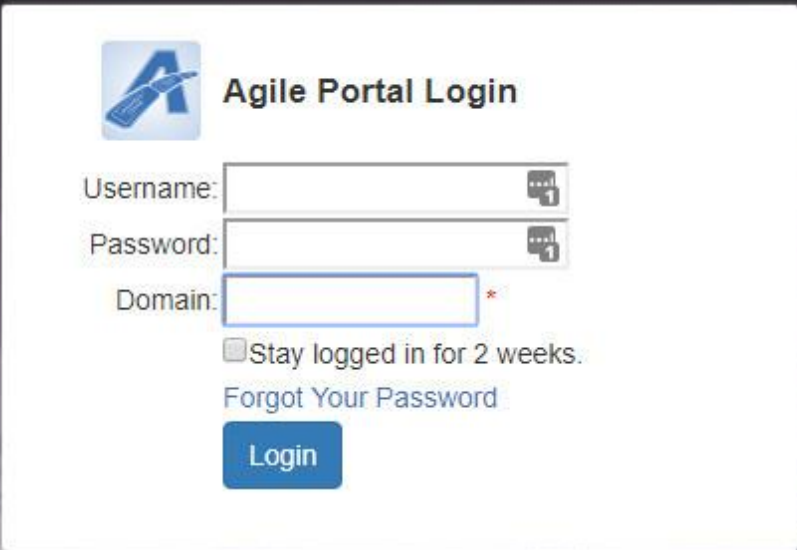


Building a Show in Web Portal

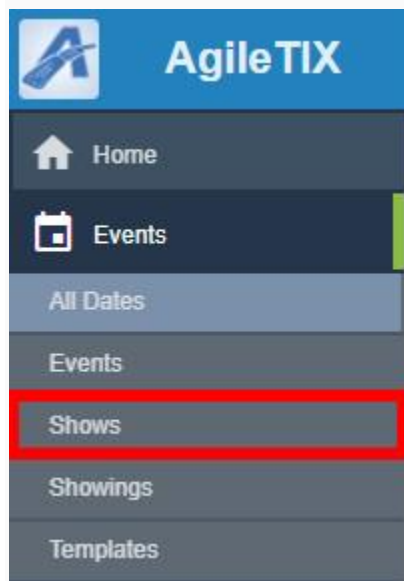
The **Show** function is primarily used for recurring events such as movies. The **Show** level contains all static data such as duration, descriptions, and images.

1. Log into the **Web Portal** at portal.agiletix.com.

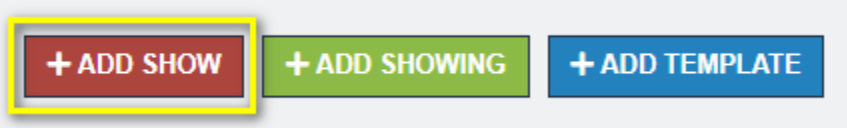


The image shows the Agile Portal Login form. It features the AgileTIX logo (a blue 'A' with a stylized 'i') and the text 'Agile Portal Login'. Below the logo are three input fields: 'Username:', 'Password:', and 'Domain:'. The 'Domain:' field has a red asterisk to its right. There is a checkbox labeled 'Stay logged in for 2 weeks.' and a link 'Forgot Your Password'. A blue 'Login' button is positioned below the 'Forgot Your Password' link. At the bottom of the form, there are two icons: 'Help Center' (a blue square with a white circle and a plus sign) and 'AgileTIX' (the logo).

