Placing Multiple Shows/Events

Multiple shows or events can be placed on sale at the same time by following with the following steps:

1. Select all the **Shows** or **Showings** that you wish to put on sale. Click the first with your mouse. While pressing the Shift key, select the last you wish to put on sale.



2. Right-click and choose **Sales Channel Maintenance**.



3. Click the **Sales Channel** drop-down list and select a**Buyer Type**.



4. At the bottom of the screen, the **Start Sale Date** should be adjusted to the date and time you want these events to go on sale for this Sales Channel. Select either **Offset** to start sales a certain number of days or hours before the event or **Date** to start sales on an exact date and time.



5. In the **End Sale Date** column, choose the **Offset** or the exact **Date** when you want sales to end.



6. Check **Enforce Qtys** and set the **Min** and **Max**, if there needs to be a restriction on how many tickets a customer can purchase.



7.**Display Message** allows you to add a specific message that will appear online when you do not want tickets to be available online or if the event has no more inventory left to sell (e.g. *Rush Line Only*, *Sold Out*, etc.).



8. Click **Apply** to save the information and **OK** to close the screen.

9. If you need to make any adjustments to the on-sale dates and times, repeat Steps 1 through 3. Select the **Modify** radio button to make any necessary changes.

