



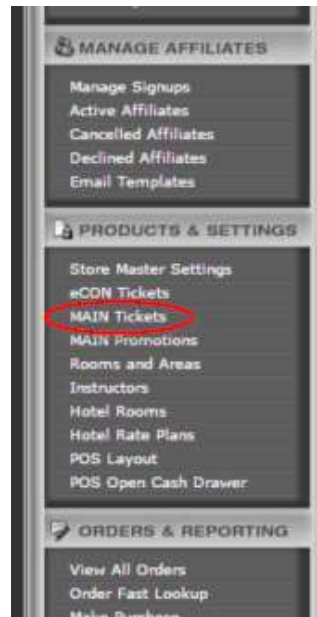
Quick Category Setup

Steps	Screenshots
<p data-bbox="142 447 418 537">Navigating to Create Category</p> <p data-bbox="142 583 418 814">Step 1: Go to your ticketing website and type /management at the end of the URL. Then press enter.</p>	
<p data-bbox="142 976 318 1125">Step 2: Log in to the management dashboard.</p>	

Steps	Screenshots
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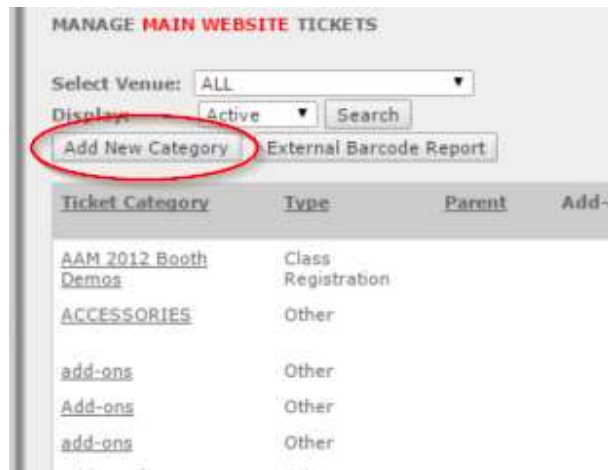
Step 3:

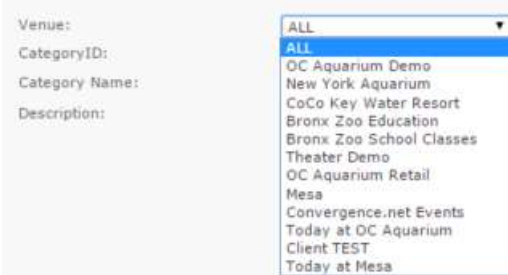
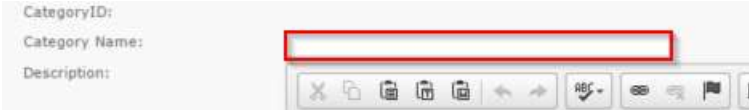
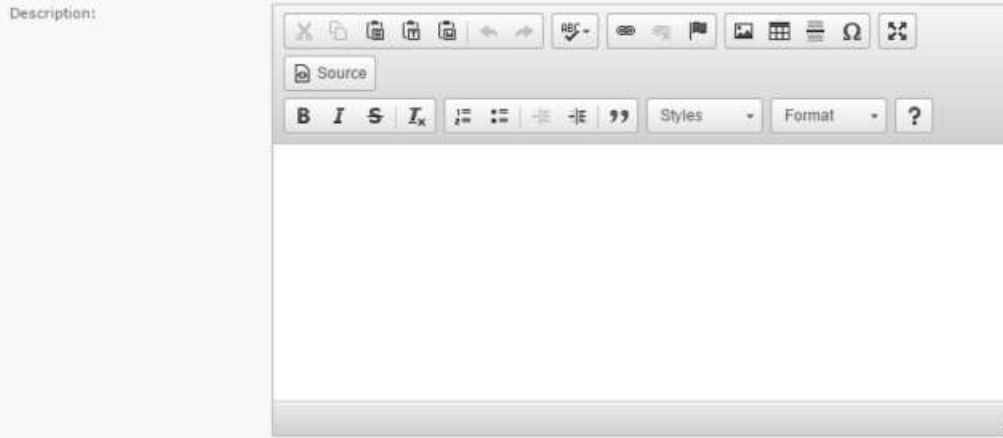
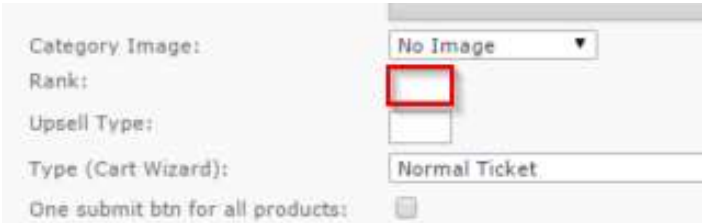
Click on **MAIN Tickets** under Products & Settings.