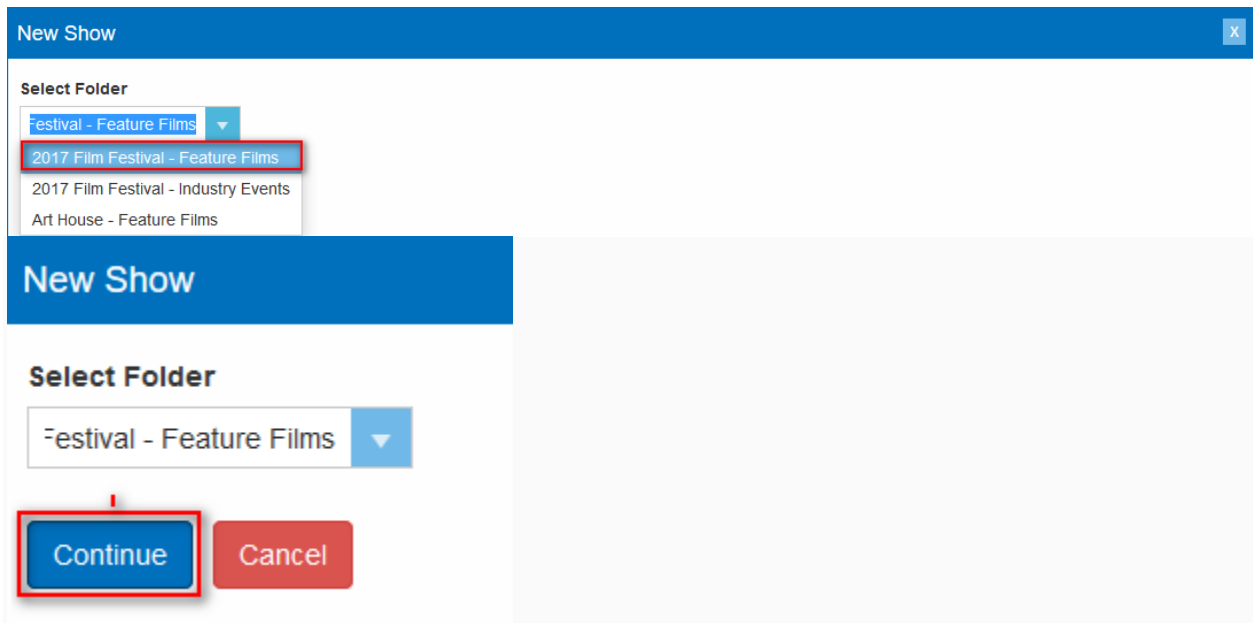
2. Click **Events** in the menu on the left side of the screen.



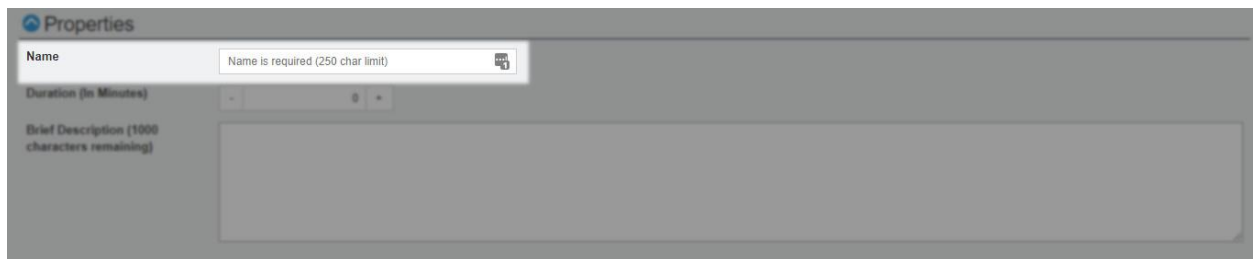
3. Click the + **Add Show** button at the top of the screen.



4. Select the **Folder** in which you wish to build the **New Show** and click **Continue**.

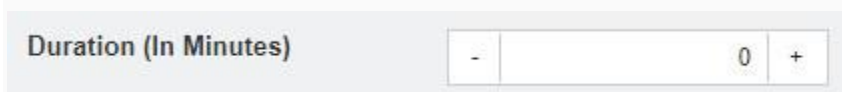


5. In the **Properties** tab, enter the **Name** of the show. This is the name that will appear to the public.



Note: **Name** has a 250-character limit and will be seen online by customers. **Sort Name** (found in the **Additional Information** tab) has a 50-character limit and will only be seen by your staff in **Sales**.

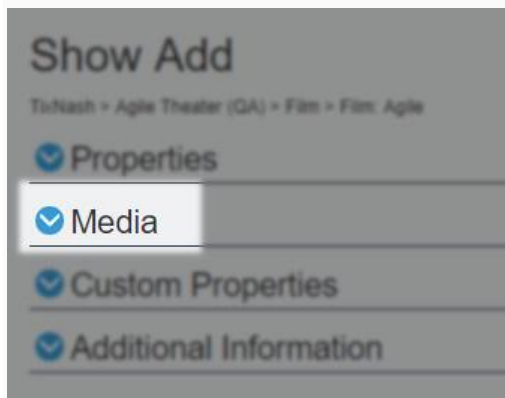
7. Enter the **Duration (In Minutes)** of the show.



