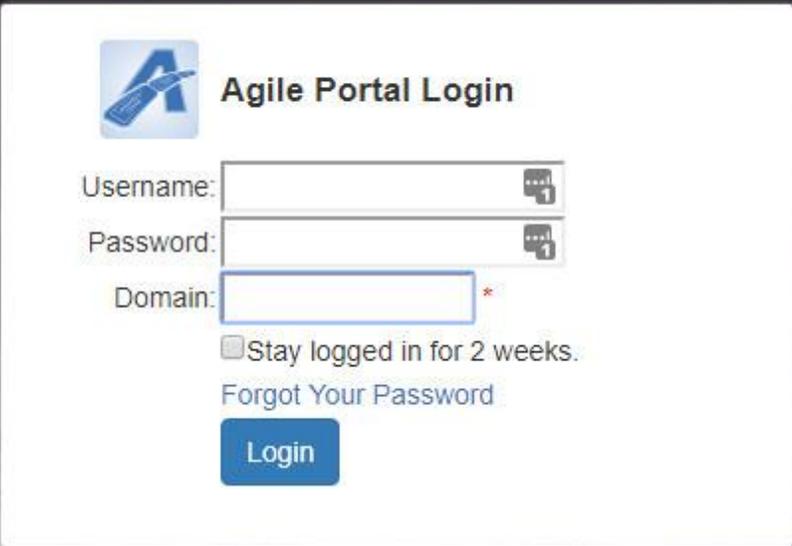


Building a Show in Web Portal

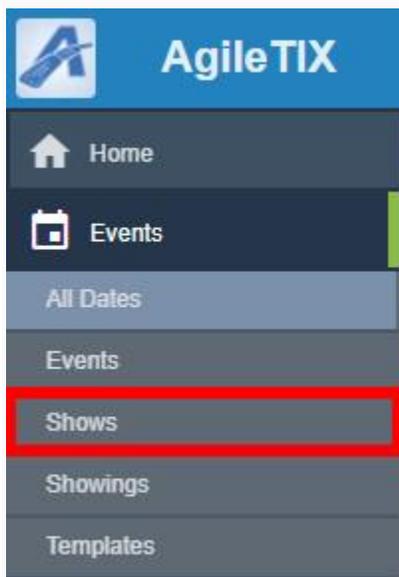
The **Show** function is primarily used for recurring events such as movies. The **Show** level contains all static data such as duration, descriptions, and images.

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



The image shows the Agile Portal Login page. It features a blue header with the AgileTIX logo and the text "Agile Portal Login". Below the header are three input fields: "Username:", "Password:", and "Domain:". The "Domain:" field has a red asterisk next to it. 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 "Domain:" field. At the bottom of the page, there are two icons: "Help Center" and "AgileTIX".

