Placing a Show On Sale

Once you have built your Shows and added your showing dates, you are ready to place them on-sale.

1. Right-click the **Showing** date and select **Properties.** (Image 1)



Image 1

2. Click the Sales Channels tab. (Image 2)

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3. Check the boxes next to the **Sales Channels** that need to be available for purchase. (Image 3)

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Image 3

4. Adjust the **Start Date** next to the date on which you want these tickets to be available for purchase. (Image 4)

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Image 4

5. Adjust the **End Date** to the date and time you want sales to end. **NOTE:** Some organizations have preset **Event Defaults** that will automatically calculate how many hours before or after an event for a specific sales channel to end sales (i.e. Web Sales end 2 hours prior to the start of the concert, Box Office Sales end 4 hours after the concert). (Image 5)

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Image 5

6. Enforce Min Max allows you to create a Minimum number of tickets and a Maximum number of tickets that the customer is allowed to purchase. (Image 6)

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Image 6

7. **Display Message** allows you to add a specific message that will appear online if the event has no more inventory left to sell or if you do not want tickets to be available (e.g. *Rush Line Only, Sold Out*, etc.) (Image 7)

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Image 7

8. Once you have enabled the **Sales Channels** and set your on-sale dates and times, click **OK** to save the information.