8. Type a short summary for the show in the **Brief Description**. Customers will see the Brief Description alongside the show as they browse a web page with a Display Type of Detailed, Highlight List, List, Simple, or Tiles. *The Brief Description has a 1000-character limit.*

Brief Description (1000 characters remaining)

9. Close the **Properties** area and open the **Media** section.

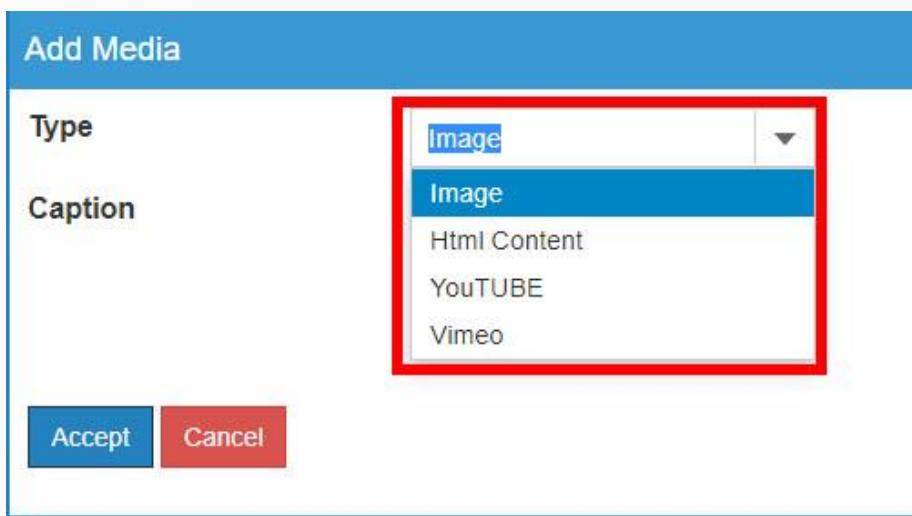


10. The Media section allows you to upload images and trailers. The ideal image size is **560 pixels wide by 315 pixels high**. To upload your media content:

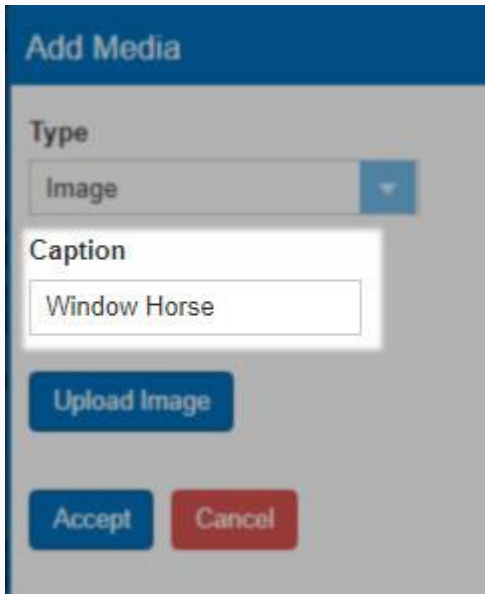
A. Click the **Add Media** button.



B. Select the **Type of Media** you will be uploading.

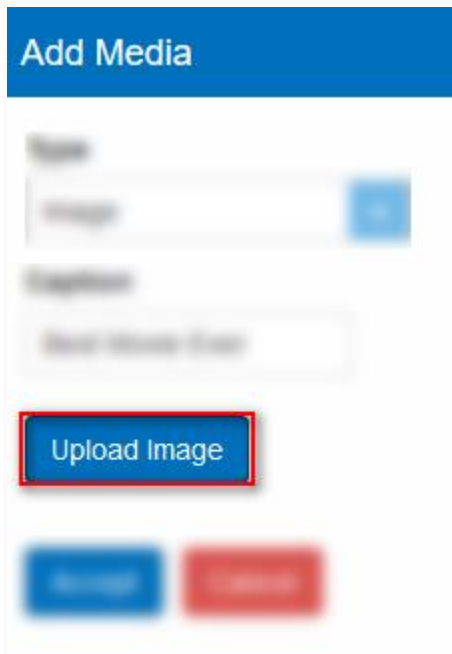


C. Add a **Caption** that will appear on the **Image**. (*This is not required.*)



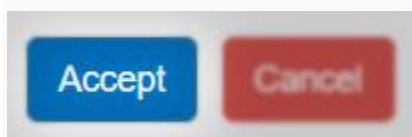
The screenshot shows the 'Add Media' dialog box. At the top is a blue header with the text 'Add Media'. Below the header, there is a 'Type' dropdown menu with 'Image' selected. Underneath is a 'Caption' text input field containing the text 'Window Horse'. At the bottom of the dialog, there are three buttons: 'Upload Image' (blue), 'Accept' (blue), and 'Cancel' (red).