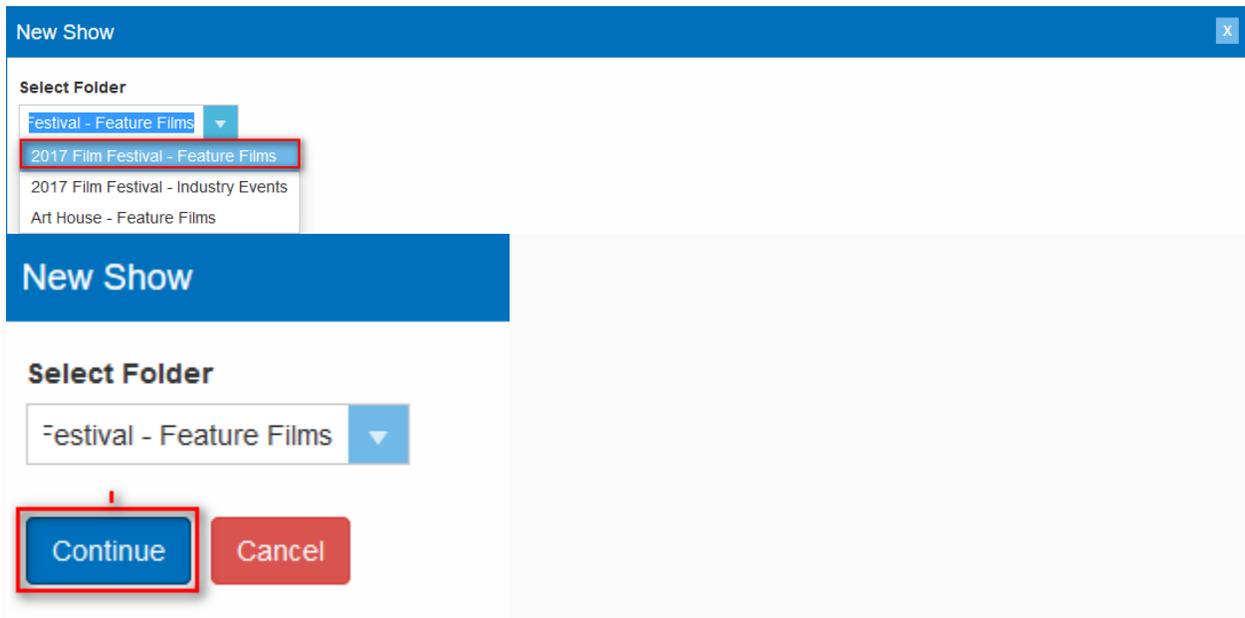
2. Click **Events** in the menu on the left side of the screen.



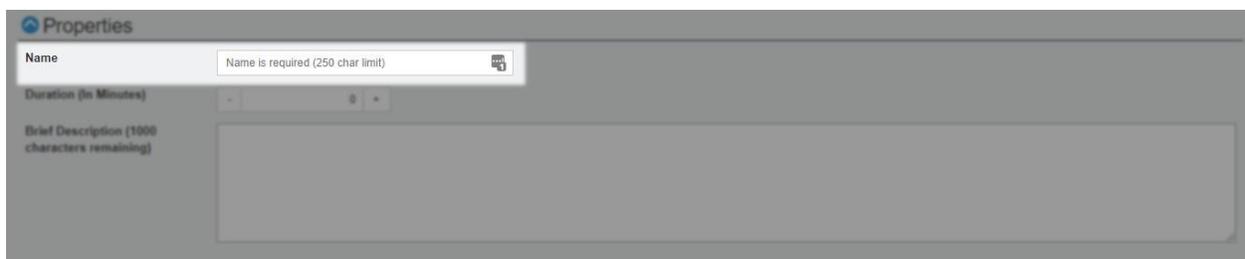
3. Click the + **Add Show** button at the top of the screen.



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

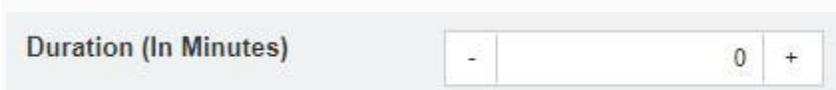


5. In the **Properties** tab, enter the **Name** of the show. This is the name that will appear to the public.



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**.

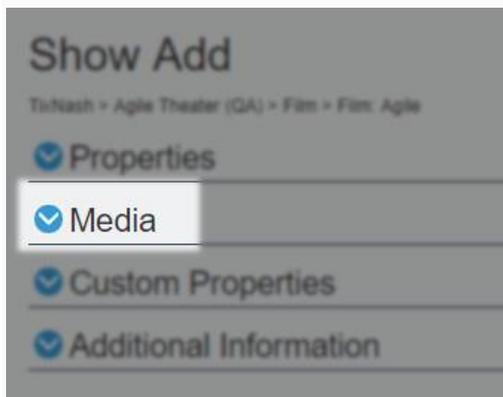
7. Enter the **Duration (In Minutes)** of the show.



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.

