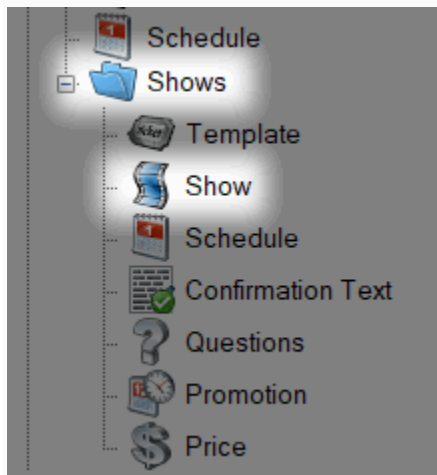


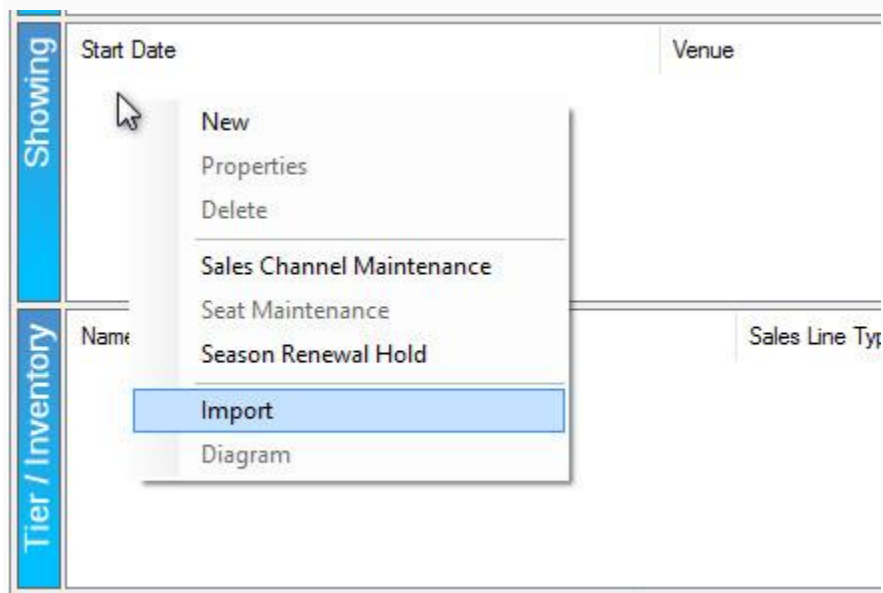
Importing Showings

You are now able to import your showing times. First, you need to make sure that you have created the show that you wish to import the showings into. Click [here](#) to see our article [Building an Individual Show](#) or, if you have multiple shows that you wish to import, click [here](#) to see [Show Import Instructions](#).

