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STEP 1: CREATE EVENT

Enter your basic event information, including the date and time of the first performance.

Summary

Tickets

Media

Promotion

Options

TITLE

Sample Event?

Add Tagline

SHOWINGS

08-30-2016

TBA

Start Time

07:00 PM

Duration

02:00

Add Showing

DESCRIPTION

Add Media

Cut

Copy

Paste

Undo

Redo

Source

ABC

Styles

Format

B

I

x₂

x²

≡

≡

”

“

Table

List

Ω

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

SEATING

ADD

+

?

RELATED LINKS

Add Related Link

TITLE

Artist page

URL

#

DOORS OPEN

6pm

MORE INFO

FAQ

MORE INFO

EDIT | REORDER

Default Icon

Age Restrictions

EDIT

Camera Policy

EDIT

STEP 2: ASSIGN TICKETS

Summary

Tickets

Media

Promotion

Options

TICKET SEARCH

Sample Event x

Sample Event Parking x

Available Tickets (68 available)
Theses tickets are available for assignment.

Selected Tickets (0 assigned)
Tickets that are currently assigned to this event.

Sort By:

Date

Custom

Individual Tickets

Sample Event

on Aug 30th, 2016 @ 7:00 pm

+

Sample Event Parking

Sample Event Parking

on Aug 30th, 2016 @ 7:00 pm

+

Sample Event

Sample Event

on Aug 31st, 2016 @ 7:00 pm

+

Sample Event

Sample Event

on Sep 1st, 2016 @ 7:00 pm

+

Click on the Plus sign to assign an individual ticket type or press the Sync button to sync all ticket types.

Sync >

Clear x

Use the filter to search for tickets. Available matches will display on the left column.

→

→

→

→

Add Showings?

Aug 31, 2016 7:00 pm

Sep 01, 2016 7:00 pm

Add

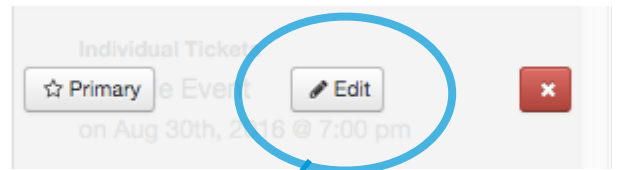
If you add any tickets for showings not already listed on the Showings section of the Summary tab, you will be prompted to add them. You must click the Add button.

3 of 6

STEP 3: TICKET SETTINGS (OPTIONAL)

Once selected, each ticket will have three options available on hover.

- **Primary:** Choose this to set as the individual performance ticket link
- **Edit:** Edit the details sent through the Spectra feed (changes will not be sent back to Spectra)
- **X:** Remove selected ticket



Summary

TITLE

TICKET ALT TITLE

PRIMARY TICKET ☒ Primary

TICKET DATE Time

DESCRIPTION

Add Media

Styles Format B I x₂ x² Source ABC

TICKET ON SALE START Time

TICKET ON SALE END Time

TICKET LINK

TICKET CODE

LINK MOBILE

The edit button will open a separate window where individual ticket settings can be adjusted. These changes will not be sent back through the feed to Spectra.

Recommendation:
Make all changes through Spectra ticketing.

STEP 4: ENTER REMAINING TICKET INFO







Buy Tickets link entered into the link field will control the main Buy Tickets button on the Event Detail Page. If no tickets are assigned from feed, this will also be the default Buy Tickets link per performance.


The screenshot shows a form for setting up an event. The 'TICKETS ON SALE' section has buttons for 'None', 'Now' (selected), 'Soon', and 'TBA'. Below this are fields for 'PRICES', 'LINK', and 'DESCRIPTION'. The 'DESCRIPTION' field has a rich text editor with various formatting options. To the right, a preview of the event page is shown, featuring a 'Buy Tickets' button, the event dates 'Aug. 30 - Sep. 1, 2016', 'DOORS OPEN 6pm', 'TICKET PRICES \$\$\$', and 'ON SALE On Sale Now'.

STEP 5: COMPLETE THE EVENT SET UP AND SAVE.

If you go back into the event, you will see that all showings are now displayed on the Summary screen.

SHOWINGS

 08-30-2016	TBA	Start Time	07:00 PI	Duration	02:00	
 08-31-2016	TBA	Start Time	07:00 PI	Duration	02:00	
 09-01-2016	TBA	Start Time	07:00 PI	Duration	02:00	

Add Showing 

FINAL RESULT

The screenshot displays a sample event page for "WWE SmackDown LIVE". The main event link is highlighted with a blue arrow pointing to the "Buy Tickets" button in the top right sidebar. The sidebar also lists event details: dates (Aug. 30 - Sep. 1, 2016), doors open time (6pm), ticket prices (\$\$\$), and on-sale status (On Sale Now). The main content area shows a table of performances for Tuesday, Wednesday, and Thursday, each with a "Buy Tickets" link. A blue arrow points to these links with the text "Per performance links (tickets that are marked as 'primary')". Below the performance table is a paragraph of Lorem Ipsum text. Further down, the "ADDITIONAL TICKET OPTIONS" section is expanded, showing a date and time (Aug. 30, 2016 - 7:08 PM) and a "SAMPLE EVENT PARKING" section with a "Buy Tickets" button. A blue arrow points to this button with the text "All other tickets assigned to event that are not marked as primary." At the bottom, there are sections for "RELATED LINKS", "AGE RESTRICTIONS", and "CAMERA POLICY", each with an "OPEN" button.

Main Event Link

Sample Event

WWE SmackDown LIVE

Tuesday Aug. 30, 2016	7:00 PM	Buy Tickets
Wednesday Aug. 31, 2016	7:00 PM	Buy Tickets
Thursday Sep. 1, 2016	7:00 PM	Buy Tickets

Per performance links (tickets that are marked as "primary")

Aug. 30 - Sep. 1, 2016

DOORS OPEN
6pm

TICKET PRICES
\$\$\$

ON SALE
On Sale Now

Aug. 30, 2016 - 7:08 PM

SAMPLE EVENT PARKING

Parking for this event will be \$5.

RELATED LINKS

AGE RESTRICTIONS

CAMERA POLICY

All other tickets assigned to event that are not marked as primary.