D. For images, click the **Upload Image** button and select the image file from your computer.



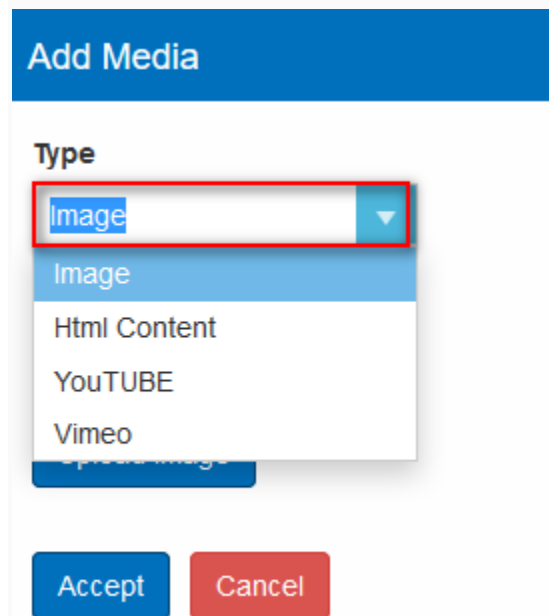
This screenshot is a blurred version of the 'Add Media' dialog box. The 'Type' dropdown is set to 'Image' and the 'Caption' field contains 'Window Horse'. The 'Upload Image' button is highlighted with a red rectangular box. The 'Accept' and 'Cancel' buttons are also visible at the bottom.

E. Once you have uploaded your image, click the **Accept** button.



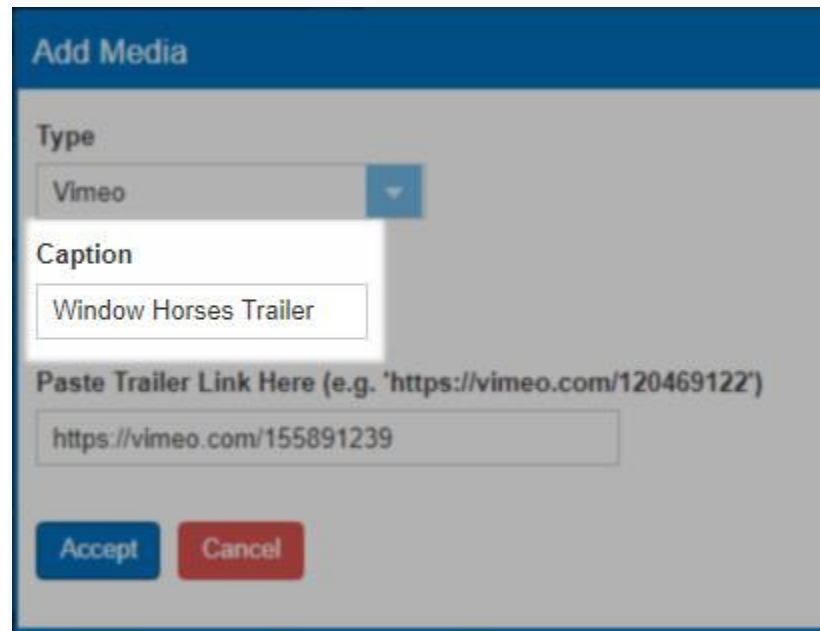
This is a close-up screenshot of the bottom of the dialog box, showing the 'Accept' (blue) and 'Cancel' (red) buttons side-by-side.

F. When uploading a **Video** or **Trailer**, select the **Media Type** from the drop-down menu. Videos must be in either **YouTube** or **Vimeo** format.