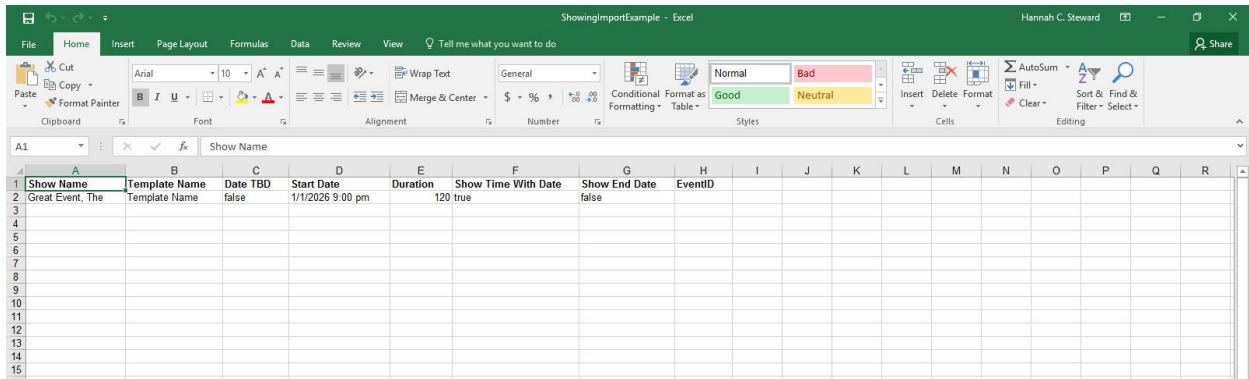
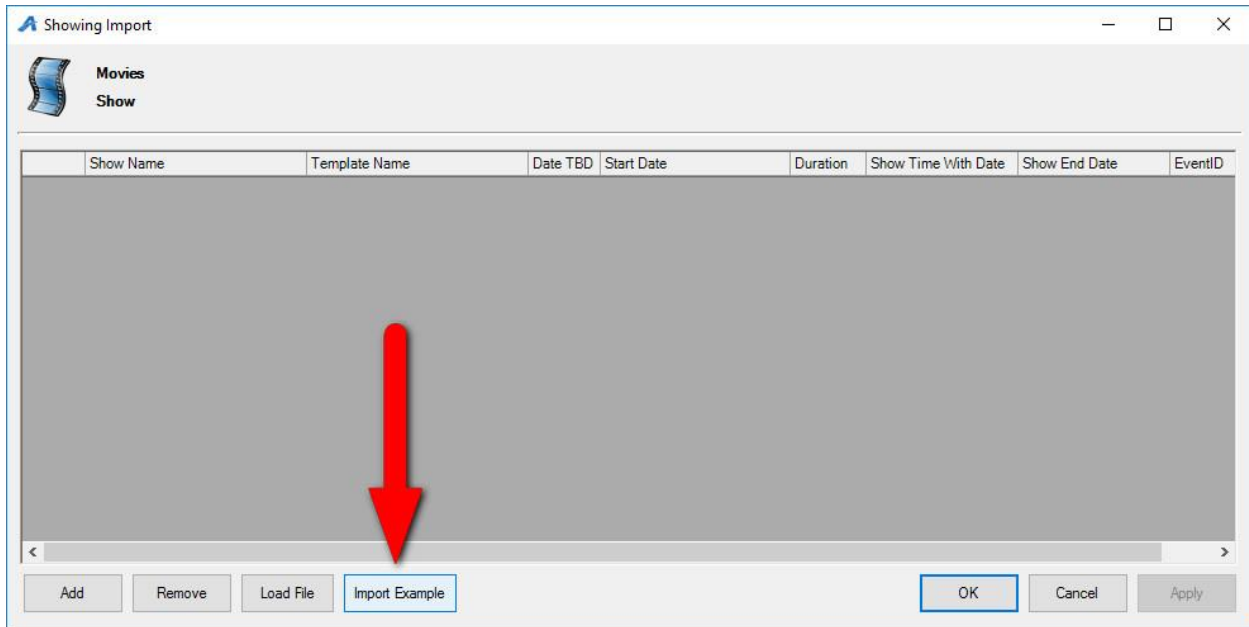
1. Log into **Administration**.
2. Open the **blue Sales Organization folder** that houses your shows and select the **Show** icon.



