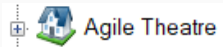
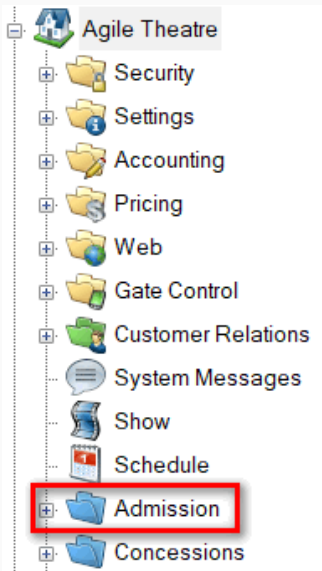


## Building an Individual Show

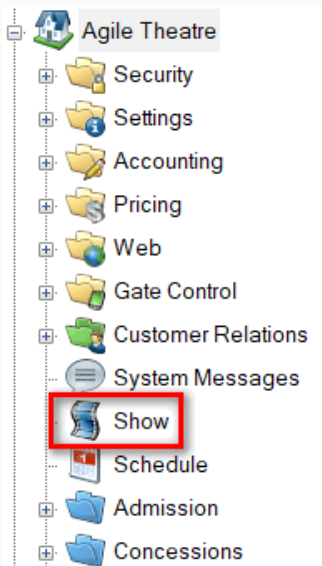
In Administration, click the **House icon** for the **Corporate Organization** where you want to build the show.



If you only need to build the show for one Sales Organization (e.g. Admission, 2020 Festival, Women's Basketball, etc.), open the blue **Sales Organization folder** that should house your show.



If you need to use the Show in more than one Sales Organization, click the **Show icon** at the top level of the Corporate Organization and proceed to Step 2. This will allow you to build the Show meta-data only once and use it at all venues and Sales Organization folders.



## 1. Select Show.

You will see four sections that house information about your event:

- **Show** – This is where you will build the information about the show, film, or event.
- **Showing** – This is where you will associate the day, date, and time of your event with a specific venue. **Note:** Venue Templates should already be built before you add your showing times. To learn how to build a Venue Template, [click here](#).
- **Tier / Inventory** – This is where you will manage the inventory for a specific showing. Venue Templates should have the total capacity in place before adding your showing dates.
- **Event Price** – This is where any unique pricing for this event will be added. **Note:** Some organizations will have the same pricing for all events. In this case, the pricing should be added to the Venue Templates for easy management and addition to all showings.

Show	Internal Name	Next Showing	External Name	Event Type	Enabled
	A Cat in Paris	3/12/2020 8:00 PM	A Cat in Paris	Kids Fest Screening	True
	Agile Shorts Night	3/11/2020 5:00 PM	Agile Shorts Night	Shorts Comp	True
	All Good Things	3/13/2020 5:00 PM	All Good Things	Screening	True
	An Encounter	3/12/2020 8:00 PM	An Encounter with Simone Weil	Screening	True
	B&B	3/11/2020 3:00 PM	Beauty and the Beast	Screening	True
	Being Elmo:	3/11/2020 1:00 PM	Being Elmo: A Puppeteer's Jo...	Kids	True
	Bill Cunningham New York	3/11/2020 5:00 PM	Bill Cunningham New York	Screening	True
	Black Butterflies	3/12/2020 8:00 PM	Black Butterflies	Screening	True
	Bride Flight	3/12/2020 5:00 PM	Bride Flight	Screening	True
Brothers on the Line	3/13/2020 5:00 PM	Brothers on the Line	Screening	True	
Cave of Forgotten Dreams	3/11/2020 8:00 PM	Cave of Forgotten Dreams	Screening	True	
Don't Fence Me In	3/15/2020 5:30 PM	Don't Fence Me In	Screening	True	

Showing	Start Date	Venue	Event Type	Enabled
	3/12/2020 8:00 PM	Agile Main Stage	Daily Event	True
	3/14/2020 8:00 PM	Agile Main Stage	Daily Event	True

