

## 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.

	The Greatest Film Ever Made	8/22/2015 12:00 PM	The Greatest Film Ever Made	Regular Event	True
Showing	Start Date	Venue	Enabled		
	8/22/2015 12:00 PM	Agile Theatre (Screen2)	True		
	8/29/2015 12:00 PM	Agile Theatre (Screen2)	True		
	8/28/2015 12:00 PM	Agile Theatre (Screen2)	True		
	8/27/2015 1:00 PM	Agile Theatre (Screen2)	True		
	8/27/2015 3:00 PM	Agile Theatre (Screen2)	True		
	8/25/2015 3:00 PM	Agile Theatre (Screen2)	True		

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

Start Date	Venue	Event Type	Enabled
3/23/2020 7:00 PM			True
3/24/2020 1:00 PM			True

  

Name	Sales...	Priority	Other	Order	Disabled	Total
Ge...	Admi...	0	3	0	0	70

  

New
Properties
Delete
<b>Sales Channel Maintenance</b>
Seat Maintenance
Showing Renewal Hold
Season Renewal Hold
Import
Diagram

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

Event Sales Channel Maintenance: Multiple Events Selected

Events

Sales Channel (Select A Buyer Type)  Apply Buyer Type Defaults  Only apply changes to selected items

Even...	Even..	AMS - Box Office Sales	Web - Box Office Sales	Web - Online Sales	Gate Control - Scanned Entry	All Buyer Types	Display Message	Mess...
Prince...	3/23...							
Prince...	3/24...							

Add  Modify

**Start Sale Date**

Offset Days Before Event: 0 Hours Before Event: 0

Date: 2/19/2020 10:36:40 AM

Enforce Qty's Min: 0 Max: 0

Enabled

Display Message

OK Cancel Apply

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.

Add  Modify

**Start Sale Date**

Offset Days Before Event: 0 Hours Before Event: 0

Date: 7/24/2015 12:00:00 AM

You can Choose an Offset Default or choose an exact date and time for the tickets to go on sale for this Sales Channel.

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

The screenshot shows the configuration for the End Sale Date. It includes radio buttons for 'Offset' and 'Date'. The 'Offset' option is selected, with 'Days Before Event' set to 0 and 'Hours Before Event' set to 0. The 'Date' option is also visible, with a date of 2/19/2020 and a time of 10:38:27 AM. A yellow callout box with a red border contains the text: "You can choose either an Offset Default or an exact date and time for sales to end." Two red arrows point from this box to the 'Offset' and 'Date' radio buttons.

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.

The screenshot shows the 'Enforce Qtys' configuration. The 'Enforce Qtys' checkbox is checked. The 'Min' value is set to 2 and the 'Max' value is set to 8. A yellow callout box with a red border contains the text: "For this example, the customer must purchase at least two but no more than eight tickets. If you do not have a ticket minimum or maximum, do not check this box." A red arrow points from the callout box to the 'Enforce Qtys' checkbox.

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.).

The screenshot shows the 'Display Message' configuration. The 'Display Message' checkbox is checked, and the message text is 'Rush Line Only'. A yellow callout box with a red border contains the text: "This 'Rush Line Only' message is preset for the 'Zero Qty' switch. 'Rush Line Only' will only appear once your inventory for the showing reaches zero." A red arrow points from the callout box to the 'Display Message' checkbox.

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.

Event Sales Channel Maintenance: Multiple Events Selected

Events

Sales Channel: (Select A Buyer Type)  Apply Buyer Type Defaults  Only apply changes to selected items

Ev...	Even...	Venue	Even...	Sales...	Sales...	Sales...	Enforce Qtys	Min	Max	Enabled	Display Message	Mess...
Prince...	3/23...	BMW...	Film									
Prince...	3/24...	BMW...	Film									

Add  **Modify**

Start Sale Date

Days Before Event	Hours Before Event
<input checked="" type="radio"/> Offset 0	<input type="radio"/> 0
<input type="radio"/> Date 2/19/2020	<input type="radio"/> 10:38:27 AM

End Sale Date

Days Before Event	Hours Before Event
<input checked="" type="radio"/> Offset 0	<input type="radio"/> 0
<input type="radio"/> Date 2/19/2020	<input type="radio"/> 10:38:27 AM

Enforce Qtys Min 0 Max 0

Enabled

Display Message Rush Line Only

OK Cancel Apply