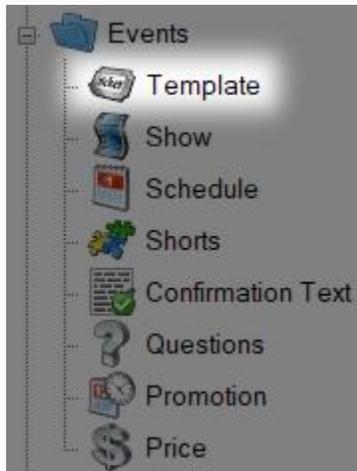


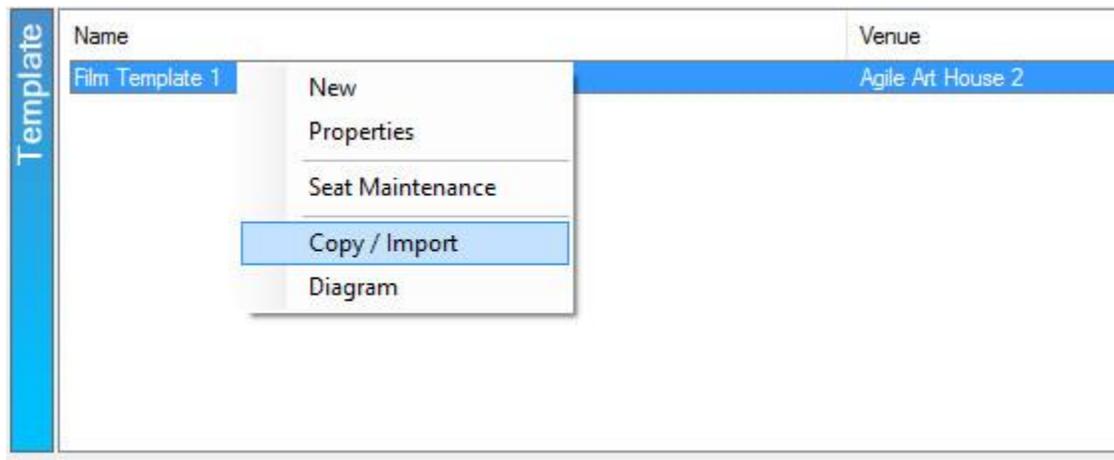
## Importing Your Events

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

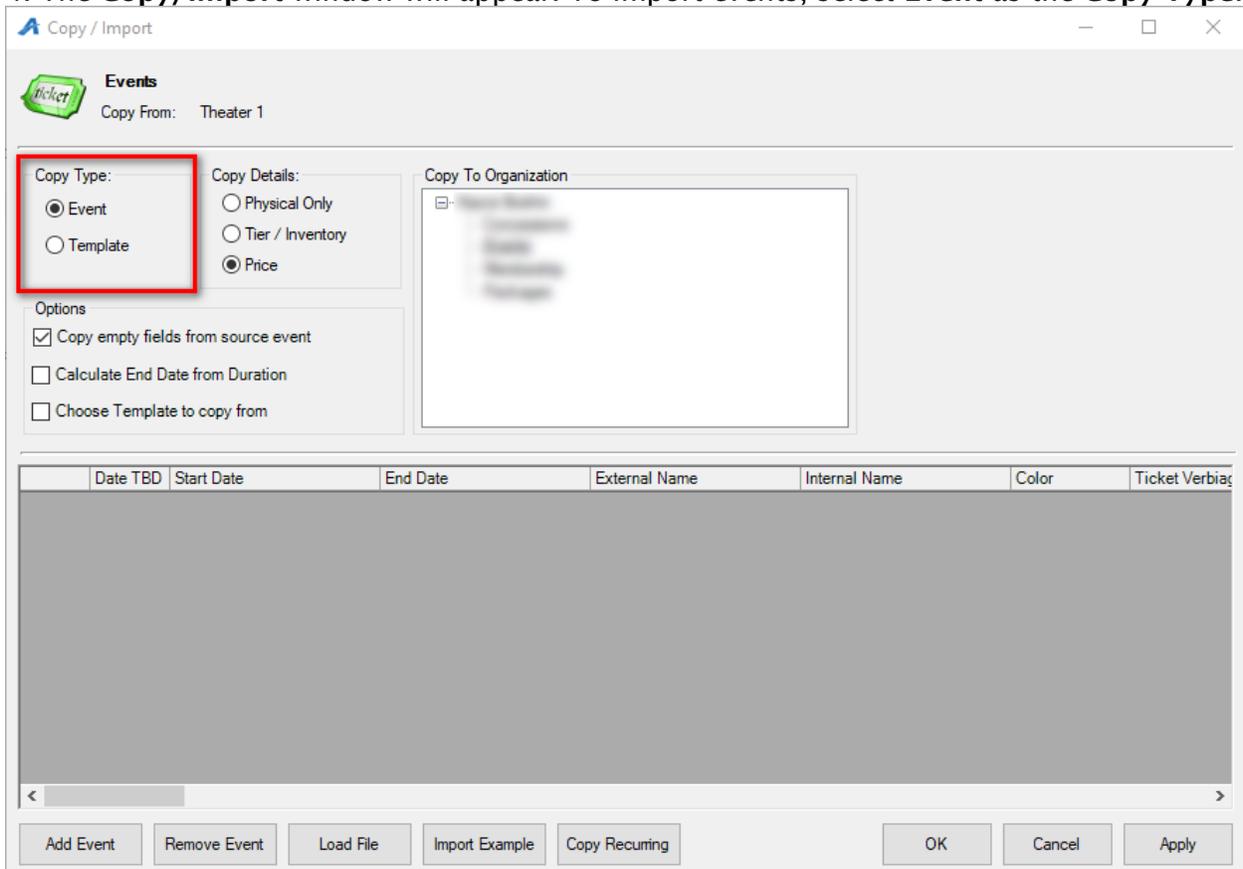


2. Select the **Template** where you wish to import your events.

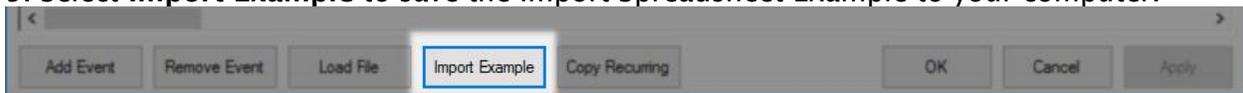
3. Right-click the **Template** and select **Copy/Import**.



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:

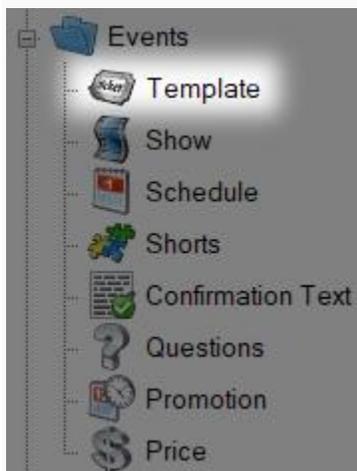
J	A	B	C	D	E	F	G	H	I	J	K	L	
1	Copy From	Date TBD	Start Date	Duration	External Name	Internal Name	Color	Ticket Verbiage 1	Ticket Verbiage 2	Ticket Verbiage 3	Ticket Verbiage 4	Ticket Verbiage 5	Del
2	Template Name	true/false	1/1/2026 9:00 pm	120	The Great Event	Great Event	#666666	Ticket Verbiage Line 1	Ticket Verbiage Line 2	Ticket Verbiage Line 3	Ticket Verbiage Line 4	Ticket Verbiage Line 5	Ful
3	Film Template 1	FALSE	3/12/2017 21:00	120	Award Ceremony	Award Ceremony							At t
4	Film Template 1	False	3/24/2017	120	Movie Under the Star	Under the Stars							Pa
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33													
34													
35													