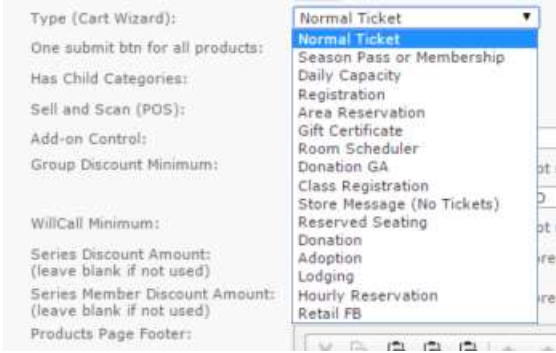





Step 4:

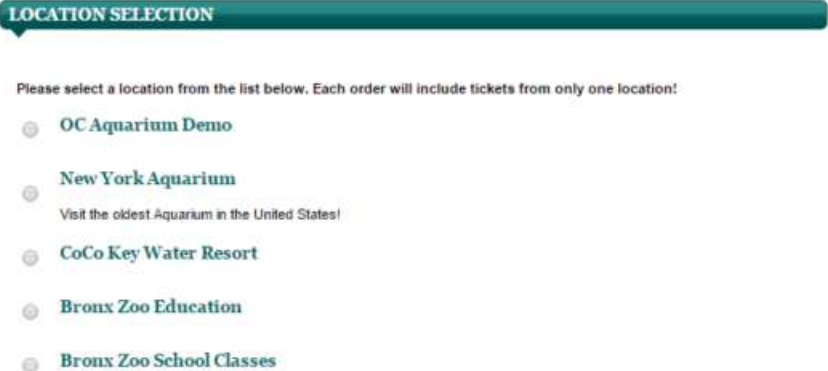
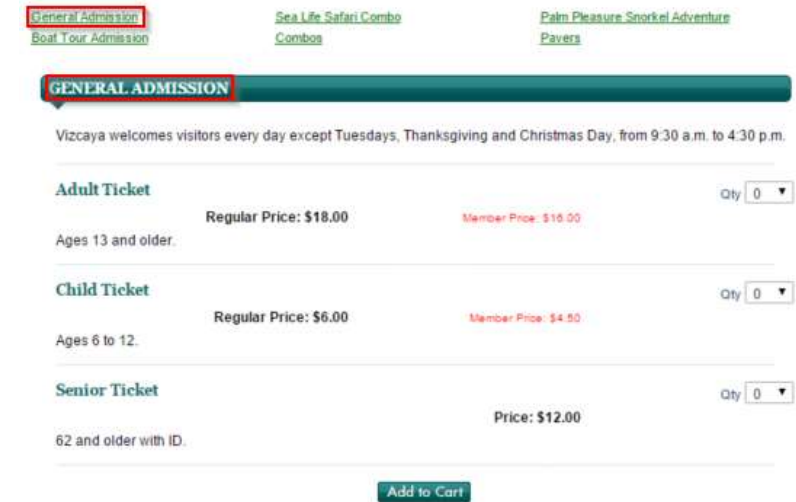
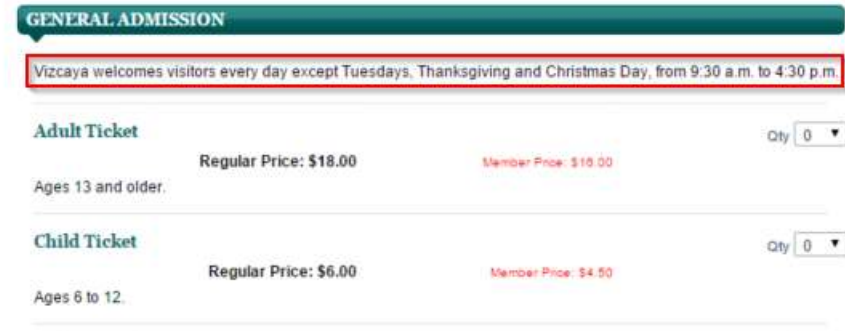
Click the **Add New Category** button.





Steps	Screenshots
<p>Creating the Category</p> <p>Step 1: Select the Venue for the category.</p>	
<p>Step 2: Type in the Category Name.</p>	
<p>Step 3: Type in the Description for the category.</p> <p>*Optional but recommended</p>	
<p>Step 4: Set the rank. This is the order that the categories will appear on the mainstore page with 0 being at the top.</p>	

Steps	Screenshots
<p>Step 5: Set the category Type. I will go in to detail later about all of the types.</p>	
<p>Step 6: Check the Hide in Store box.</p> <p>Note: This hides the category from the customer and can only be seen if you use the Make a Purchase function in the Management Dashboard.</p>	
<p>Step 7: Check the Hide in Mobile Store box.</p> <p>Note: This hides the category from the user in the mobile store.</p>	
<p>Step 8: Check the Active box.</p>	

Category Options

Option	Screenshots (when applicable)
<p>Venue: This is the venue where the category will be displayed. This is very important for multi-venue clients.</p>	
<p>Category ID: This is not set by you but rather is generated every time a new category is made.</p>	
<p>Category Name: The name of the category that will be displayed in the mainstore. Also, there will be links at the top of the mainstore page to each of these.</p>	
<p>Description: Gives a description of the category. It appears just under the category name.</p>	

