

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)

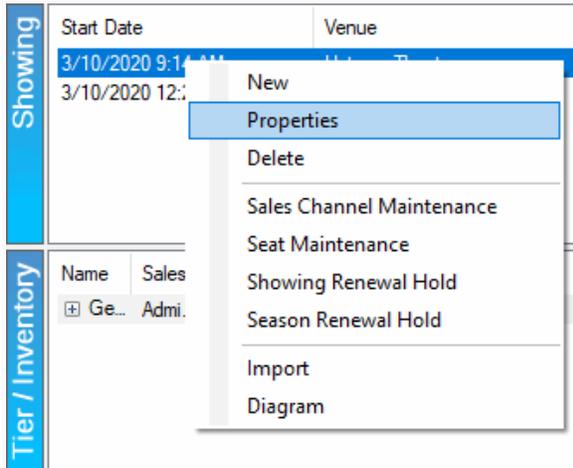


Image 1

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

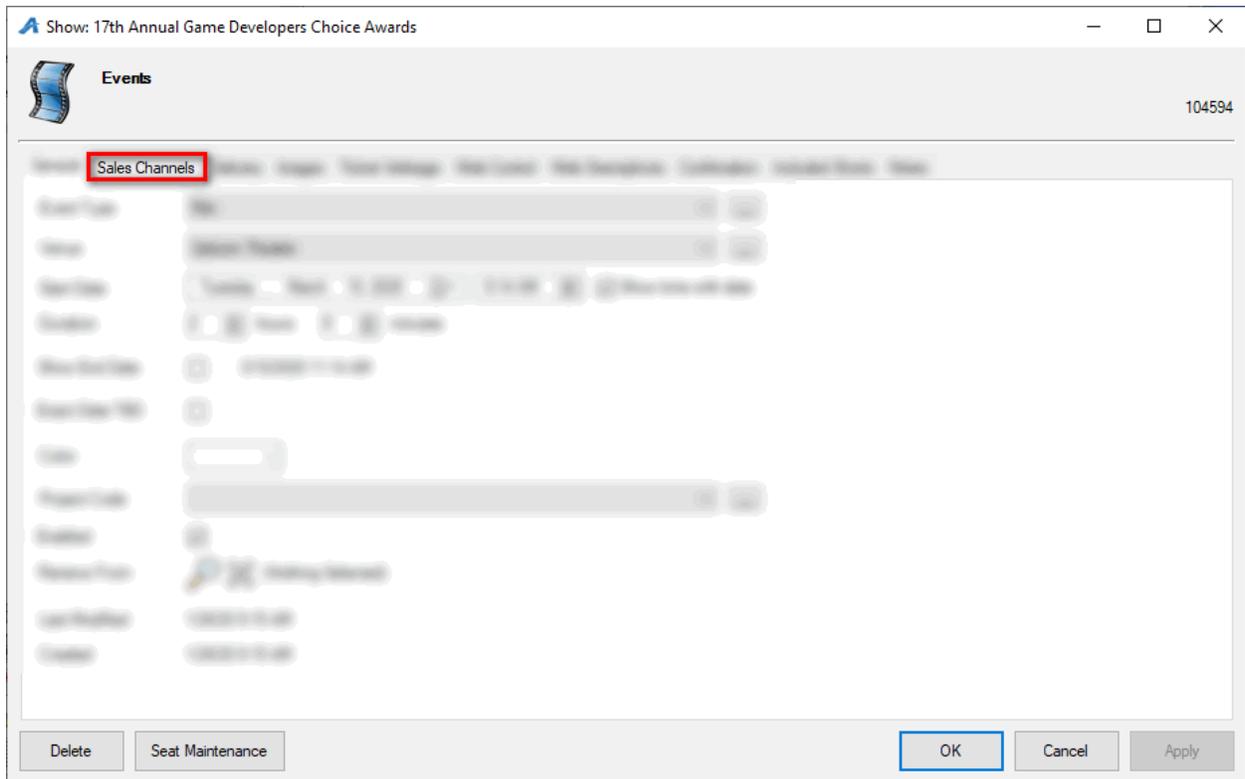