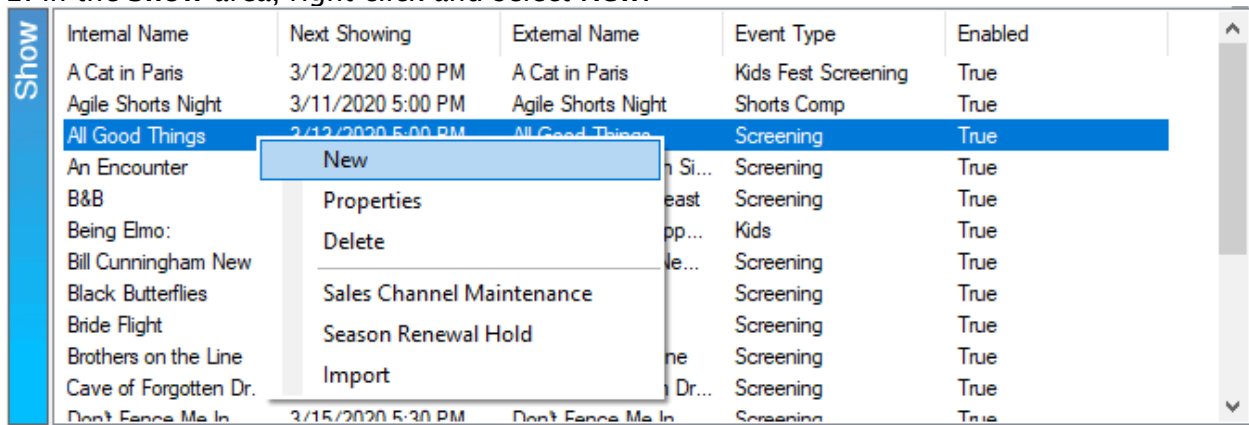
  

Tier / Inventory	Name	Sales Line Type	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
	General Admission	General Admission	1	True	True	80	0	80	45	0	205
	Industry	Reservation	2	True	True	25	0	0	0	0	25
	Stand By / Rush	General Admission	3	True	True	20	0	0	0	0	20

Event Price	Sales Channel	Ticket Type	Sale Date	Price	Fee	Total	Sequenc...	Enabled	Function Area	Pkg Price
	AMS POS Sales	Member Discount Tic...	1/14/2016	\$15.00	\$0.00	\$15.00	20	True	Level 1 - Restricted Pr...	False
	Web Online Sales	Member Discount Tic...	1/14/2016	\$15.00	\$0.00	\$15.00	20	True	Level 1 - Restricted Pr...	False
	AMS POS Sales	Member Comp Ticket	1/14/2016	\$0.00	\$0.00	\$0.00	10	True	Level 1 - Restricted Pr...	False
	Web Online Sales	Member Comp Ticket	1/14/2016	\$0.00	\$0.00	\$0.00	10	True	Level 1 - Restricted Pr...	False
	AMS POS Sales	Complimentary	1/14/2016	\$0.00	\$0.00	\$0.00	600	True	Level 3 - Restricted Pr...	False
	Web Online Sales	Complimentary	1/14/2016	\$0.00	\$0.00	\$0.00	600	True	Level 3 - Restricted Pr...	False
AMS POS Sales	Adult	4/22/2016	\$25.00	\$0.00	\$25.00	100	True	Level 0 - Default Unre...	False	

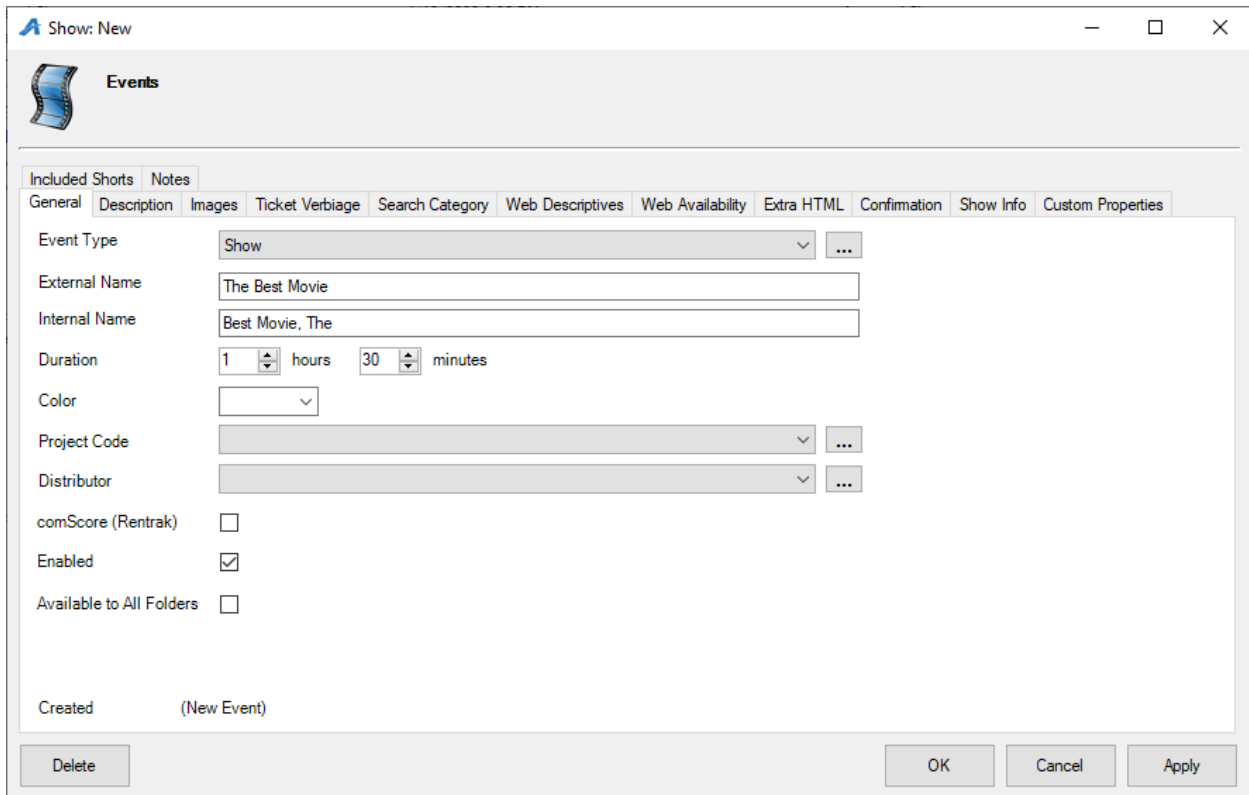
2. In the **Show** area, right-click and select **New**.



