

Adding a General Admission Tour

- 1) [Login](#) to **Administration**.
- 2) After creating the template (see [Building a Venue Template](#) for more information), right-click in the **Tier/Inventory** section and click **New Tier**.

Name	Venue	Enabled
REGULAR SCREENING: Agilet Theater Screen 1	Agile Theatre (Screen1)	True
REGULAR: Best Theater	Best Theater	True
REGULAR:Agile Theatre (Screen 1)	Agile Theatre (Screen1)	True
SPECIAL EVENT: Elm Hill Cinema	Elm Hill Cinema	True

Name	Sales Line Type	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
General Admission	General Admission	1	True	True	273	0	20	0	0	293
Stand By / Rush	General Admission	2	True	True	0	0	0	0	0	0

Sales Char	Ticket Type	Sale Date	Price	Fee	Total	Sequenc...	Enabled	Function Area	Pkg Price
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- 3) The **Tier: New** window will appear. In the **General Tab**, address the following:

2015 Agile Film Festival
SPECIAL EVENT: Elm Hill Cinema

General | **Comp Policy** | Notes

Sales Line Type: General Admission

Tier Name: [Empty]

Zero Available Qty Message: [Empty]

Show Available Qty On Web:

Tier Priority: 3

Color: [Empty]

Time Based Tier: 10:24 AM

Enabled:

General Admission: Initial Default Inventory: 0

Inventory Group	Enabled	Available	In Process	Order	Disabled
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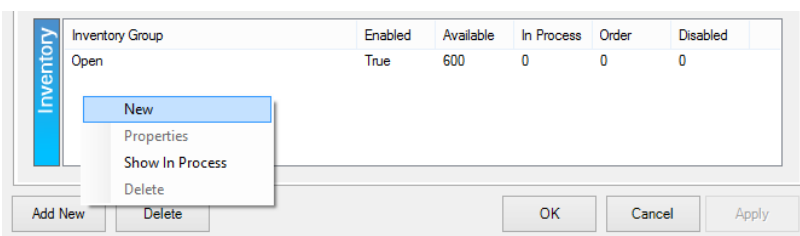
Add New | Delete | **OK** | Cancel | Apply

- **Sales Line Type:** Select the correct option from the drop-down tier, usually **General Admission** or **Admission**.
- **Tier Name:** Select the correct option from the drop-down tier, usually **General Admission**.
- **Zero Available Qty Message:** Type a message here that will appear when the event is sold out. If left blank, **Not Available** will automatically populate.
- **Show Available Qty On Web:** Check this box if the quantity should be seen online.
- **Tier Priority:** Similar to display sequence, this orders the tiers online.
- **Color:** Choose a color for the tier. This option is usually used on reserved tiers.
- **Time Based Tier:** This allows you to associate a certain timer with that tier.
- **Enabled:** Check this box to activate the tier.
- **General Admission:** This box must be checked to indicate that this is a General Admission tier.
- **Initial Default Inventory:** Enter the number of seats here, if known.

4) Click **Apply**.

5) An **Open** Inventory Group appears. If this is the only inventory group needed, then click **OK** and build the pricing.

6) If more **Inventory Groups** are needed, right-click in the **Inventory** box and select **New**.



7) This will open the **Inventory: New** window. In the **General** tab, address the following:

The screenshot shows the 'Inventory: New' dialog box for the event '2015 Agile Film Festival - SPECIAL EVENT: Elm Hill Cinema - Admission'. The 'General' tab is active. The 'Inventory Group' is set to 'Artist Hold'. The 'Available Qty' is 0, and 'Adjust Available Qty' is also 0. The 'Enabled' checkbox is checked. Buttons for 'Delete', 'OK', 'Cancel', and 'Apply' are visible at the bottom.

- **Inventory Group:** Select the name of the inventory group.
- **Adjust Available Qty:** Enter the number of seats that should be in this tier.