Image 2

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

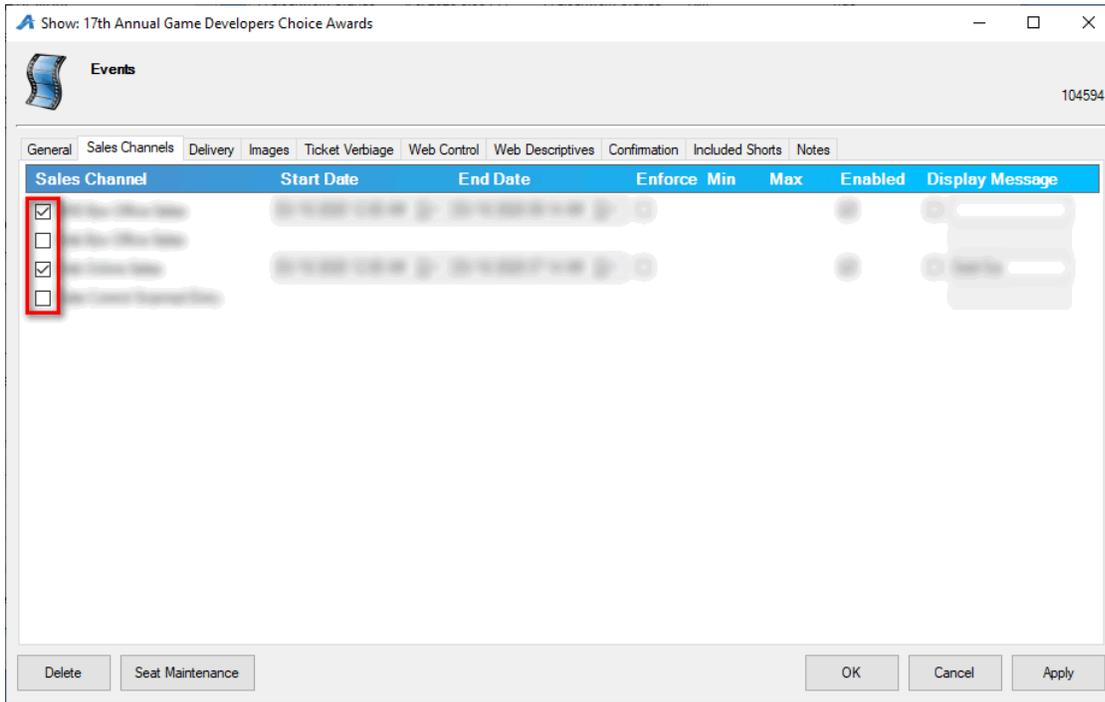


Image 3

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

