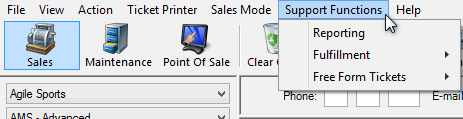
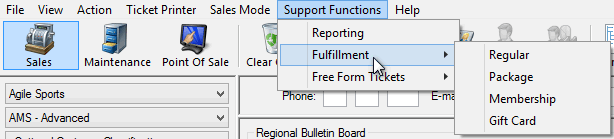
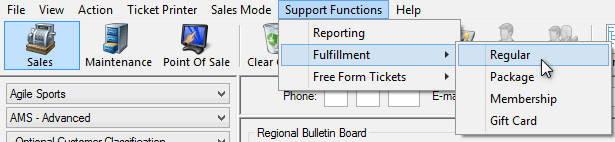
Printing Individual Tickets Using Regular Batch Fulfillment

1. [Log in](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to Agile and **Cash In**for the day. (Please see "[How to Cash In and Create a Daily User Batch in AMS](https://support.agiletix.com/hc/en-us/articles/204319670-How-to-Cash-In-and-create-a-Daily-User-Batch-in-AMS)" on how to Cash In.)
2. Click **Support Functions** at the top of the screen.   
   

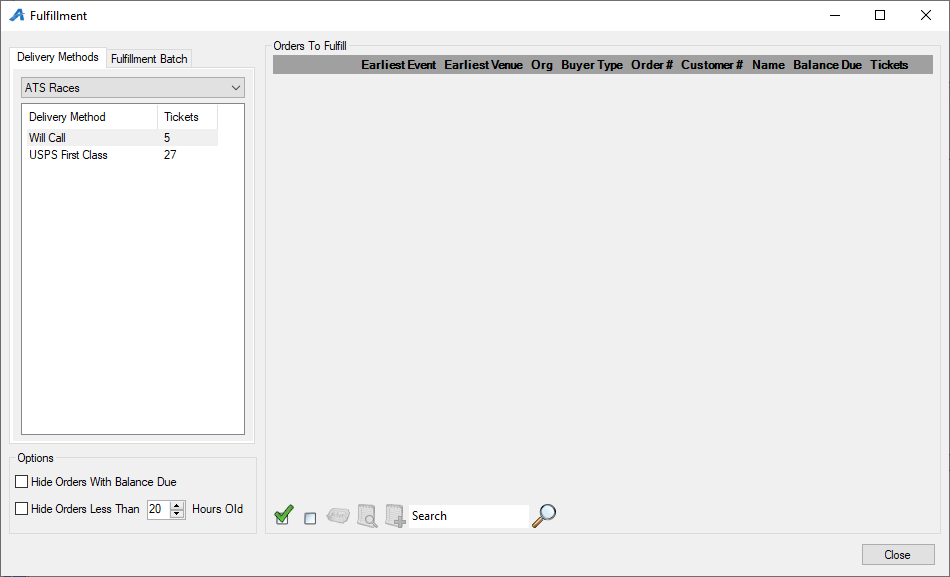
1. Move the cursor to **Fulfillment**.

[](https://support.agiletix.com/hc/en-us/article_attachments/203009164/SP-Fulfillment.png)

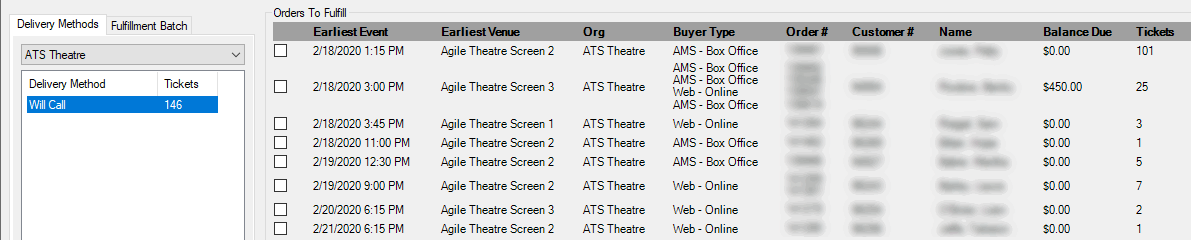
1. Move the cursor to **Regular**.