3. Right-click in the **Showing** area and select **Import**.



4. Click the **Import Example** button to save the Import spreadsheet example to your desktop.



5. Fill in the spreadsheet with the showing information.

1	Show Name	Template Name	Date TBD	Start Date	Duration	Show Time With Date	Show End Date
2	Godfather, The	Weekday Regular	TRUE	10/12/2019 19:00	175	TRUE	FALSE
3	Raging Bull	Weekday Regular	TRUE	10/12/2019 20:30	129	TRUE	FALSE
4	Gone With the Wind	Weekday Regular	TRUE	10/12/2019 21:00	238	TRUE	FALSE
5	Raging Bull	Weekday Regular	TRUE	10/12/2019 18:00	129	TRUE	FALSE
6	Lawrence of Arabia	Weekday Regular	TRUE	10/13/2019 20:30	216	TRUE	FALSE
7	Gone With the Wind	Weekday Matinee	TRUE	10/13/2019 12:00	238	TRUE	FALSE
8	Lawrence of Arabia	Weekday Matinee	TRUE	10/13/2019 12:00	216	TRUE	FALSE
9	Some Like it Hot	Weekday Matinee	TRUE	10/14/2019 19:00	121	TRUE	FALSE
10	Godfather, The	Weekday Matinee	TRUE	10/14/2019 14:00	175	TRUE	FALSE
11	Godfather: Part II, The	Weekday Regular	TRUE	10/14/2019 19:00	202	TRUE	FALSE
12	Godfather: Part II, The	Weekday Matinee	TRUE	10/14/2019 13:30	202	TRUE	FALSE
13	Forrest Gump	Weekday Regular	TRUE	10/15/2019 21:00	142	TRUE	FALSE
14	Forrest Gump	Weekday Matinee	TRUE	10/15/2019 12:00	142	TRUE	FALSE
15	Some Like it Hot	Weekday Matinee	TRUE	10/16/2019 12:00	121	TRUE	FALSE

A. **Show name:** In Column A, you will need to enter the Internal Name of a show. This is the shortened version of the show's name that customers will not see. (The Internal Name

should have been determined when you created the show. To view or edit a Show's Internal Name, select the Show icon, right-click the show, and select Properties.)

B. Template Name: In Column B, you will need to enter the name of the template that you created for the show.

C. Date TBD: If the dates of your show have not yet been finalized, you can type "TRUE" in Column C. If they are finalized, and you want them to appear online, make sure the column says FALSE.

D. Start Date: In Column D, you will need to enter the start date and time of the showing.

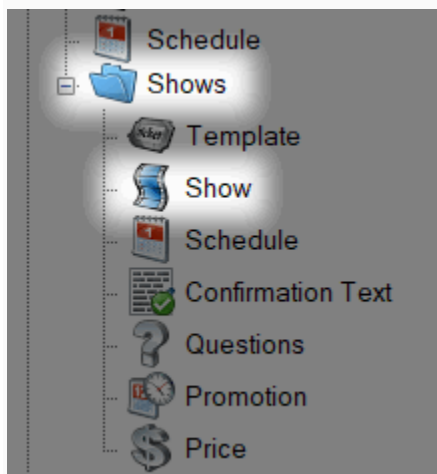
E. Duration: Enter the duration of the show in Column E. Please note that the duration needs to be entered in minutes.

F. Show Time with Date: If you wish for the time and date of the show to appear on the website, type "TRUE" in Column F.

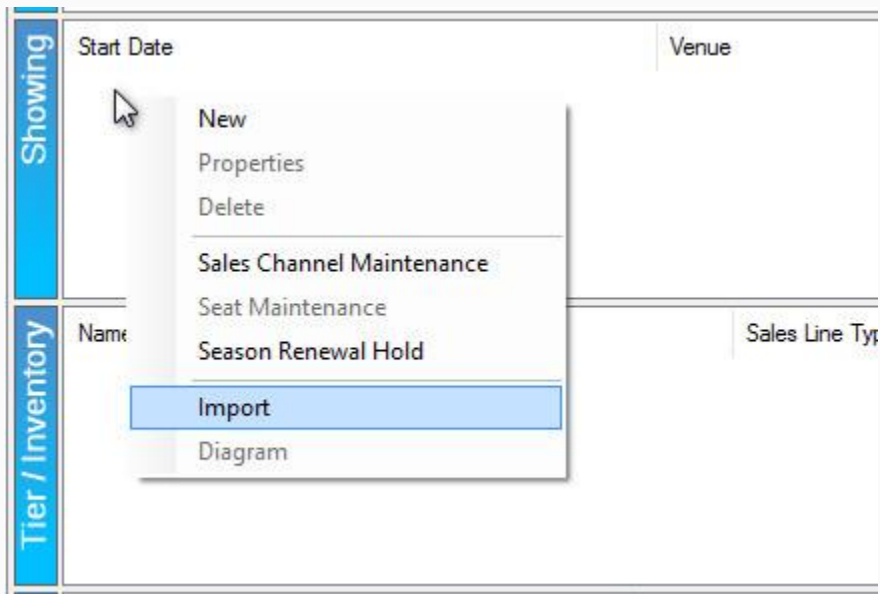
G. Show End Date: If your organization publishes the end date time on their website, make sure that you enter "TRUE" in Column G