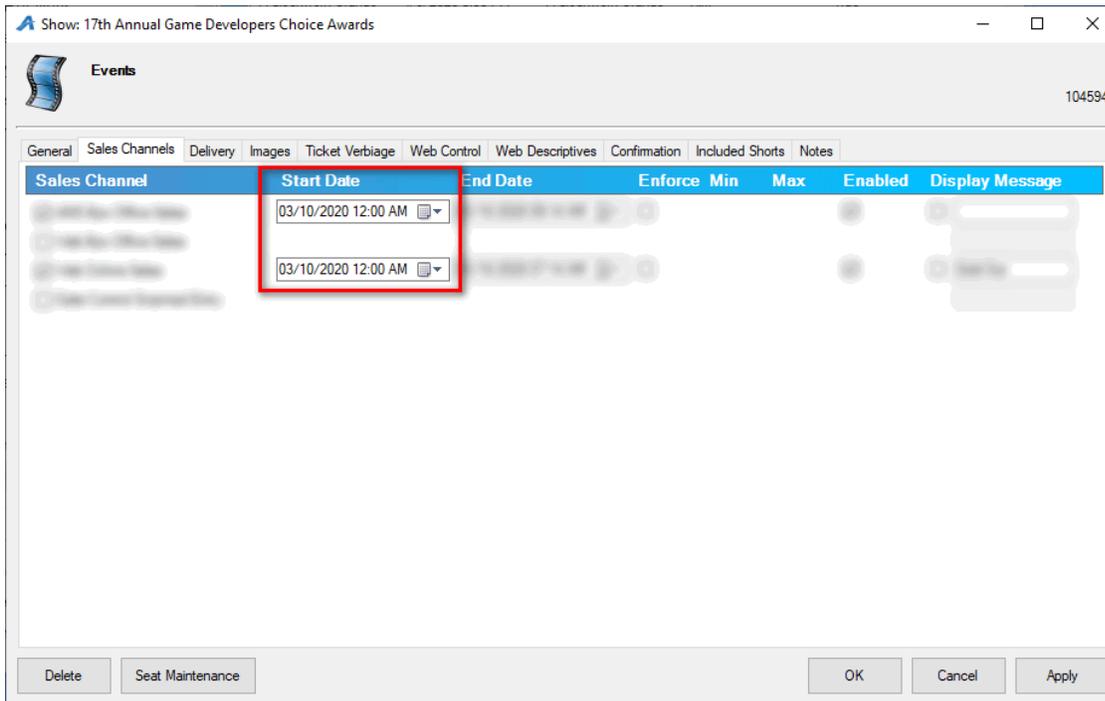


Image 4

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)

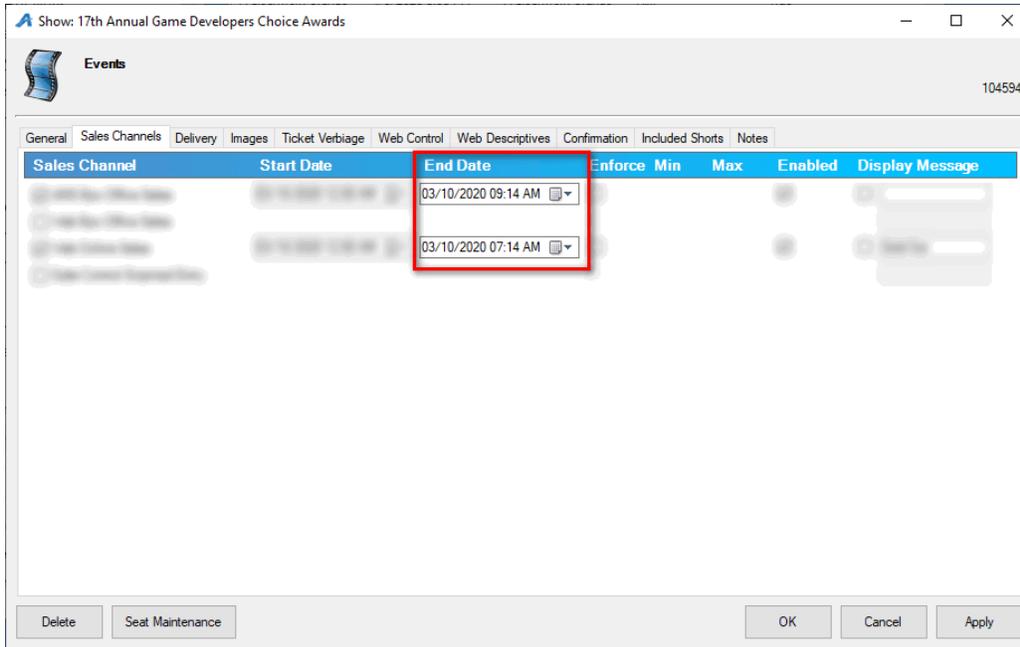


Image 5

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)

