Venues

Whether your site has just one or multiple venues, the Venues module is your homebase for managing all related venue information.

For most clients, only a handful of fields displayed in this module are actually used. Any additional fields not discussed in this video are legacy and are not used.

The Venues module controls the venue information that displays in the footer of your site, such as your address and phone numbers. If your site only has one venue, you'll automatically see your venue's information when you open the Venues module. If your site has multiple venues, select your main venue to edit the venue details in your website's footer.

Summary

Under the summary tab, update or add the name of the venue. For single venue sites, this will only display in Showtime. For multi-venue sites, this will display in Showtime AND on the website wherever Events for that venue are displayed. The venue's phone numbers can also be updated here. Unless your site has additional custom fields, the title and phone number fields are the only fields you need to worry about.

Location

Under the location tab, enter the venue address in the Full Address field and click Map It. A map will appear with a pin at that location. Drag and drop the pin to change the location and latitude and longitude, which will edit the location for GPS. The address fields below the map are for display purposes only and control how the address reads in the footer. Be sure to save any changes you've made.

In addition to updating the footer information, for clients with multiple venues, this section also controls which venues display in the Venue dropdown in the Summary tab of your events.

Add New Venues

To add new venues to this list, click the Add New button at the top of the Venues module, enter the venue title and save. The system will automatically add this new venue as an option for your events, and will generate a URI based on the name of the venue. The URI can be edited using the Custom URI field in the venue's Options tab.

Still have questions? Check out the related help desk articles provided in the Training Dashboard. For more information pertaining to your site specifics, reference the Documentation widget in Showtime, or contact the help desk to learn more.