Internal Name	Next Showing	External Name	Event Type	Enabled
A Cat in Paris	3/12/2020 8:00 PM	A Cat in Paris	Kids Fest Screening	True
Agile Shorts Night	3/11/2020 5:00 PM	Agile Shorts Night	Shorts Comp	True
All Good Things	3/12/2020 5:00 PM	All Good Things	Screening	True
An Encounter		h Si...	Screening	True
B&B		east	Screening	True
Being Elmo:		pp...	Kids	True
Bill Cunningham New		le...	Screening	True
Black Butterflies			Screening	True
Bride Flight			Screening	True
Brothers on the Line		ne	Screening	True
Cave of Forgotten Dr.		Dr...	Screening	True
Don't Fence Me In	3/15/2020 5:30 PM	Don't Fence Me In	Screening	True

3. The **Show: New** window will appear. This is where you will begin filling out information about the show/film.

4. In the **General** tab, you will select the **Event Type**, add the name of the Show/Film in the **External Name** and **Internal Name** fields, add the **Duration** of the Show/film, and then, if necessary, add/select your **Distributor**. If you send gross money reports to Rentrak, make sure to check the box next to **comScore (Rentrak)**.



Events

Included Shorts Notes

General Description Images Ticket Verbiage Search Category Web Descriptives Web Availability Extra HTML Confirmation Show Info Custom Properties

Event Type: Show

External Name: The Best Movie

Internal Name: Best Movie, The

Duration: 1 hours 30 minutes

Color: [Dropdown]

Project Code: [Dropdown]

Distributor: [Dropdown]

comScore (Rentrak)