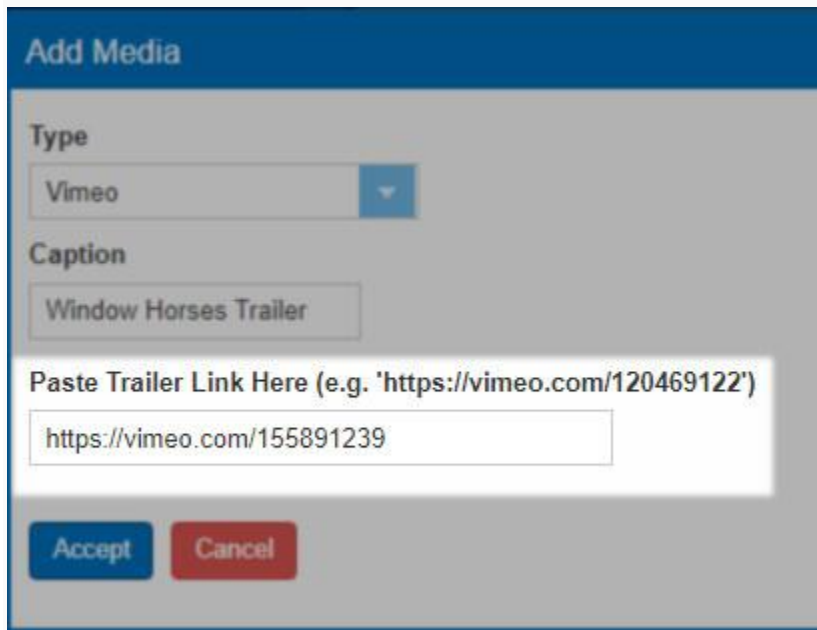
The screenshot shows a blue header bar with the text "Add Media". Below it, the label "Type" is positioned above a dropdown menu. The dropdown menu is open, showing a list of options: "Image", "Image", "Html Content", "YouTUBE", and "Vimeo". The first "Image" option is highlighted in blue. Below the dropdown menu, there are two buttons: a blue "Accept" button and a red "Cancel" button.

G. Add a **Caption** that will appear on the trailer.



The screenshot shows a blue header bar with the text "Add Media". Below it, the label "Type" is positioned above a dropdown menu. The dropdown menu is open, showing a list of options: "Vimeo", "Image", "Html Content", "YouTUBE", and "Vimeo". The "Vimeo" option is highlighted in blue. Below the dropdown menu, there is a "Caption" label above a text input field containing the text "Window Horses Trailer". Below the caption field, there is a label "Paste Trailer Link Here (e.g. 'https://vimeo.com/120469122')" above a text input field containing the URL "https://vimeo.com/155891239". At the bottom of the dialog box, there are two buttons: a blue "Accept" button and a red "Cancel" button.

H. Copy the link and add it to the **Paste Trailer Link Here** field.



Add Media

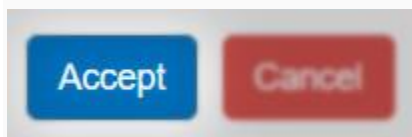
Type
Vimeo

Caption
Window Horses Trailer

Paste Trailer Link Here (e.g. 'https://vimeo.com/120469122')
https://vimeo.com/155891239