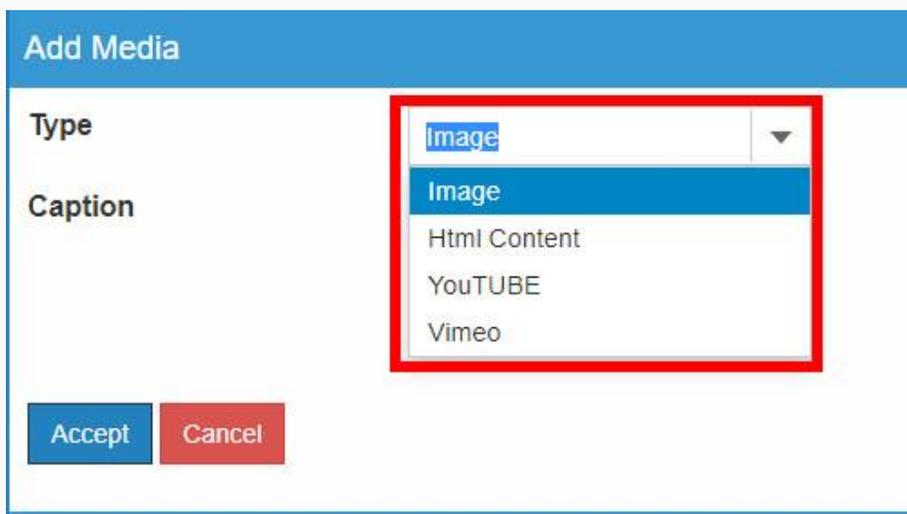


10. The Media section allows you to upload images and trailers. The ideal image size is **560 pixels wide by 315 pixels high**. To upload your media content:

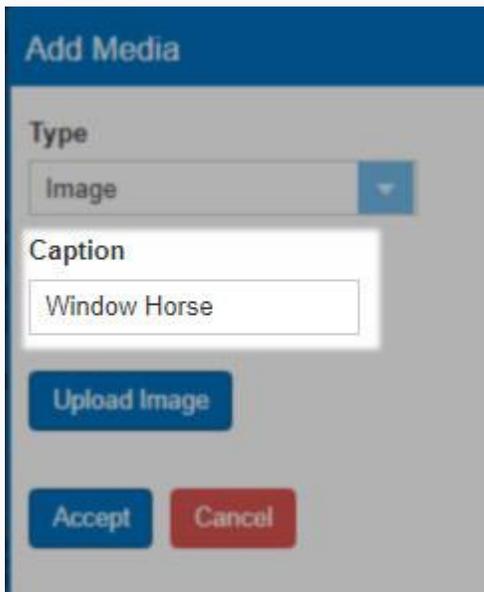
A. Click the **Add Media** button.



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

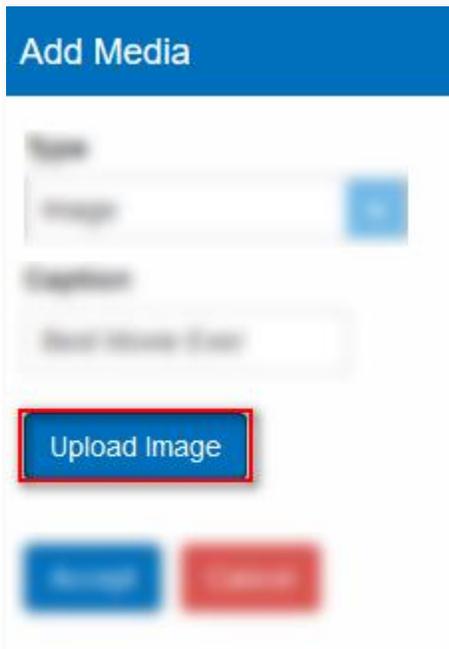


C. Add a **Caption** that will appear on the **Image**. (*This is not required.*)



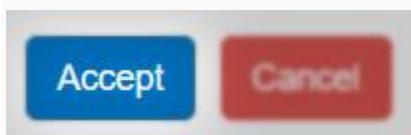
The screenshot shows the 'Add Media' dialog box. At the top is a blue header with the text 'Add Media'. Below the header, there is a 'Type' dropdown menu with 'Image' selected. Underneath is a 'Caption' text input field containing the text 'Window Horse'. At the bottom of the dialog, there are three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