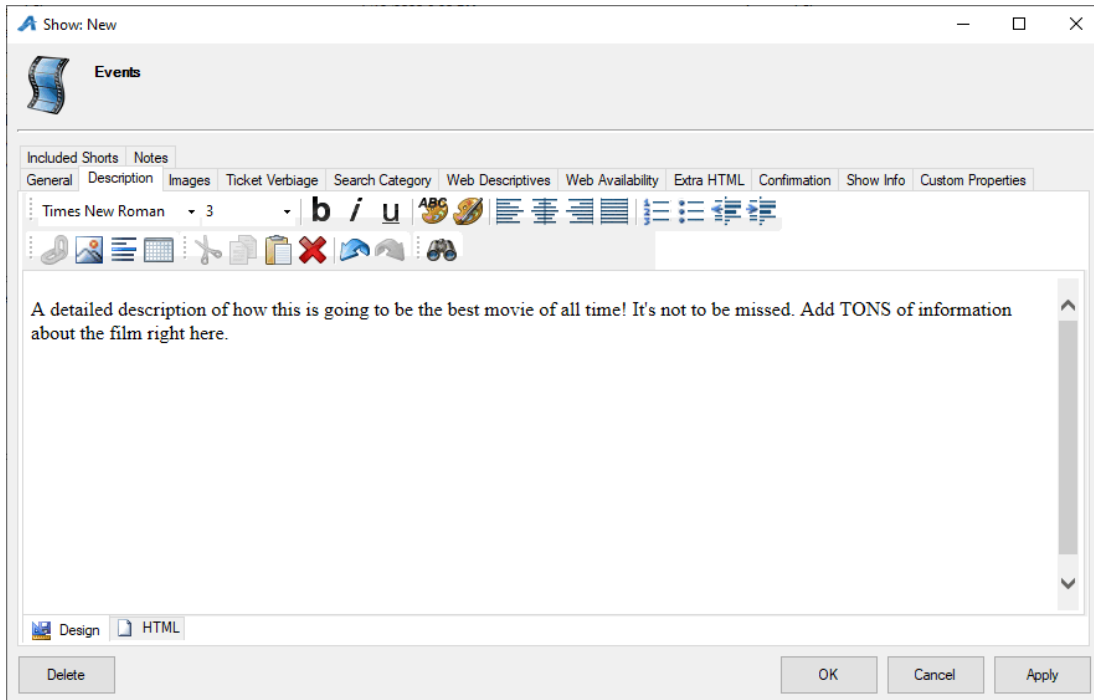
Enabled

Available to All Folders

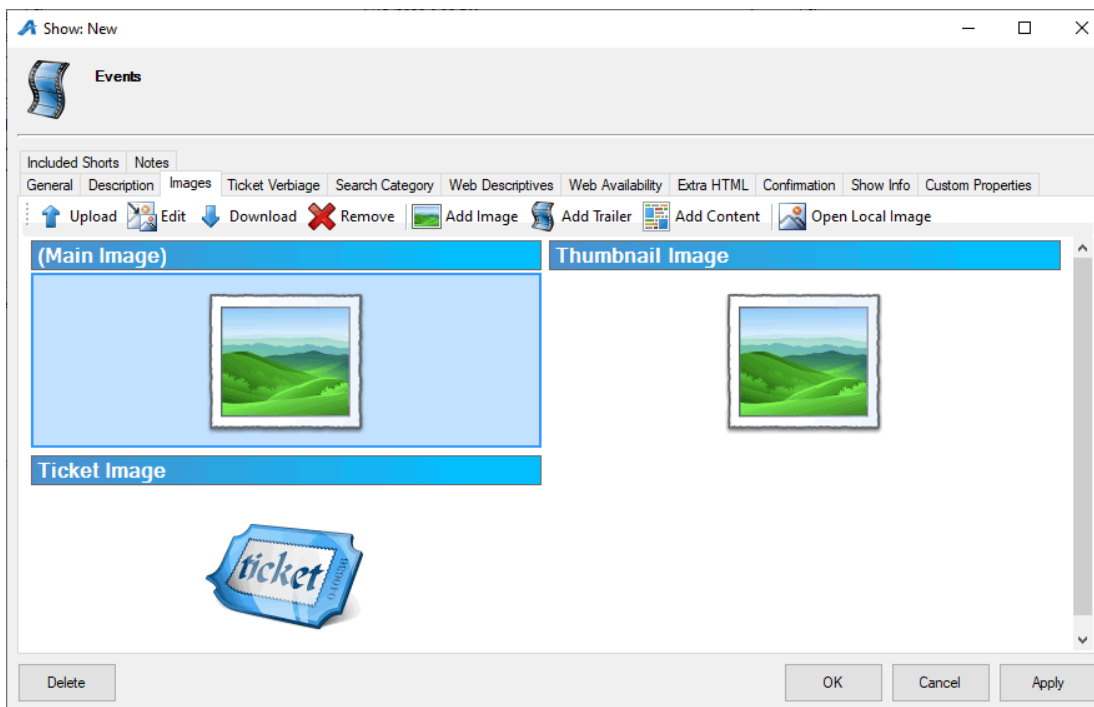
Created (New Event)

Delete OK Cancel Apply

5. **Description** – This is where you can add a full description of the show/film.



6. **Images** – This is the tab that you will use to upload images and videos that will appear on the event's page online. To an upload image, click the **Upload** arrow and select the image that will become the **Main Image** and **Thumbnail Image**. To add additional images, click **Add Image**. To add a trailer, click **Add Trailer** and add the **YouTube** or **Vimeo** embed link. Click **Preview** to finalize the trailer.



**7. Ticket Verbiage** – This is where you can add specific information that needs to appear on the ticket (Note: most ticket formats pull the elements directly from the database, but these fields can be added to the ticket formats if you need special information to appear on the ticket).