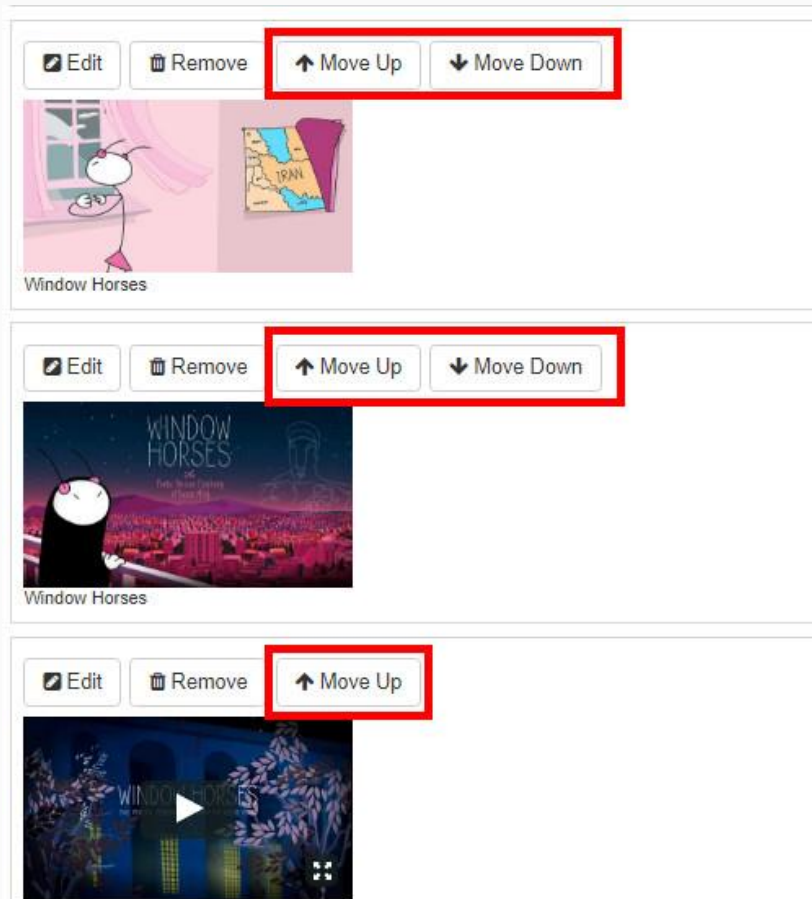
Accept Cancel

I. Once you have uploaded your videos/trailers, click the **Accept** button.



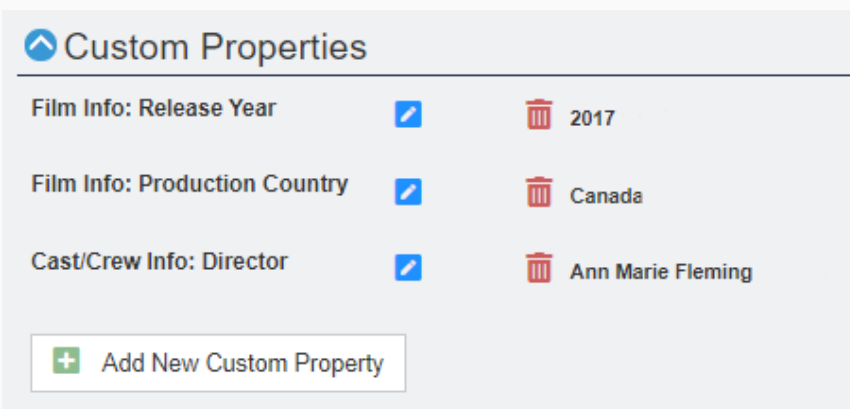
J. Repeat the process to add additional images or videos.

K. You can reorder your images and trailers by clicking the **Move Up** or **Move Down** buttons.



L. Close the **Media** area once you have completed adding your Media content.

11. Click the **Custom Properties** tab to begin adding any additional content for your show (Rating, Release Year, Cast & Crew, etc.).



NOTE: If you do not have information for specific Custom Property fields, leave the category blank.

12. Click **Included Shorts** if you have short films that need to be added to your show. Select each short from the drop-down menu. ([Click here](#) to learn how to build a short.)

The screenshot shows the 'Included Shorts' section of a software interface. At the top, there is a header 'Included Shorts' with a back arrow icon. Below it, the text 'Select a Short To Include' is followed by a dropdown menu. The dropdown menu is open, showing a list of options: '(Select a Short To Include)', 'Black Sheep', 'End Game', 'Lifeboat', and 'Period. End of Sentence'. The first option is highlighted in blue. Below the dropdown, there is a checkbox labeled 'Include Media Elements' which is checked. At the bottom, there are two items listed: 'End Game' with a downward arrow icon and 'Lifeboat' with an upward arrow icon. Each item has a red trash can icon to its left.

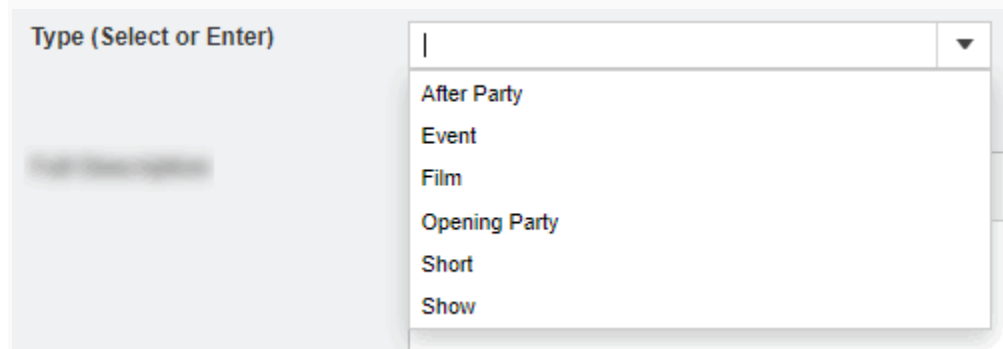
13. Once you have added your Shorts, close the **Included Shorts** tab and open the **Additional Information** tab.