H. Event ID: The event ID will be generated by Agile once you Import the showings. This column has a 50-character limit.

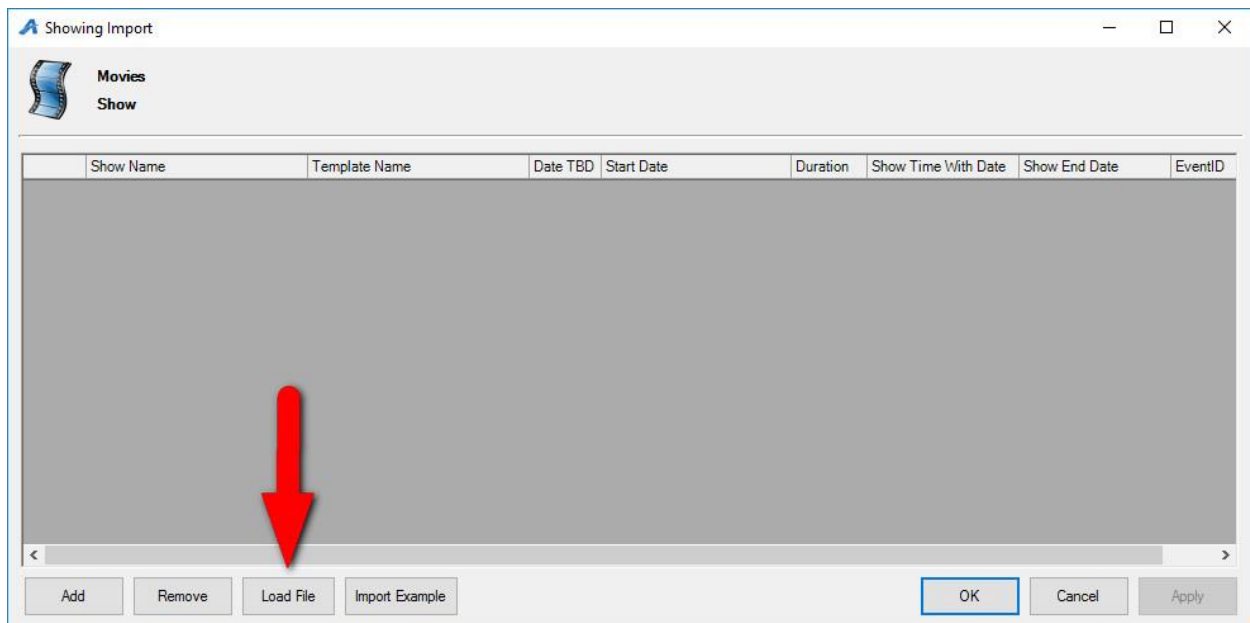
6. Once you have filled out the Import spreadsheet, return to Agile **Administration** and the **blue Sales Organization Folder** that will house your shows.