Events

Included Shorts Notes

General Description Images **Ticket Verbiage** Search Category Web Descriptives Web Availability Extra HTML Confirmation Show Info Custom Properties

Line 1

Line 2

Line 3

Line 4

Line 5

Delete OK Cancel Apply

**8. Web Descriptive** – This is where you can add a short description of the event that will appear with an event's thumbnail image.

Events

Included Shorts Notes

General Description Images Ticket Verbiage **Web Descriptives** Web Availability Extra HTML Confirmation Show Info Custom Properties

Name Secondary Text

Date Secondary Text

Short Description (1000 Character Limit)

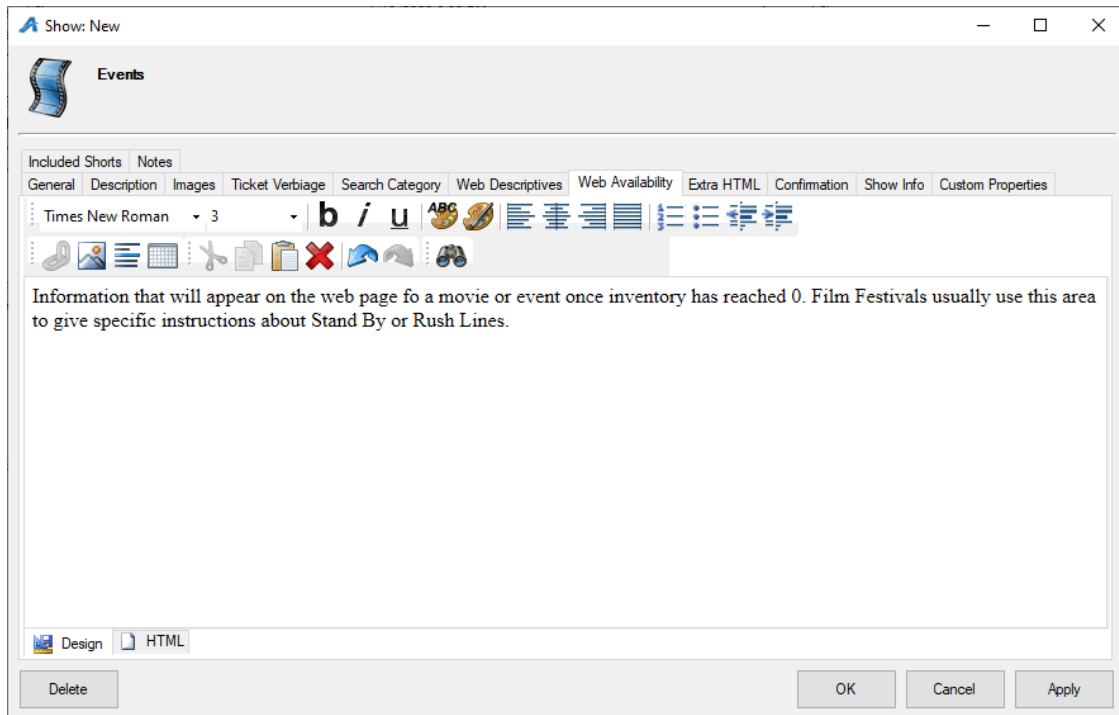
Ticket Type Selection Prompt

Tier Type Selection Prompt

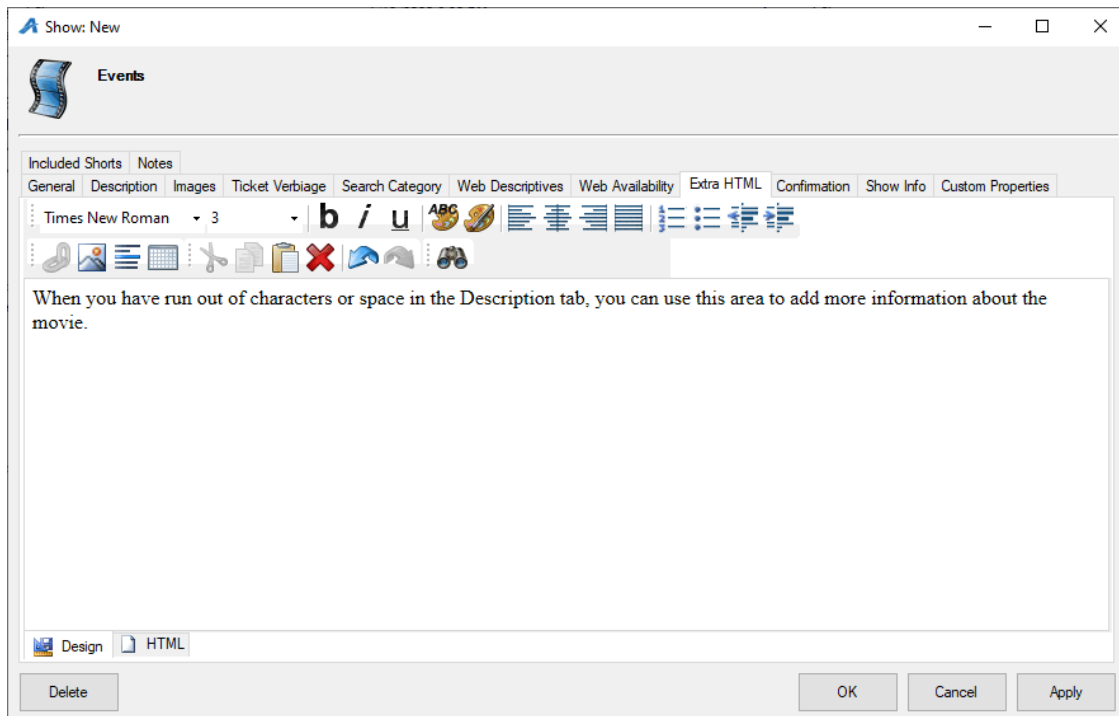
External Event Identifier

Delete OK Cancel Apply

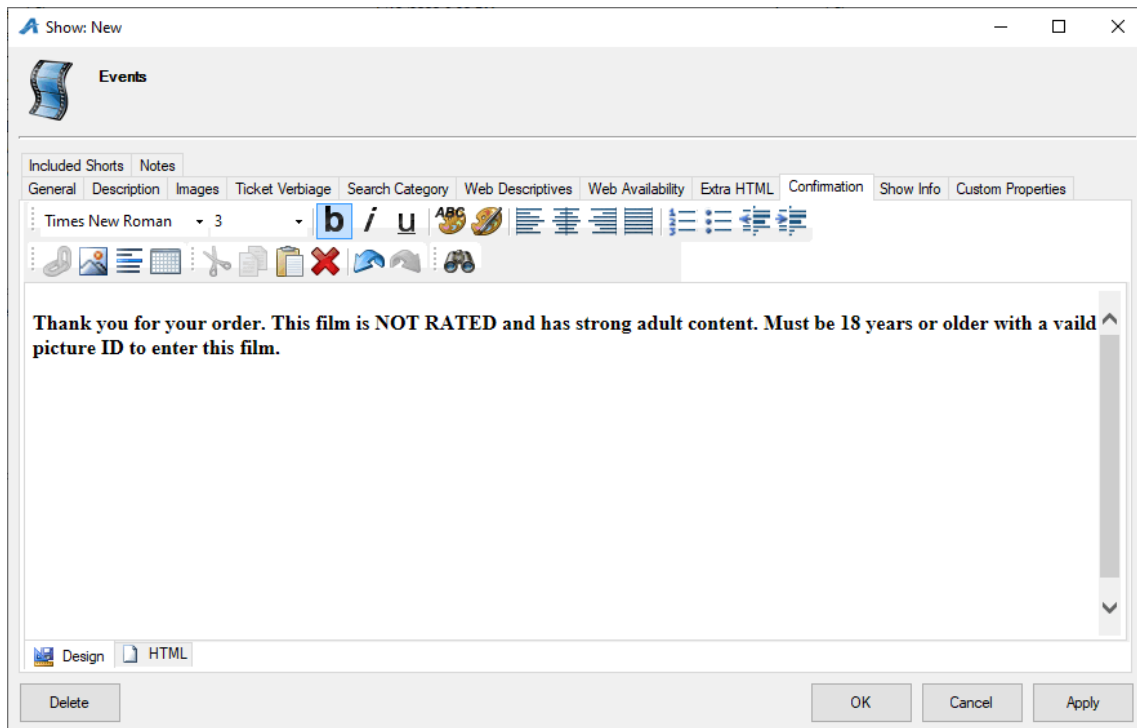
9. **Web Availability** – this is an area where you can put additional information about a sold-out performance. (Most film festivals use this to give specific instructions on how to get tickets via Rush or Stand by Line).