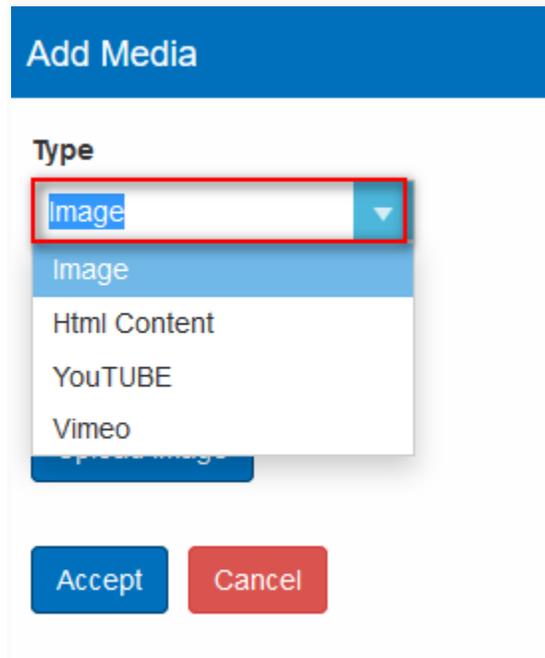
This screenshot is a blurred version of the 'Add Media' dialog box. The 'Upload Image' button is highlighted with a red rectangular box. The other elements, including the 'Type' dropdown and 'Caption' field, are visible but out of focus.

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



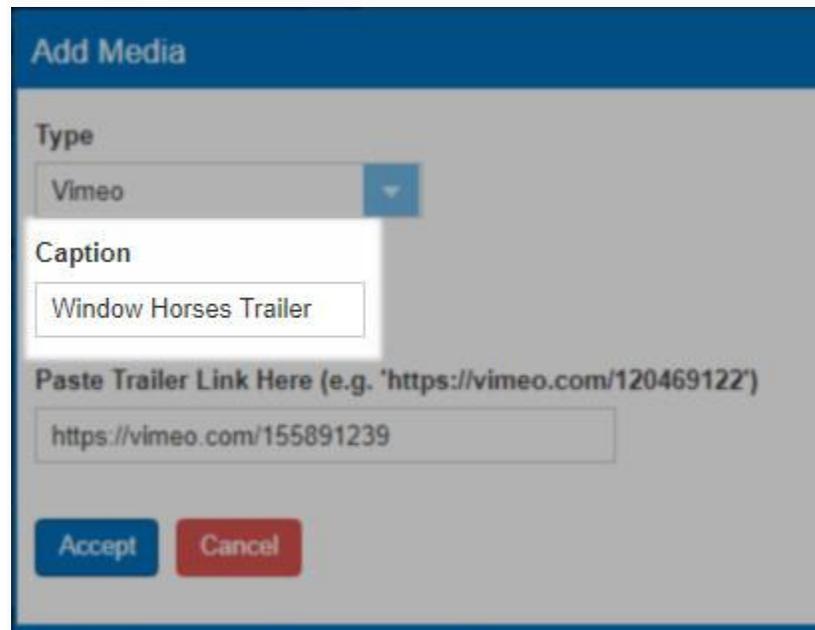
This is a close-up screenshot of the bottom of the dialog box, showing the 'Accept' (blue) and 'Cancel' (red) buttons side-by-side.

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.



