



Showtime

Instruction Manual

As of Wednesday, November 7, 2018

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Help!

You've read the entire instruction manual three times and you're still stumped! Click on the Help button in Showtime to be taken to the Support portal or email help@carbonhouse.com.

IMAGE SIZES GUIDE

CODE	NAME	DIMENSIONS (width by height)
A	All Slideshows - Homepage slideshow - Event Detail Page - News Detail Page - Content Pages	2000px by 750px
B	All Thumbnails	675px by 295px
C	Spotlight Images	580px by 420px
D	Lightboxes - Seating Charts - Homepage Overlay	1000x by 750px*
E	Images within Text	200px by any height**
F	Event Sponsor	275px by any height***

*Recommended dimensions. Can be any size needed.

**MUST be 200px wide but can be any height

***MUST be 275px wide but can be any height



Optimize your images. Recommendation is 72 DPI.

A large crowd of people is seen from behind, looking towards a brightly lit stage. The stage features a large screen and several tall, narrow light towers emitting beams of light. The word "EVENTS" is overlaid in white text on the crowd.

EVENTS

EVENTS



Overview

The Events section of Showtime is where you will manage your database of past and upcoming events.

Summary

The summary tab contains the basic event information, the “who, what, when, where, and why” of the event.

Title: Main title of the event

Tagline: Used for information that is ancillary to the main title of the event, but still important to the identity of the event (e.g. support act, tour name, presented/sponsored by)

Showings: Use the date and time pickers to choose the date and time of the first performance. Click the Add Showing button to add a new showing to the run. The date and time of the next performance will automatically fill in based on the showing directly above it.

More Button: The More button that appears under each showing reveals a field where you can place the individual showing ticket link. You can also choose to display the end date for that showing. The end date is calculated based on the duration entered for that showing.

EVENTS

Summary

The screenshot shows a web form for event management. It has several sections: 'SEATING' with an 'ADD' button and a help icon; 'RELATED LINKS' with an 'Add Related Link' button; 'MORE INFO' which contains a table of FAQs (Premium Suites, Age Limits) with 'FAQ', 'MORE INFO', and 'REORDER' tabs, and an 'Add New' button; 'DOORS OPEN' with a text field containing '6:30 PM'; and a bottom bar with 'On/Off' toggle and a 'Next' button.

FAQ	MORE INFO	REORDER
	Premium Suites:	EDIT
	Age Limits:	EDIT

Seating: Click the Add button to insert a seating chart specific for this event.

Related Links: Add related links that fans might find useful.

More Info: Use the More Info FAQs to add information specific to this event. You can have as many as you'd like and reorder as needed.

Doors Open: Free form field. Enter a time or a phrase (e.g. "One hour before show")

EVENTS

Tickets

The tickets tab is where you will place the main Buy Tickets link for the run.

Tickets On Sale: Choose a status.

- **None:** No tickets are on sale (e.g. private event, sold out, etc.)
- **Now:** Selecting the Now tab will reveal the Prices and Link field.
- **Soon:** Selecting the Soon tab will reveal a date and time selector that will allow you to set the on sale in the future. The event will say “On Sale Soon” until that date and time pass. Once the date and time pass it will say “Buy Tickets.”
- **TBA:** Prices and link field remain. The Buy Tickets button will say “TBA”

Prices: The Prices field is a free form field where you can enter the show pricing however you’d like. (e.g. specific ticket prices, price range, fees, etc).

Link: Enter the main Buy Tickets link for the show/run of shows. (Controls the main Buy Tickets button on the Event Detail Page.

Ticket Information / Description: Not used.

Hide Buy Tickets Button on Showings: Hides the buy tickets button only on individual showings.

The main event buy tickets button will continue to show.

The screenshot displays the 'Tickets' tab within an event management system. At the top, there are navigation tabs: 'Summary', 'Tickets' (selected), 'Media', 'Promotion', and 'Options'. Below these, the 'TICKETS ON SALE' section has four buttons: 'None', 'Now', 'Soon' (highlighted in blue), and 'TBA'. The 'ON SALE TIME' section shows a date selector set to '10-16-2018' and a 'Start Time' of '04:43 PM'. Below this are empty input fields for 'PRICES' and 'LINK'. The 'TICKET INFORMATION / DESCRIPTION' section features a rich text editor with various formatting tools (bold, italic, link, etc.) and a large text area. At the bottom, there is a 'HIDE BUY TICKETS BUTTON ON SHOWINGS' toggle set to 'YES' (indicated by a blue square). A 'Next' button is located in the bottom right corner.

EVENTS

Media

Main Event Image:

Displays on Event Detail Page and in Homepage event promotion, if selected.

The screenshot shows the 'Media' tab selected in the top navigation bar. Below the tabs, there are three main sections: 'Image', 'Slideshow', and 'Event Sponsor'. Each section has a large placeholder area with a picture icon and an 'ADD' button with a green plus icon. The 'Image' section is the largest, while 'Slideshow' and 'Event Sponsor' are smaller. At the bottom, there are 'On' and 'Off' toggle buttons and a 'Next' button with a play icon.

Thumbnail:

Displays on Event Listing Page, homepage secondary and featured promo areas, and in all other event listings on the site.

Slideshow:

Overrides Main Event Image on Event Detail Page. Accepts both static images and video.

Event Sponsor:

Displays on the individual event detail page in the right-hand column.

EVENTS

Promotion

The screenshot shows a web interface for managing event promotions. At the top, there is a dark navigation bar with five tabs: 'Summary', 'Tickets', 'Media', 'Promotion' (which is active), and 'Options'. Below the tabs, there is a list of four promotional slots, each with a checked checkbox and a label: 'Homepage', 'Secondary', 'Featured', and 'Groups'. At the bottom left, there is a toggle switch labeled 'On' (which is green and active) and 'Off'. At the bottom right, there is a 'Next' button with a right-pointing arrow.

