

## GETTING STARTED

### Location

Alerts are controlled within Showtime under Website > Alerts. Click on the Add Alert button to create a new alert.

### Alert Types

There are two types of alerts:

1. Text Alerts: This is a great way to alert patrons to on sales, important news items, or other announcements, such as inclement weather alerts.



2. Overlays: Overlays, or splash pages, are a visually dramatic way to bring attention to patrons about exciting things happening at your venue.



# CREATING ALERTS

## Text Alerts

In Showtime, navigate to the Alerts module and click on the Add Alert button in the top right corner.

The screenshot shows a configuration form for an alert. At the top, there is a 'Summary' tab. The form fields are as follows:

- TITLE:** Test Alert
- ALERT TYPE:** Alert
- ALERT LOCATION:** Home
- START DATE:** 04-12-2017, Time: 01:43 PM
- END DATE:** 04-22-2017, Time: 01:43 PM
- LINK:** /events
- BUTTON TITLE:** Read More
- DESCRIPTION:** This is my description

At the bottom left, there are 'On' and 'Off' toggle buttons. At the bottom right, there is a 'Next' button.

\*Add on feature. Default is the homepage, but we offer the ability to add text alerts to Event Detail Pages, Venue Detail Pages, Concierge items, and interior Pages.

**Title:** Displays within the alert itself.

**Alert Type:** Choose Alert for Text Alerts

\***Alert Location:** Choose where you would like the alert to be displayed.

Additional fields will display based on your section.

**Start and End Date:** Schedule when you would like the alert to appear.

**Link:** Add a URL to make the alert clickable.

**Button Title:** If you add a link, assign appropriate text for the call to action.

**Description:** Enter additional details.

# CREATING ALERTS

## Overlay

Selecting Overlay for the Alert Type will reveal a new field for Image.

The screenshot shows a configuration form for an alert. At the top, there is a 'Summary' button. The form fields are as follows:

- TITLE:** Test Alert
- ALERT TYPE:** Overlay
- IMAGE:** A large dark grey area with a white image icon in the center and an 'ADD' button at the bottom left. A small green plus icon is at the bottom right.
- ALERT LOCATION:** Home
- START DATE:** 04-12-2017, Time: 01:43 PM
- END DATE:** 04-22-2017, Time: 01:43 PM
- LINK:** /events
- BUTTON TITLE:** Read More

At the bottom of the form, there is a toggle switch for 'On' (checked) and 'Off', and a 'Next' button.

**Title:** Does not display on the front end.

**Alert Type:** Choose Overlay

**Image:** Click on the Add button to choose an image from your media gallery or to upload a new image.

**\*Alert Location:** Choose where you would like the alert to be displayed.

Additional fields will display based on your section.

**Start and End Date:** Schedule when you would

**Link:** Add a URL to make the

\*Add on feature. Default is the homepage, but we offer the ability to add text alerts to Event Detail Pages, Venue Detail Pages, Concierge items, and interior Pages.

\*\*Add on feature. Overlay normally does not include a button.

\*\***Button Title:** If you add a link, assign appropriate text for the call to action.