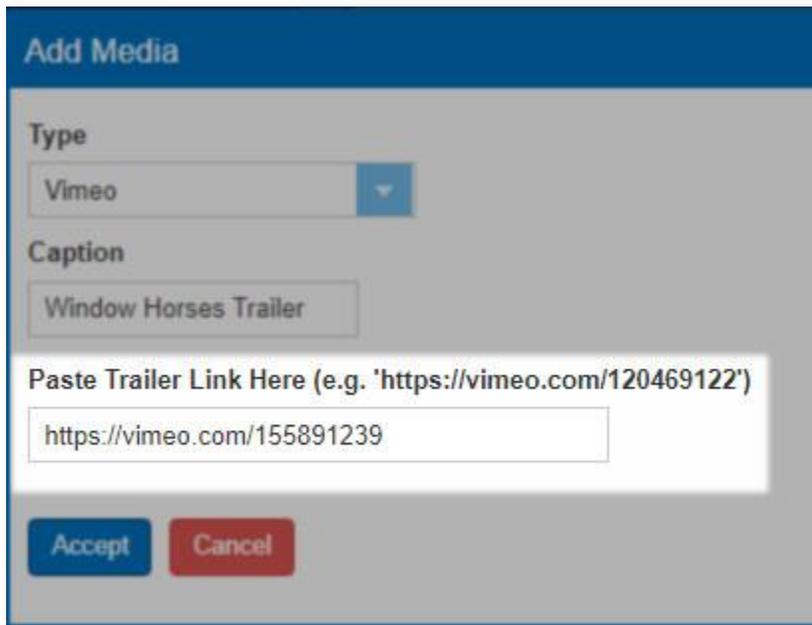
The screenshot shows the 'Add Media' dialog box with a blue header. Below the header, the 'Type' dropdown menu is open, showing options: Image, Html Content, YouTUBE, and Vimeo. The 'Image' option is highlighted in blue. Below the dropdown are two buttons: 'Accept' (blue) and 'Cancel' (red).

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



The screenshot shows the 'Add Media' dialog box with a blue header. Below the header, the 'Type' dropdown menu is set to 'Vimeo'. Below the dropdown is a 'Caption' text field containing 'Window Horses Trailer'. Below the caption field is a 'Paste Trailer Link Here (e.g. 'https://vimeo.com/120469122')' text field containing 'https://vimeo.com/155891239'. At the bottom are two buttons: 'Accept' (blue) and 'Cancel' (red).