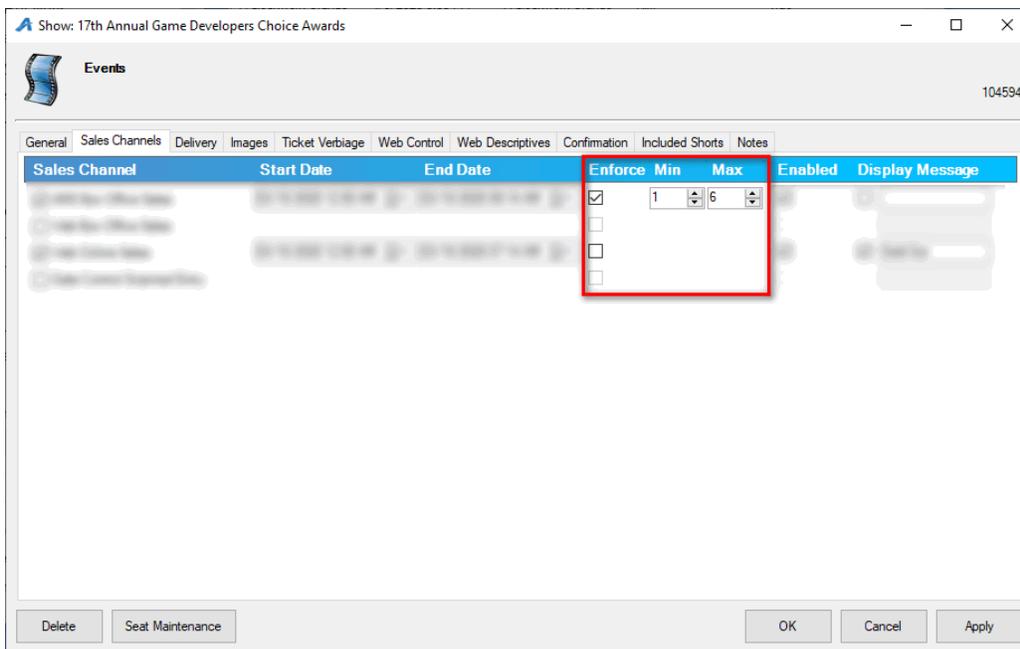


Image 6

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)

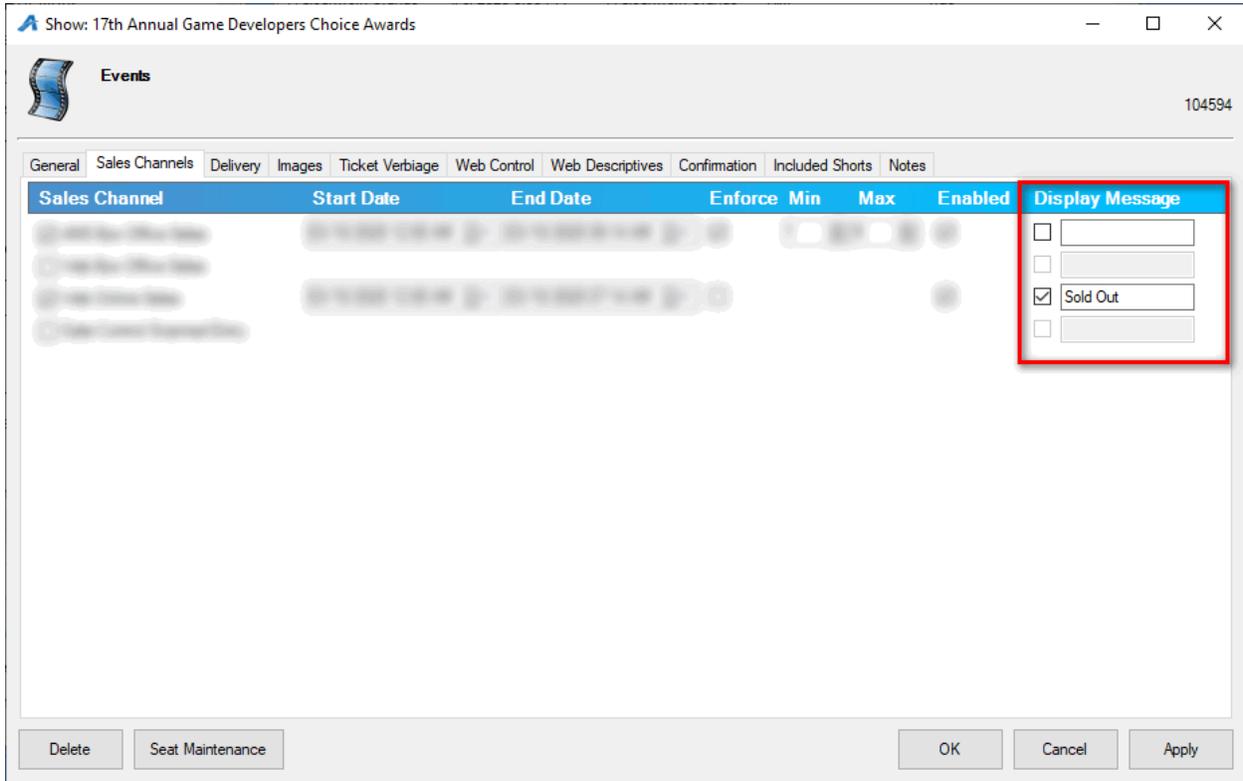


Image 7

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