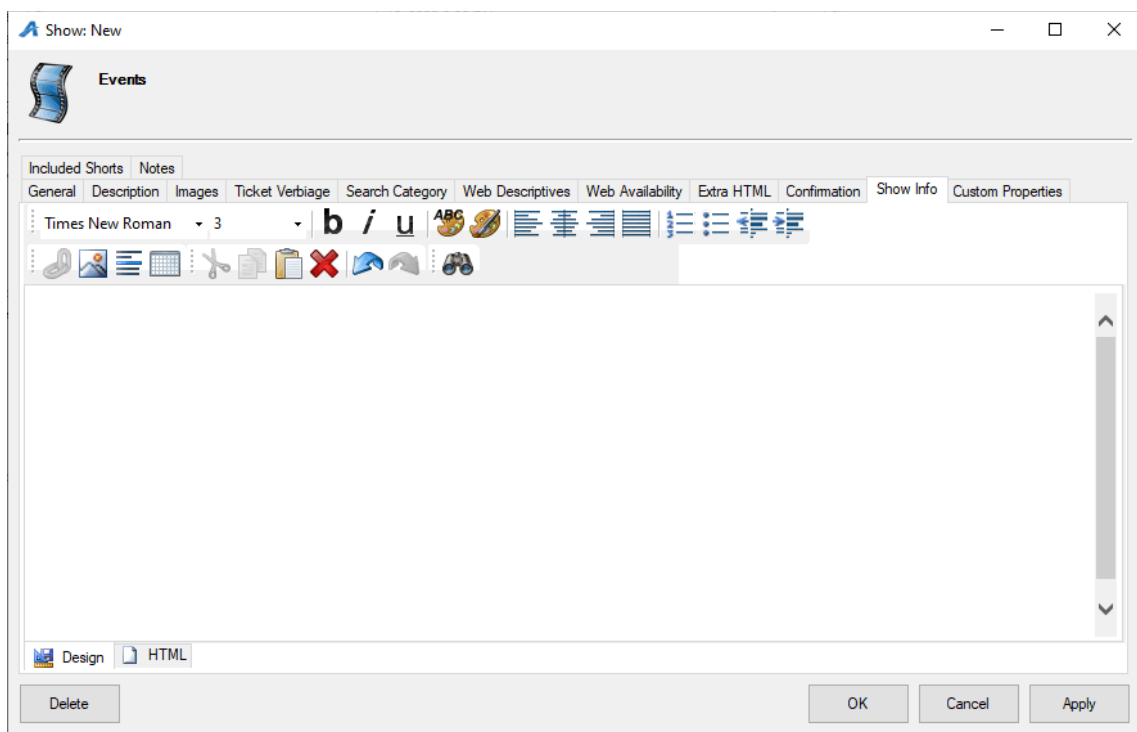
10. **Extra HTML** – This will allow you to add additional information about the event that will show up on the ticket page online.



11. **Confirmation** - This tab allows you to add confirmation text about this specific event which customers will receive via email confirmation once their purchase online is complete.



12. **Show Info** - This area is generally used for sponsorship information and logo image for this specific show (INSHO10).



**13. Custom Properties** - These properties are specified by the organization but are generally used for information about a specific show/film (i.e. Run Time, Country of Origin, Cast and Crew, etc.)

The screenshot shows the 'Show: New' dialog box with the 'Custom Properties' tab selected. The 'Film Info' section contains the following fields:

- Highlighted Events: [Dropdown menu]
- Event Type: [Text input]
- Release Year: [Text input]
- Rating: [Dropdown menu]
- Genre: [Text input]
- Production Country: [Text input]
- Original Language: [Text input]
- Subtitles: [Text input]
- Trailer: [Text input]

Buttons at the bottom: Delete, OK, Cancel, Apply.

**14. Included Shorts** - This is generally used by Art Houses and Film Festivals that either show short films prior to a feature length film or have a shorts program with many shorts combined into a feature-length show. (INSHO12)

The screenshot shows the 'Show: New' dialog box with the 'Included Shorts' tab selected. The 'Include Related Visuals' checkbox is checked. Below the checkbox is a table with the following columns:

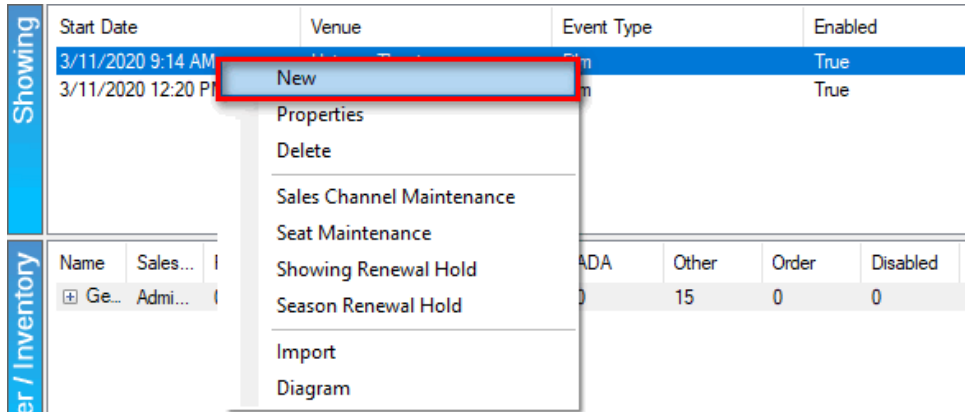
Name	ExternalName
------	--------------

Buttons at the bottom: Delete, OK, Cancel, Apply.



