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**](https://portal.agiletix.com/)**.**



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.*



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.)*

     

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



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



     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.



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



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



    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](https://support.agiletix.com/hc/en-us/articles/115002192263) to learn how to build a short.)





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."



*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.



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



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



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



You are now ready to build your showing dates and times for this show. [**Click Here**](https://support.agiletix.com/hc/en-us/articles/115000654883-Adding-a-Showing-in-Web-Portal-) to learn how to create showings.