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



Add Media

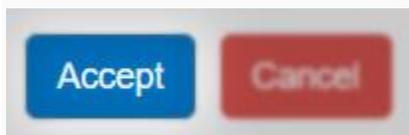
Type
Vimeo

Caption
Window Horses Trailer

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

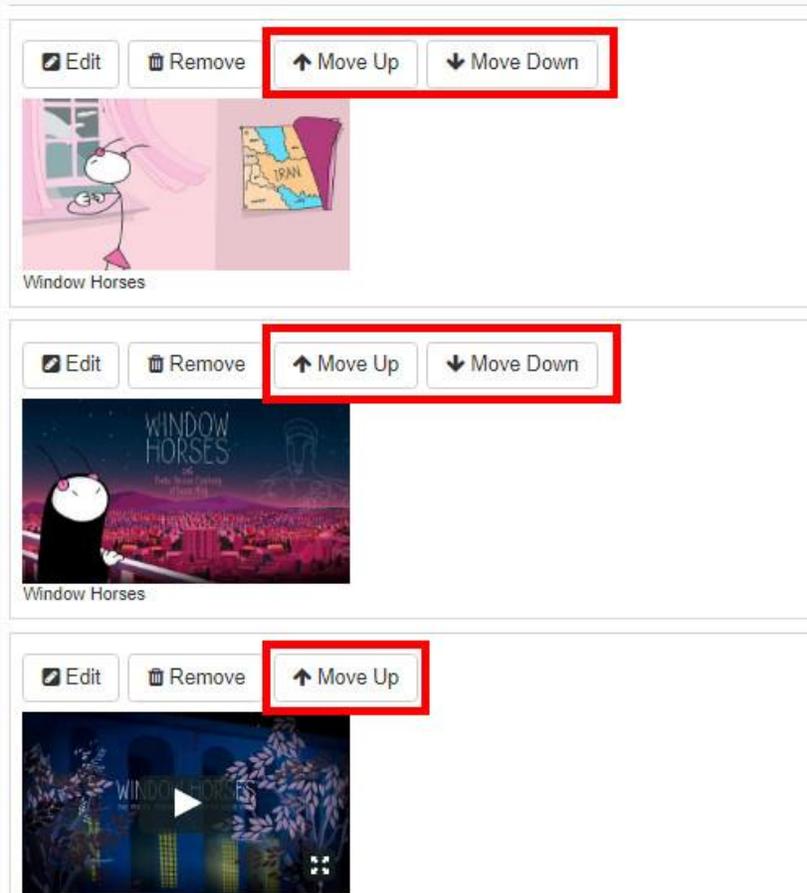
Accept Cancel

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



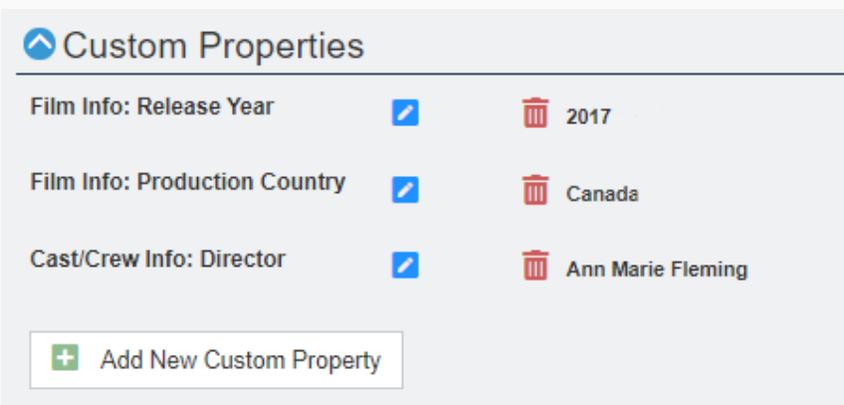
J. Repeat the process to add additional images or videos.

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



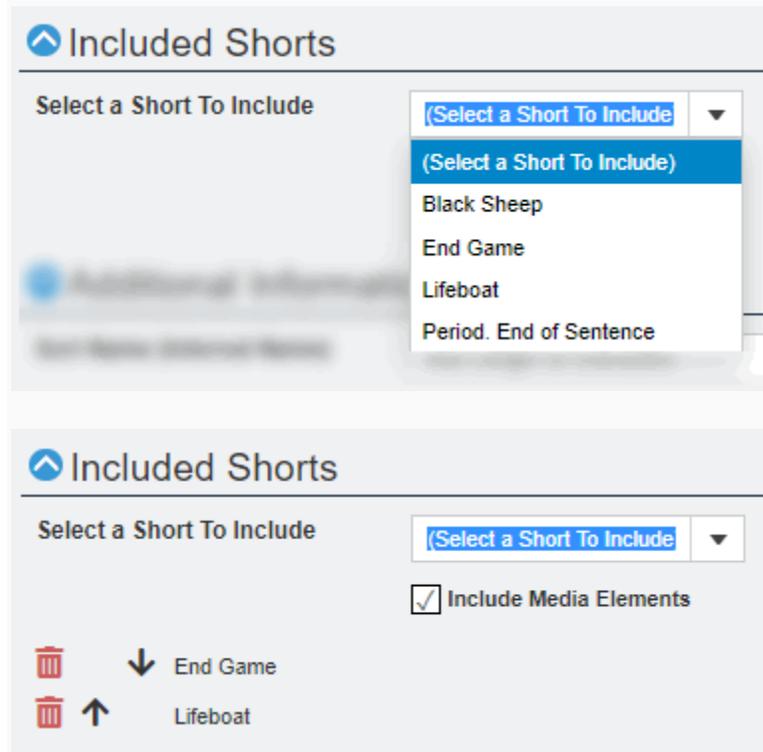
L. Close the **Media** area once you have completed adding your Media content.

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.