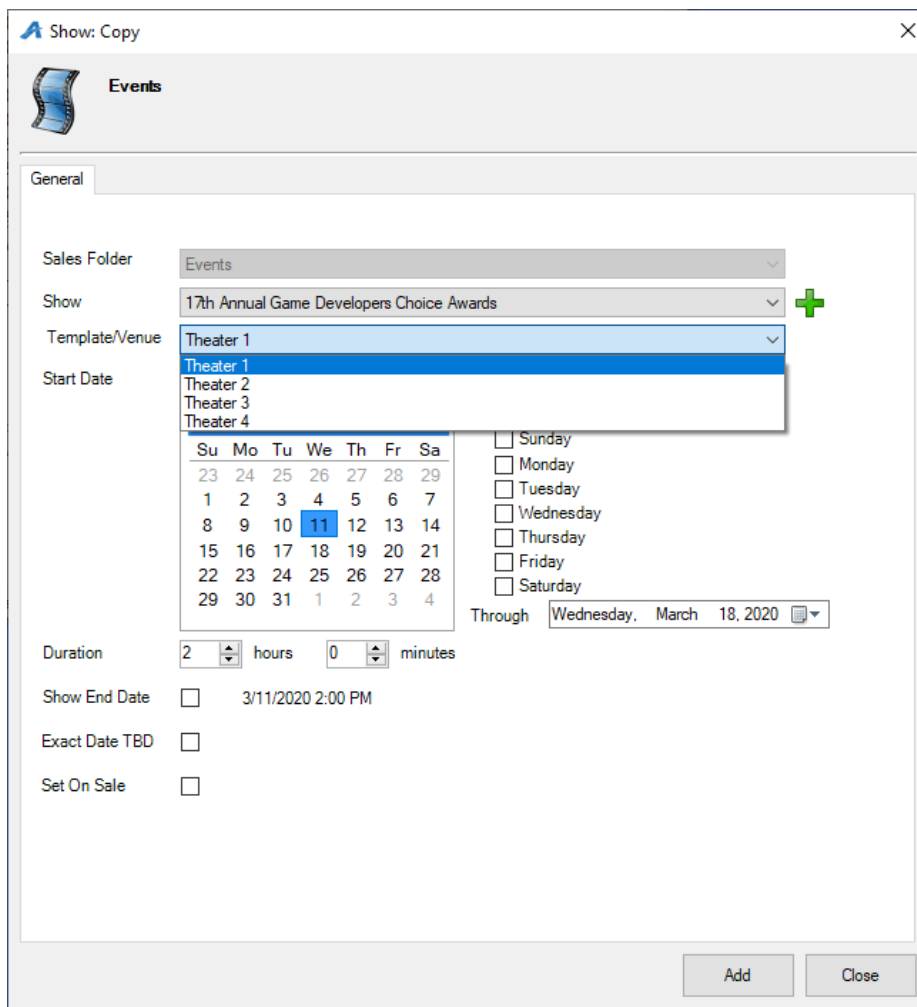
Once you have filled out the information for the show, you are now ready to add your showing dates and times.

15. Select the Show. In the **Showing** area, right-click and select **New**.



16. The **Show: Copy** window will appear.

17. Select the **Template/Venue** that is associated with this screening's date and time.



18. Choose the **Start Date** and **Time** of the screening.

Start Date    Show time with date

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Recurring Every

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Through

19. **Recurring Showing Every** allows you to copy the same **Venue Template** and **Showing Time** to the days of the week of your choice. For the **Through** date, make sure to select the last date to which this template and time will be copied.

Start Date    Show time with date

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Recurring Every

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Through

Duration  hours  minutes

20. If you are ready for this showing to be set on sale, check the box next to **Set On Sale**. Click **Add** to add the date(s) and time(s) of the showing.

Show End Date  3/13/2020 9:30 PM

Exact Date TBD

Set On Sale

21. The Show: Copy window is designed so that you do not have to close the window to create multiple showings at once. If you need to create other showings at different times or with other templates, repeat Steps 17 through 20 until all the showings are built. Then, click **Close**.