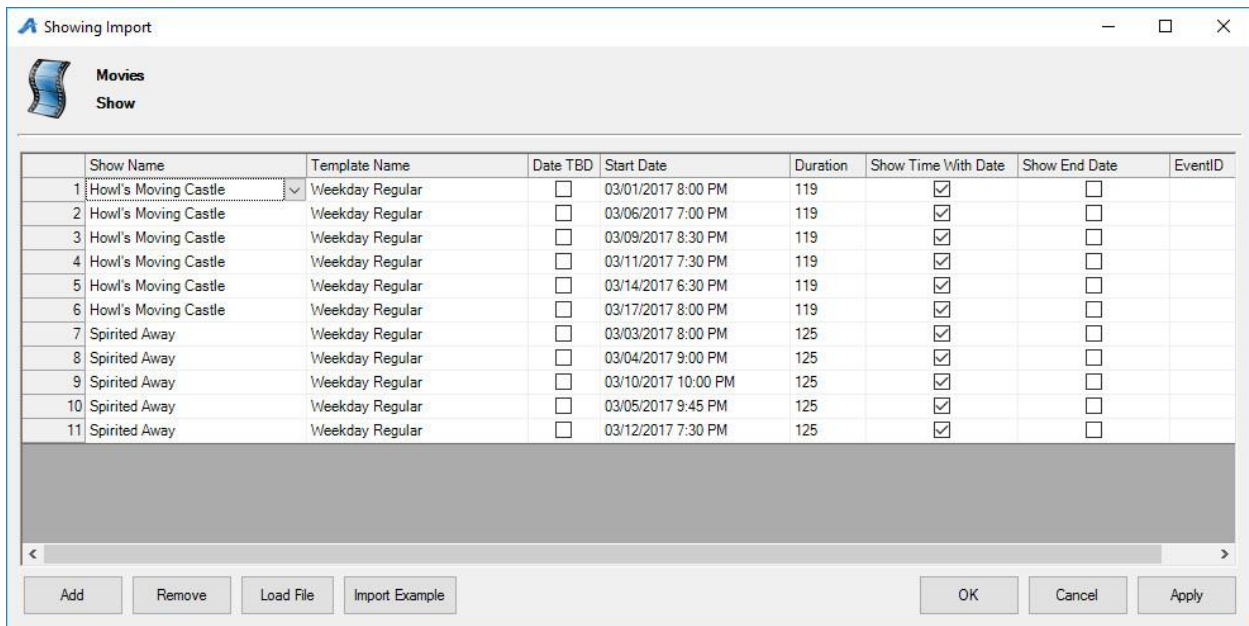
7. Right-click in the **Showing** area and select **Import**.



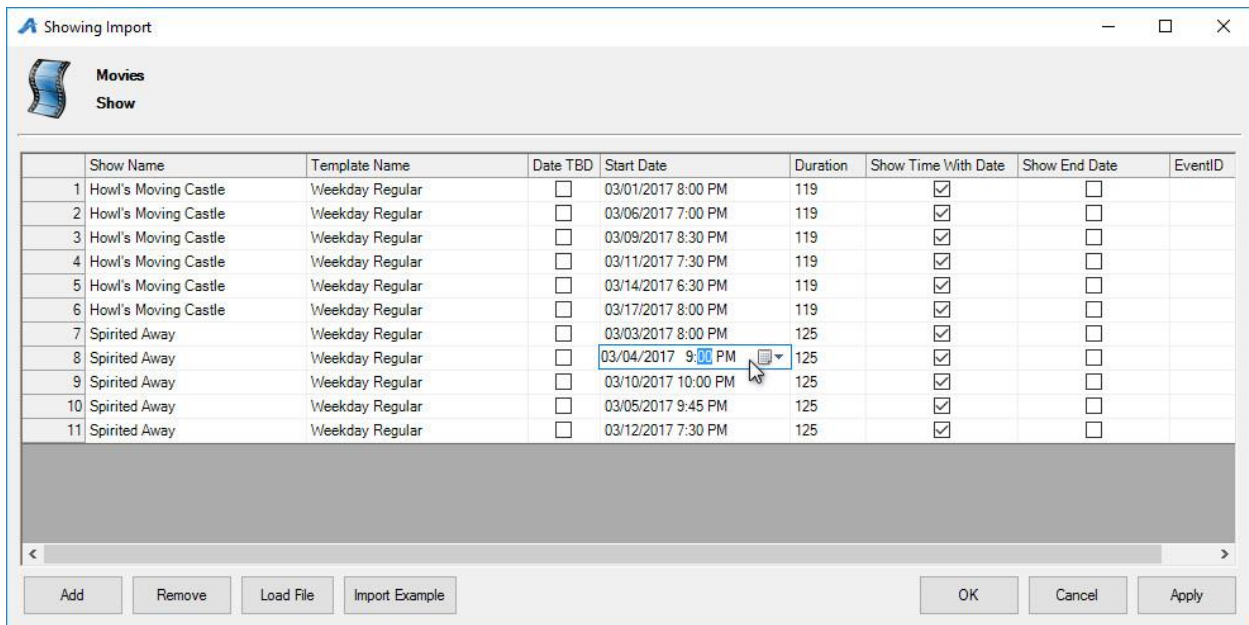
8. Click **Load File** and select the completed import spreadsheet.