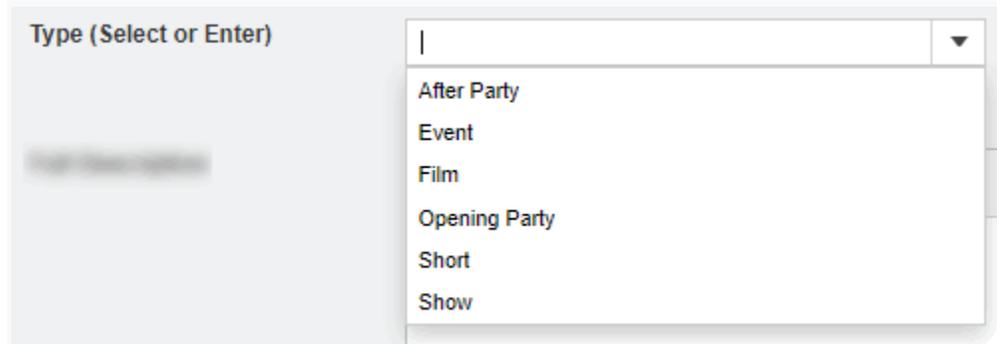
14. Enter the **Sort Name (Internal Name)**. This name will only be seen in the Agile Software. We recommend using a name that will make it easier for staff to find shows in the system, such as "Great Gatsby, The" instead of "The Great Gatsby."



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

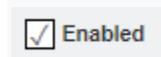
*NOTE: The **Sort Name** is what your staff will see in **Sales** and has a 50-character limit. **Name** (in the **Properties Tab**) is the true title of the **Show/Event** and will appear online with a 250-character limit.*

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



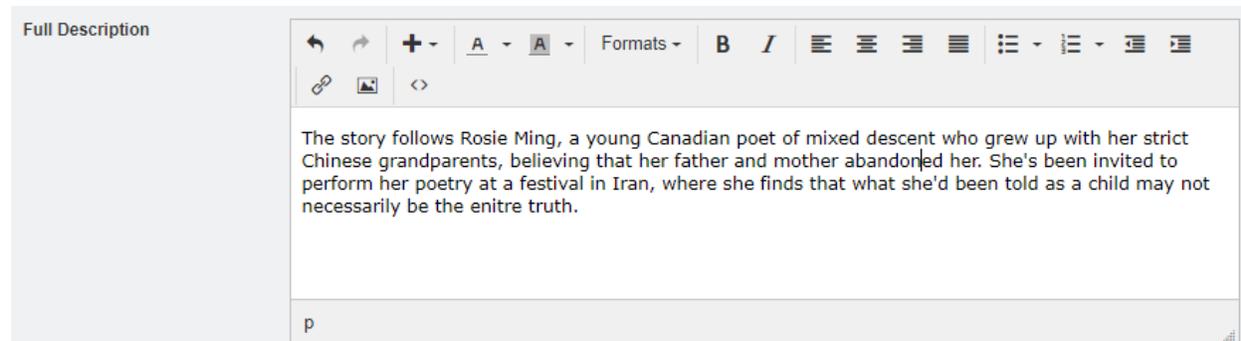
The screenshot shows a form field labeled "Type (Select or Enter)". The dropdown menu is open, displaying the following options: After Party, Event, Film, Opening Party, Short, and Show.

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



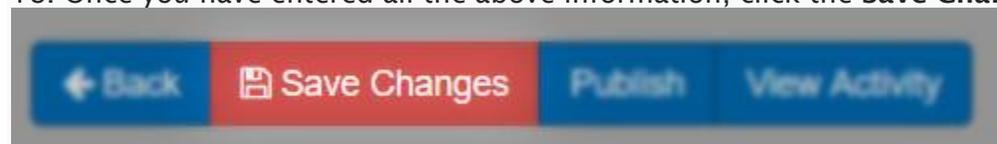
The screenshot shows a checkbox labeled "Enabled" which is checked.

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 text area contains the following text: "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 editor includes a rich text toolbar with various formatting options.

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



The screenshot shows a row of four buttons: "Back", "Save Changes", "Publish", and "View Activity". The "Save Changes" button is highlighted in red.

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