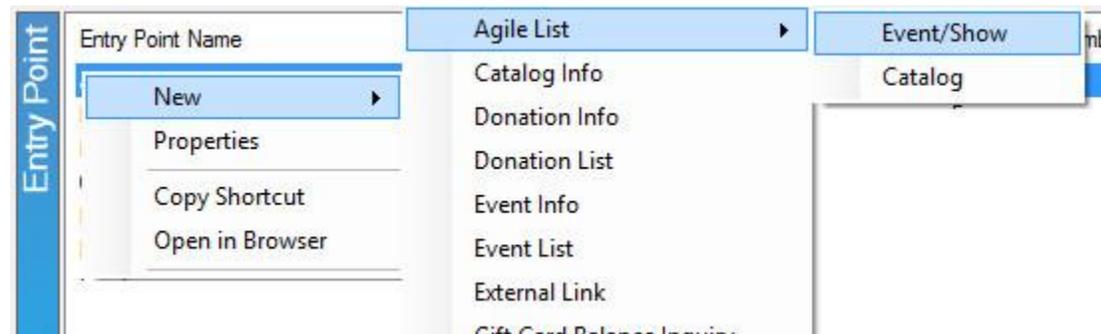
7. Fill out the following areas on the **General** tab (not all will be applicable to your needs):

- **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). To enable these, select the filter(s) needed from the drop-down menu and select the green plus button.