9. All showing information should appear in the Showing Import window.

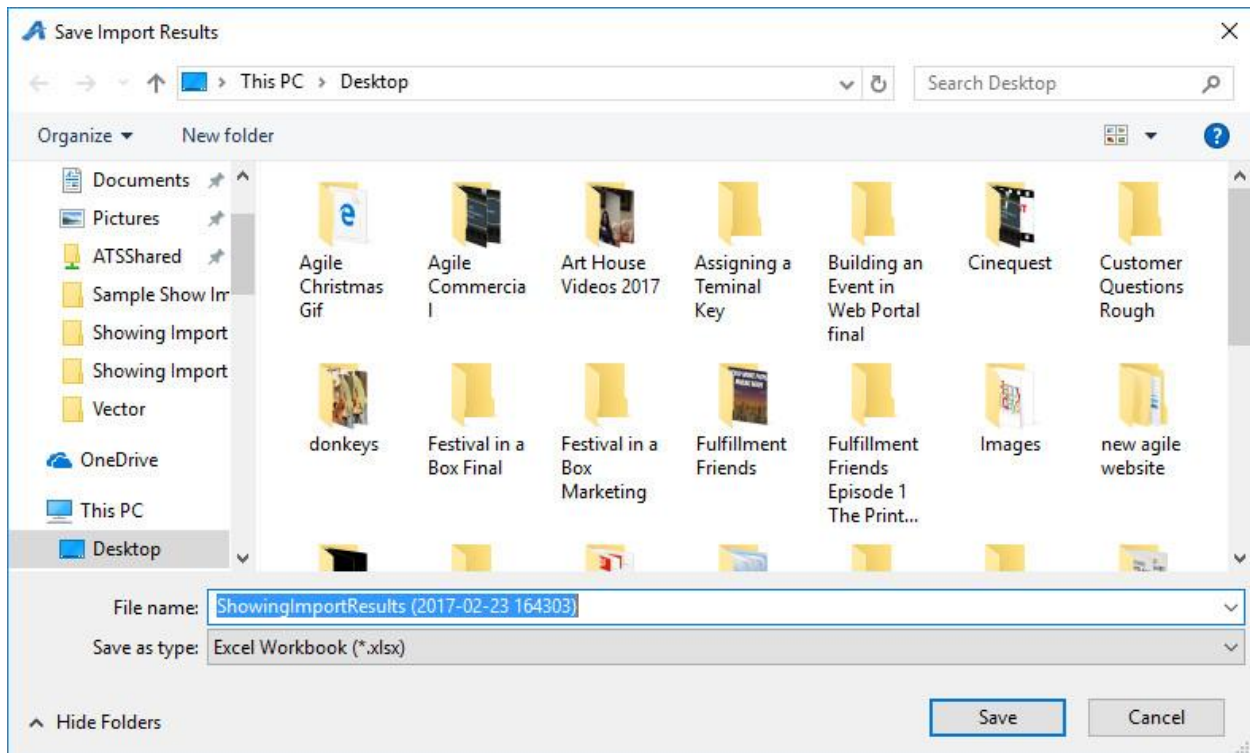


10. At this point, you can make edits to your showing by double-clicking the field you wish to edit.



11. Once all the information is correct, click **Apply** to import your showings.

12. Clicking Apply should also generate a **ShowingImportResults** spreadsheet. Please save this in a secure location just in case you ever need to upload the showings to Agile again.



13. Before you are able to view these showings on your website, you will need to put them on-sale. See the article [Placing Multiple Shows/Events on Sale](#) to learn more.