- **Copy From (Column A)** – Add the exact name of the Template you will be using for this import. *\*Required*

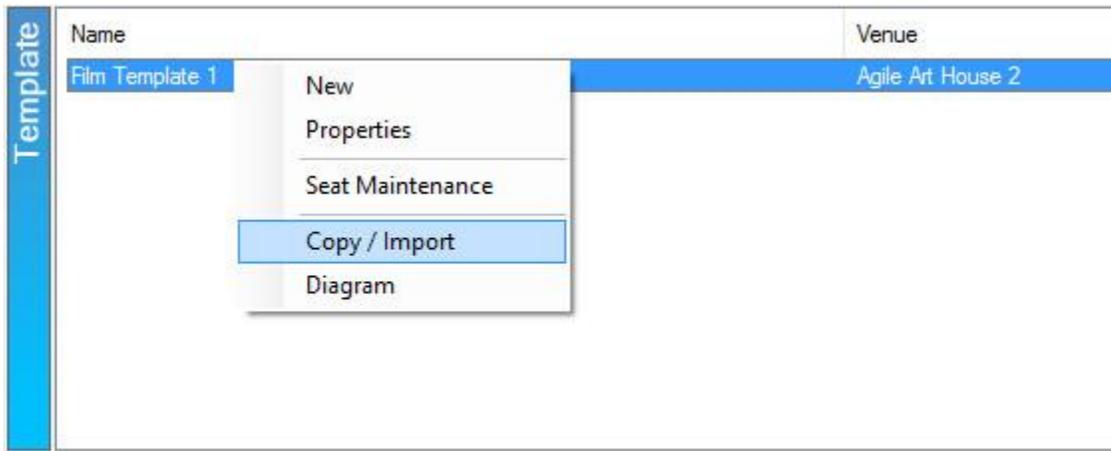
- **Date TBD (Column B)** – Type FALSE if you have confirmed the dates you wish to import. If you have not confirmed the dates you wish to import, type TRUE. *\*Required*
- **Start Date (Column C)** – This is the date and time of your Event. *\*Required*
- **Duration (Column D)** – This is where you 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**.

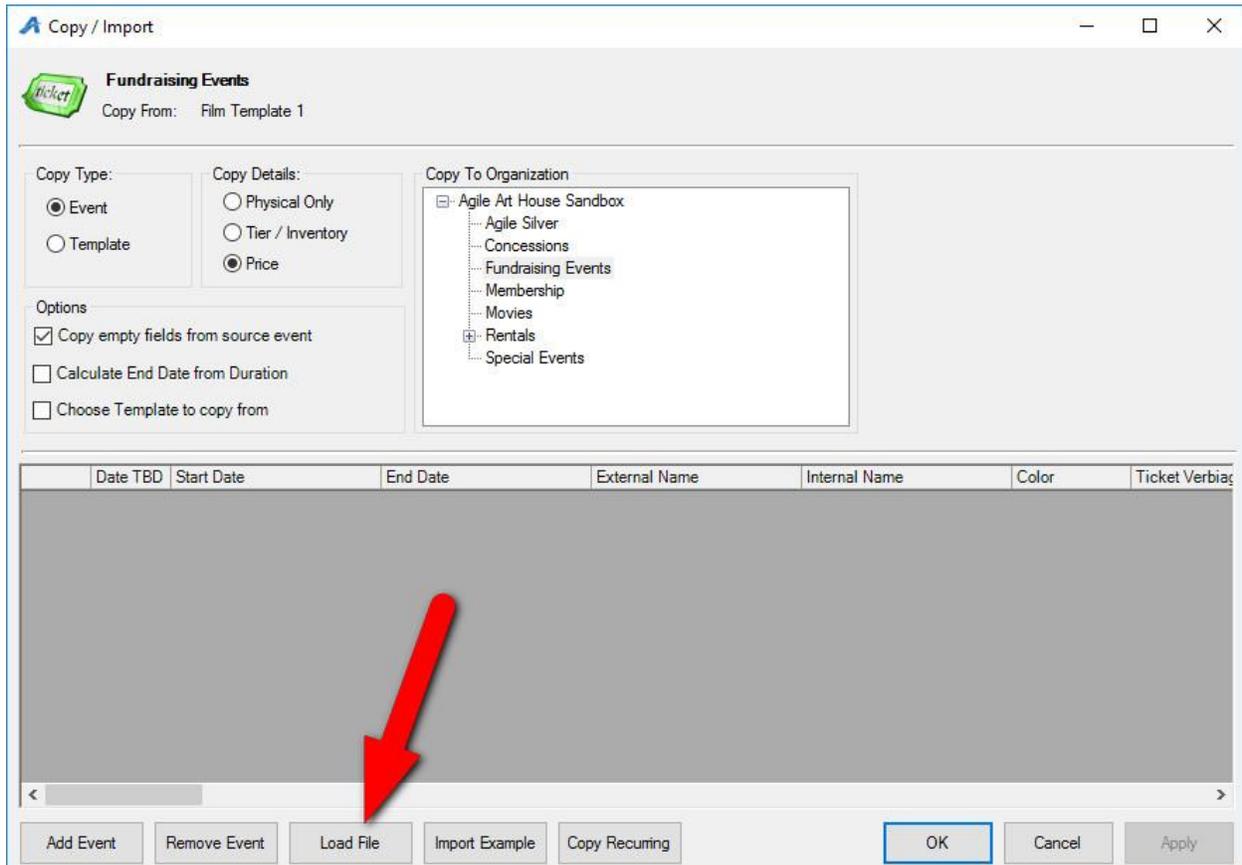
8. In **Administration**, go back to the **Blue Folder** and select **Template**.



