Adding a General Admission Tour

1) [Login](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to **Administration**.

2) After creating the template (see [Building a Venue Template](https://support.agiletix.com/hc/en-us/articles/204659554-Building-a-Venue-Template) for more information), right-click in the **Tier/Inventory** section and click **New Tier**.



3) The **Tier: New** window will appear. In the **General Tab**, address the following:



* **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:



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