Option	Screenshots (when applicable)
<p>Category Image: Let's you choose whether you want the image displayed on the left or the right.</p>	
<p>Upsell Type: Sets whether or not there will be an upsell page in between the products page and the shopping cart.</p>	
<p>Type (Cart Wizard): This lets you choose the type of ticket that will be sold on this category. Refer to the ticket type documentation for further explanations of each ticket type.</p>	
<p>One submit btn for all products: Enabling this will show only one submit button for the whole category instead of one button for each product.</p>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Enabled</p>  </div> <div style="text-align: center;"> <p>Disabled</p>  </div> </div>
<p>Has Child Categories: Checking this box allows the category to have a subcategory with in it.</p>	
<p>Sell and Scan (POS): Enabling this will cause any product in this category to not print out a ticket and/or? be automatically redeemed.</p>	

Option	Screenshots (when applicable)
<p>Add-on Control: Enabling this allows you to create add-ons for products in this category.</p>	
<p>Group Discount Minimum: Let's you choose the minimum number of people required to receive a group discount.</p>	
<p>WillCall Minimum: Sets the minimum amount required for the customer to pay online for a will call order.</p>	
<p>Series Discount Amount: Sets the amount products will be discounted for purchasing a series of products in this category. The series discount can be applied to three or more products or all of the products in the category.</p>	
<p>Series Member Discount Amount: This works the same as series discount amount, but allows you to set a different discount rate for members.</p>	

Option	Screenshots (when applicable)
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Products Page Footer:
Let's you put a message at the bottom of the category.

GENERAL ADMISSION

Vizcaya welcomes visitors every day except Tuesdays, Thanksgiving and Christmas Day, from 9:30 a.m. to 4:30 p.m.

Adult Ticket Qty: 0
Ages 13 and older. Regular Price: \$18.00 Member Price: \$10.00

Child Ticket Qty: 0
Ages 6 to 12. Regular Price: \$6.00 Member Price: \$4.50

Senior Ticket Qty: 0
62 and older with ID. Price: \$12.00

[Add to Cart](#)

This is an example of a product page footer

Shopping Cart Note:
Let's you create a message that will be displayed in the shopping cart for any product that is added from the category.

Shopping Cart Remove All Cart Items

Product Name	Qty	Price	Subtotal
Adult General Admission *** Weekday: Fri, Oct 23, 2015 9:00AM-4:00PM ***	2	\$20.00	\$40.00
Child Admission Ticket *** Weekday: Fri, Oct 23, 2015 9:00AM-4:00PM ***	2	\$15.00	\$30.00

Subtotal: \$70.00
Convenience Fee: \$0.00
Tax (if applicable): \$0.00
Order Total: \$70.00

This is an example of a Shopping Cart Note!

[Back to Shopping](#) [Checkout](#)

Option	Screenshots (when applicable)
<p>Confirmation Note: Let's you set a note that is shown on the confirmation page of an order.</p>	<ol style="list-style-type: none"> 1. The PDF will contain one barooded ticket for each eTicket purchased, each will print as separate pages. 2. Print the attached eTickets at home using the best quality resolution on your printer. Please print on regular white paper (8.5 X 11)! 3. Bring ALL of your printed eTickets to the park. This confirmation letter will not be accepted in lieu of your barcoded tickets. Tickets are not able to be printed at the ticket booths upon arrival - please be sure that you have your tickets with you. 4. Do not discolor or physically alter the eTicket. Failure to follow these instructions may cause delays or cancellation of your ticket. 5. All sales are final. No refunds. 6. VISITING ON A WEDNESDAY?: Wednesday admission is by pay-what-you-wish donation. By presenting your online Total Experience ticket on a Wednesday, you are agreeing to utilize the full value for that day's donation and Total Experience rides and attractions admission. 7. Expiration Policy: Please see your print-at-home ticket for expiration dates of your specific purchased product. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin: 10px 0;">This is an example of a Confirmation Note!</div> <hr style="width: 30%; margin: 10px auto;"/> <p>Purchase INFORMATION: cameron test</p>
<p>Notification eMail Addr: Email addresses are entered into this field. You will receive an email whenever a ticket is purchased from this category.</p> <p>*Put semi-colons or commas in between each email with no spaces in between.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Notification eMail Addr: <input style="width: 80%; border: none;" type="text" value="test@test.com;example@gmail.com;this@ymail.com"/></p> </div>
<p>Waitlist Notification eMail Addr: Email addresses are entered into this field. You will receive an email whenever a customer is put on a waitlist for a ticket in this category.</p> <p>*Put semi-colons or commas in between each email with no spaces in between.</p>	

<p>Hide in Store: Checking this box will hide the category from the customer. It can be seen if you use the Make Purchase function in the management dashboard.</p>	
<p>Hide in MOBILE Store: Checking this box will hide the category from the mobile store.</p>	
<p>Active: Checking this box will cause the category to become visible in the mainstore. But can be hidden by checking the Hide in Store box.</p>	