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.

**Copy / Import**

**Fundraising Events**  
Copy From: Film Template 1

Copy Type:  
 Event  
 Template

Copy Details:  
 Physical Only  
 Tier / Inventory  
 Price

Options:  
 Copy empty fields from source event  
 Calculate End Date from Duration  
 Choose Template to copy from

Copy To Organization  
 Agile Art House Sandbox  
     Agile Silver  
     Concessions  
     Fundraising Events  
     Membership  
     Movies  
 Rentals  
     Special Events

	Date TBD	Start Date	End Date	External Name	Internal Name	Color	Ticket Verbiag
1	<input type="checkbox"/>	03/12/2017 9:00 PM	03/12/2017 11:00 PM	Award Ceremony	Award Ceremony		
2	<input type="checkbox"/>	03/24/2017 12:00 AM	03/24/2017 02:00 AM	Movie Under the Stars	Under the Stars		

Buttons: Add Event, Remove Event, Load File, Import Example, Copy Recurring, OK, Cancel, Apply

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.

Event	Internal Name	Start Date	Venue	External Name	Event Type	Enabled
	Award Ceremony	3/12/2017 9:00 PM	Agile Art House 2	Award Ceremony	Matinee	True
	Under the Stars	3/24/2017 12:00 AM	Agile Art House 2	Movie Under the Stars	Matinee	True

Tier / Inventory	Name	Sales Line Type	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
	General Admission	Admission	0	True	True	100	0	0	0	0	100

Event Price	Sales Channel	Ticket Type	Sale Date	Price	Fee	Total	Sequenc...	Enabled	Function Area	Pkg Price
	AMS Box Office	Adult	2/8/2017	\$20.00	\$1.50	\$21.50	10	True	Level 0 - Default Unrestricted Price	False
	Gate Control Scan Entry	Adult	2/8/2017	\$20.00	\$1.50	\$21.50	10	True	Level 0 - Default Unrestricted Price	False
	Web Box Office	Adult	2/8/2017	\$20.00	\$1.50	\$21.50	10	True	Level 0 - Default Unrestricted Price	False
	Web Standard	Adult	2/8/2017	\$20.00	\$1.50	\$21.50	10	True	Level 0 - Default Unrestricted Price	False