Importing Your Events

1. In **Administration**, open the **Blue Sales** **Folder** where you will be importing your Events and select the**Template**icon.


2. Select the **Template** where you wish to import your events.

3. Right-click the**Template** and select **Copy/Import.**



4. The **Copy/Import** window will appear. To import events, select **Event** as the **Copy Type**.



5. Select **Import Example** to save the Import Spreadsheet Example to your computer.



6. Enter the following information into your spreadsheet:



* **Copy From (Column A) –** Add the exact name of the Template you will be using for this import. ***\*Required***
* **Date TBD (Column B) –** Type FALSE if you have confirmed the dates you wish to import. If you have not confirmed the dates you wish to import, type TRUE. ***\*Required***
* **Start Date (Column C) –** This is the date and time of your Event. ***\*Required***
* **Duration (Column D) –** This is where you will enter the duration of your event in minutes. ***\*Required***
* **External Name (Column E) –** This is the name of the event that will appear online. ***\*Required***
* **Internal Name (Column F) –** This is a (usually shortened) name for your event that will only appear in Agile Admin and Sales. ***\*Required***
* **Color (Column G)** **–** *\*\*Not Required*
* **Ticket Verbiage 1 – 5 (Column H-L) –** This is where you will put information that will appear on the ticket. *\*\*Not Required*
* **Description (Column M) –** This is where you will enter the description for your event. *\*\*Not Required*
* **Short Descriptive 1 /Short Descriptive 2 (Column N&O) –** These areas allow you to put short descriptions that appear either at the top of the ticket page or under the date and time of the event. *\*\*Not Required*
* **Short Description (Column P) –** This is a short synopsis that appears in a List View on your website *\*\*Not Required.*
* **Confirmation (Column Q)** **–** Add specific confirmation text for this event that will be emailed to the customer once their order has been confirmed. *\*\*Not Required.*
* **Image (Column R)** **–** This can be the list of image names for your event that you can import at the same time as the spreadsheet. *\*\*Not Required*
* **Thumbnail (Column S)** **–** This a smaller image that will appear in your event listing online. *\*\*Not Required*
* **Overhead Image** **(Column T)** **–** This is a seating chart image that your customers can view online*. \*\*Not Required*.
* **Overhead Thumbnail –** Small version of you seating chart. *\*\*Not Required*
* **Ticket Image/Extra Image/Media (Columns V-W)** **–** Add an image that will appear on print-at-home tickets and include a video that appears online. *\*\*Not Required*

7.  **Save**and **Close** the spreadsheet once you have completed entering your **Events**.

8. In **Administration,** go back to the **Blue Folder** and select **Template**.



9. **Right-click** the **Template** you selected in Step 2 and select **Copy/Import**.



10. Select **Load File** and choose the spreadsheet from your computer.



11. The **Events** will now be in the **Copy/Import** window. Make any edits if necessary.



12. Once you are sure that your imports are correct, click **Apply** and **OK**. You should see Events and be ready to place them on sale.