14. Enter the **Sort Name (Internal Name)**. This name will only be seen in the Agile Software. We recommend using a name that will make it easier for staff to find shows in the system, such as "Great Gatsby, The" instead of "The Great Gatsby."

The screenshot shows a text input field labeled 'Sort Name (Internal Name)'. The input field contains the placeholder text 'Max Length 50 characters'.

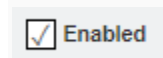
*NOTE: The **Sort Name** is what your staff will see in **Sales** and has a 50-character limit. **Name** (in the **Properties Tab**) is the true title of the **Show/Event** and will appear online with a 250-character limit.*

15. Next, select the **Type** of show you are building.



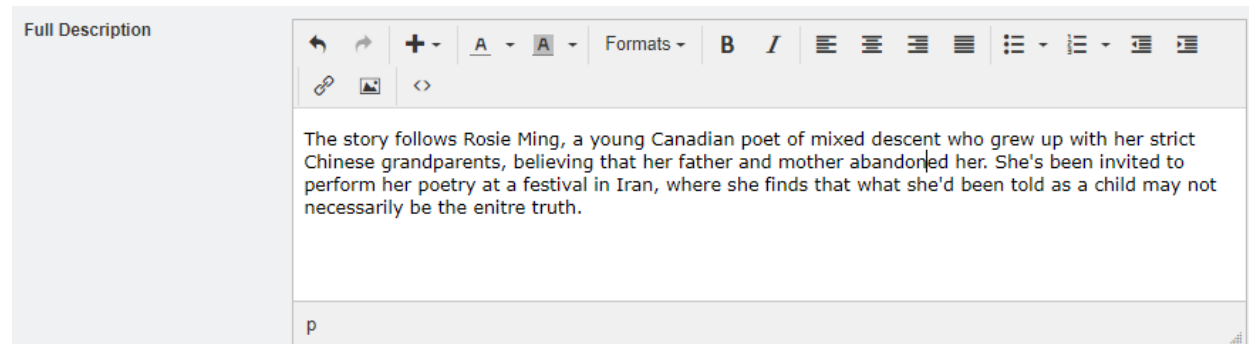
The screenshot shows a form field labeled "Type (Select or Enter)". A dropdown menu is open, displaying a list of options: "After Party", "Event", "Film", "Opening Party", "Short", and "Show". The "Event" option is currently selected and highlighted.

16. Make sure that the **Enabled** box is checked.



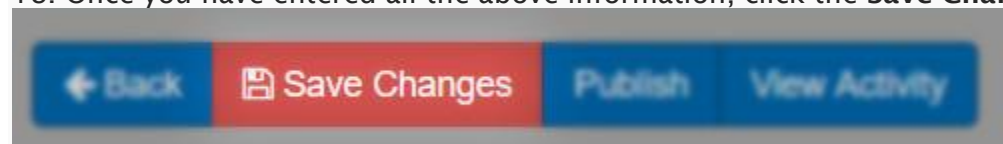
The screenshot shows a checkbox labeled "Enabled" which is checked, indicating that the show is enabled.

17. Enter all detailed information about your show in the **Full Description**. This will appear on the ticket page for the show.



The screenshot shows a text editor titled "Full Description". The editor has a rich text toolbar with options for undo, redo, bold, italic, text color, background color, link, unlink, and code. The text area contains the following paragraph: "The story follows Rosie Ming, a young Canadian poet of mixed descent who grew up with her strict Chinese grandparents, believing that her father and mother abandoned her. She's been invited to perform her poetry at a festival in Iran, where she finds that what she'd been told as a child may not necessarily be the entire truth." The text is formatted with a paragraph style.

18. Once you have entered all the above information, click the **Save Changes** button.



The screenshot shows a navigation bar with four buttons: "Back", "Save Changes", "Publish", and "View Activity". The "Save Changes" button is highlighted in red, indicating it is the recommended action.

You are now ready to build your showing dates and times for this show. [Click Here](#) to learn how to create showings.