9. The **Organizations** tab determines which sales folder(s) appear in the list online. (Note: this may need to be updated yearly.)
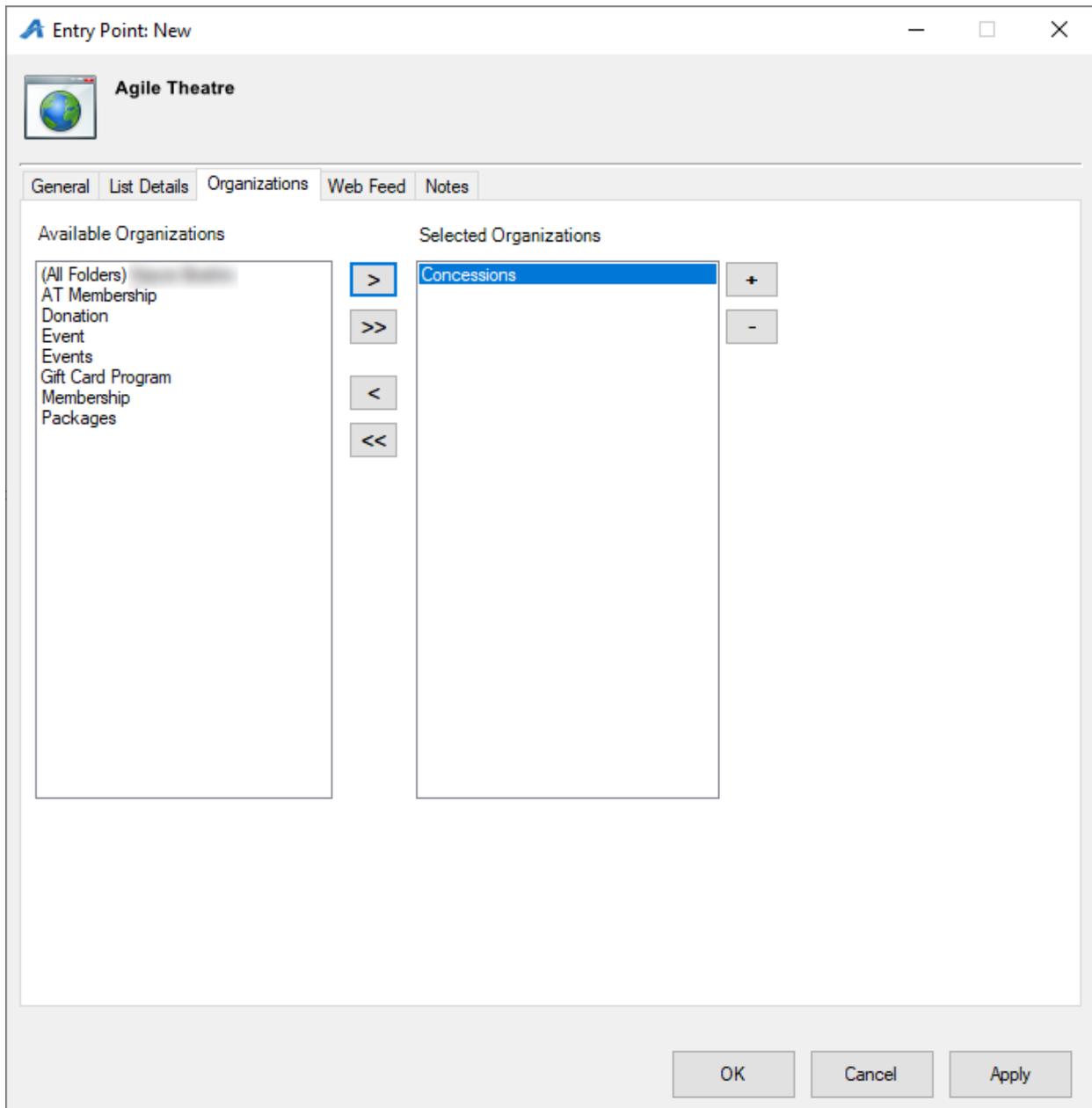
10. The **Web Feed** tab provides the XML Feed for your organization's website if you choose to use XML Feeds instead of Agile pages.
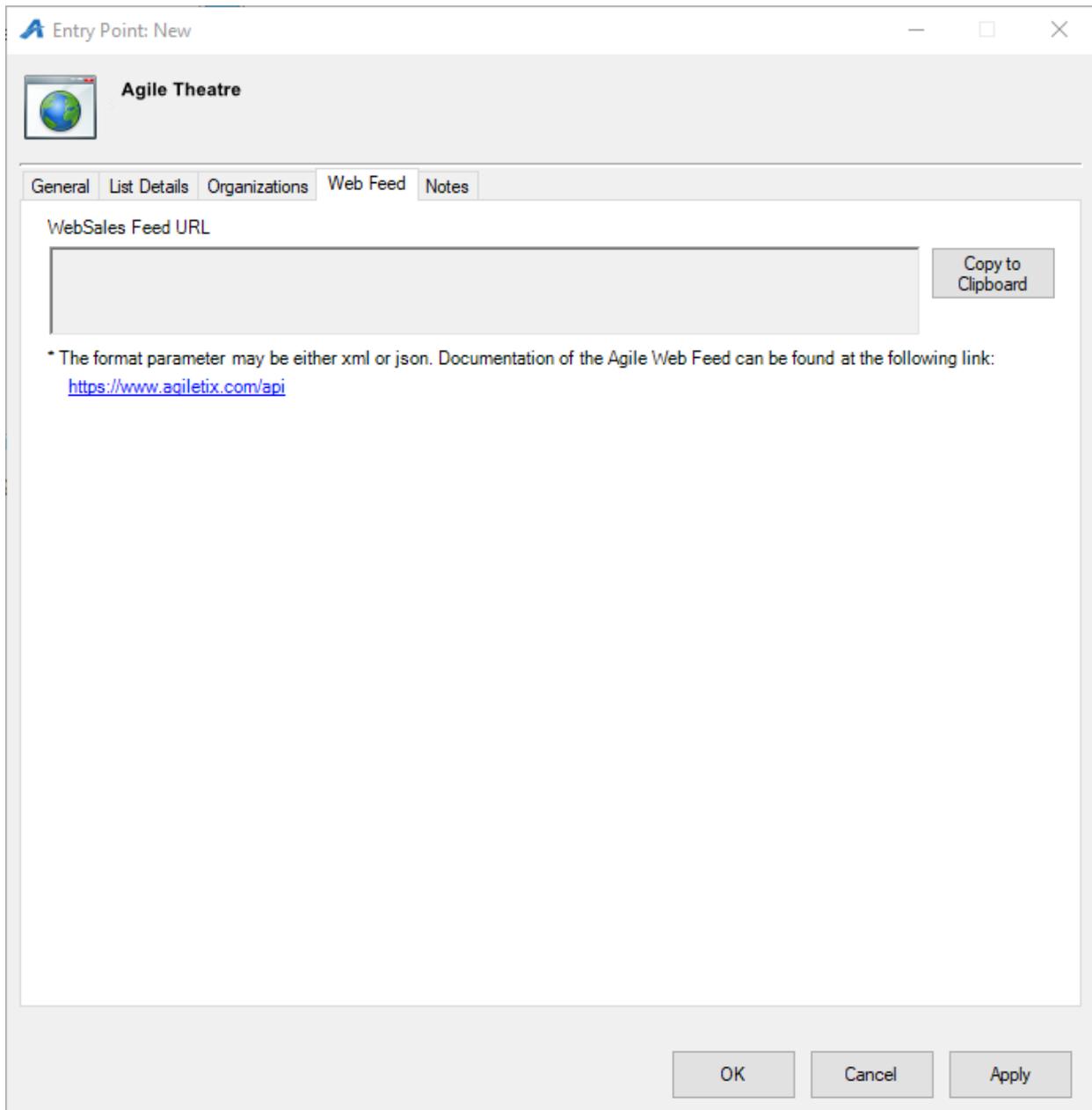
11. The **Notes** tab is for internal use only. We recommend adding details here about how this URL will be used.

A Entry Point: New   —   □   ✕

Agile Theatre

| General | List Details | Organizations | Web Feed | Notes |

This is where we will sell all our Festival Merchandise.

OK   Cancel   Apply