[](https://support.agiletix.com/hc/en-us/article_attachments/203009174/SP-F-_Regular.png)

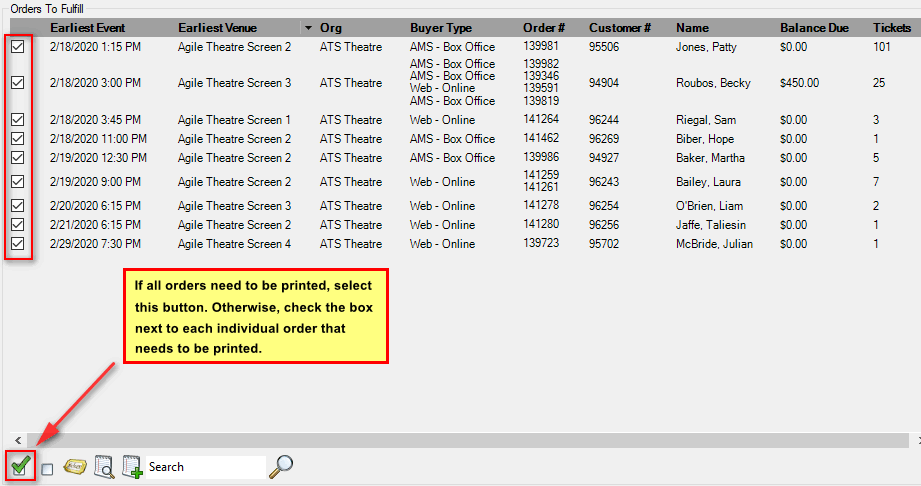
1. A **Fulfillment** screen will pop up. On the left side of the screen you will see a list of Delivery Methods with the number of tickets to print.

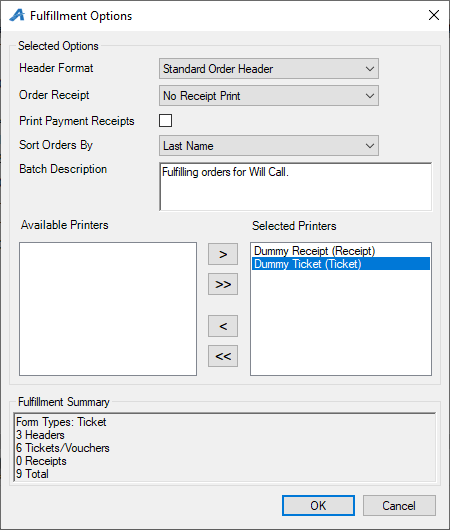
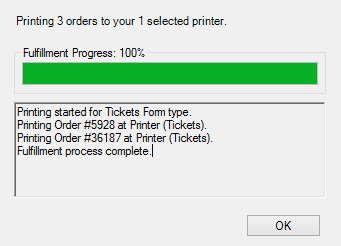
[](https://support.agiletix.com/hc/article_attachments/360049988212/PITRBFstep5.png)

1. Choose **Will Call**and the list of orders that are in will call will appear.

[](https://support.agiletix.com/hc/article_attachments/360050105071/PITRBFstep6.png)

1. Click the boxes next to the orders you want to print. If you want to print the entire list, select the **Green Check Mark**icon at the bottom of the screen,and it will select all of the orders to be printed.

[](https://support.agiletix.com/hc/article_attachments/360049988252/PITRBFstep7.png)

1. Once all the orders are selected, click the **Ticket**Icon at the bottom of the screen.  
   
2. The**Fulfillment Options** window will open. From the **Available Printer** list on the left side of the screen, double-click the ticket printer to move it to the **Selected Printers** column. Un-check **Print Payment Receipts**, and make sure that there is a **Header Format** selected. Also, make sure that the **Sort Orders By** is set to **"Last Name**,**"** so that the tickets will print by last name in alphabetical order. Click **OK** to start printing the tickets.
3. A progress screen will pop up. Once that is complete, click **OK**and wait for your tickets to finish printing.  
     
     
   Now your tickets are printed and can be stuffed into envelopes for will call or mail.