- 1 **Homepage** - Large promotional space on homepage (Qty: Slideshow - Suggested limit of 5 at a time)
- 2 **Secondary** - Medium promotional spaces on the homepage (Qty: 2)
- 3 **Featured** - Small promotional spaces on the homepage (Qty: 6)
- 4 **Group** - Reveals a field to enter group details. Pulls back Groups FAQ item on the Event Detail Page. Displays event on Groups page if chosen.

EVENTS

Options

If the Display On date and time is set to the future, the event will not show on the site or be searchable until that date and time has past.

The screenshot shows the 'Options' tab selected in a navigation bar with 'Summary', 'Tickets', 'Media', 'Promotion', and 'Options'. Below the navigation bar, the 'DISPLAY ON' section has a date field set to '10-13-2016' and a time field set to '12:57 PM'. The 'CUSTOM URI' field contains the text 'Custom URI'. The 'ARTIST NAME' field is marked with a large red 'X' and contains the text 'Artist Name'. Below this is a 'Meta Data' section with a question mark icon. It contains three fields: 'KEYWORDS' with the text 'Keywords', 'DESCRIPTION' with a large empty text area, and 'TRACKING CODE' with a large empty text area.

Display On: Announce date and time

Custom URI: Generated automatically by the event title. Use this field to override it, if desired.

Artist Name: Not Used

Meta Data: Be sure to fill in your meta data. Keywords and descriptions are used to help Google search your site effectively.

Tracking Code: Optional field that allows you to place a tracking pixel only on that particular event. If you have tracking code you want added to ALL events, submit a ticket to the help desk and we can add it so that it is automatically added to all events currently in the system and all events added going forward.

EVENTS

Options



The screenshot shows a user interface for event management. It features two main sections: 'Make a Copy of This Event' and 'Generate Review Link'. The 'Make a Copy' section contains a single button labeled 'Make a Copy'. The 'Generate Review Link' section includes a 'GENERATE' label, a dropdown menu currently set to '24 hours', and a 'Generate' button. At the bottom of the panel, there is a toggle switch with 'On' and 'Off' options, where 'On' is currently selected.

Make a Copy: Use this button to replicate all data for an existing event.



The event must be ON for the Display On date and time to register.

Generate Review Link: See [Generate Review Link](#) section

EVENTS

Front End Reference - Homepage

The screenshot displays the Tacoma Dome website's homepage. At the top, there is a navigation bar with links for "BUY TICKETS", "EVENTS & TICKETS", "PLAN YOUR VISIT", "TACOMA DOME", "DOME INFO", and "CONNECT WITH US". A search bar is also present. The main banner features a large image of Drake, with the text "NOV 01 Drake Aubrey & The Three Migos Tour" and a "BUY TICKETS" button. Below this, there are two more event cards: Justin Timberlake (Nov 12-13) and Twenty One Pilots (Nov 15), each with a "BUY TICKETS" button. Further down, there are three smaller event cards: Tacoma Wedding Expo (Sep 08-09), Rebel Junk Vintage Market (Sep 28-29), and South Sound Craft Beer Festival (Nov 10). Each of these cards also has a "BUY TICKETS" button. The bottom section shows three more event cards, but they are partially obscured and labeled "Groups - not shown".

A

1

B

2

B

3

4 Groups - not shown

EVENTS

Front End Reference - Event Detail Page

[BUY TICKETS](#)

[SEARCH](#)

EVENTS & TICKETSPLAN YOUR VISITTACOMA DOME DOME INFOCONNECT WITH US




Photo Credit: Jane Doe

Drake
Aubrey & The Three Migos Tour

NOV 01 Thursday	8:00pm	BUY TICKETS
NOV 02 Friday	8:00pm	BUY TICKETS
NOV 03 Saturday	8:00pm	BUY TICKETS
NOV 04 Sunday	8:00pm	BUY TICKETS
NOV 05 Monday	8:00pm	BUY TICKETS

[View All Showings](#)

Event Info

Platinum selling artist Drake announced the 'Aubrey and The Three Migos Tour.' Drake will be joined by special guests and 'Walk It Talk It' collaborators Migos on a North American run throughout this summer and fall. The tour announcement follows the release of Drake's hit singles "God's Plan" and "Nice For What," leading up to his highly-anticipated fifth studio album Scorpion.

[Read More](#)

Related Links[+](#)

Ticket Information[+](#)

VIP Package[+](#)

Custom Field[+](#)

[ON SALE TBA](#)

MAR 14 - 16, 2025

EVENT STARTS
6pm

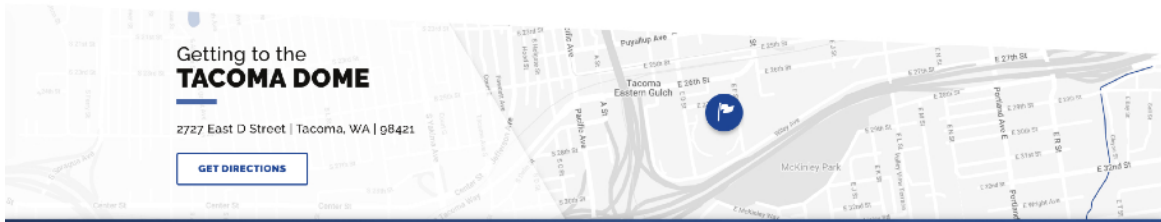
AVAILABILITY
[On Sale TBA](#)

TICKET PRICES
\$34.00, \$45.00, \$55.00

SEATING CHART
[View Seating Chart](#)

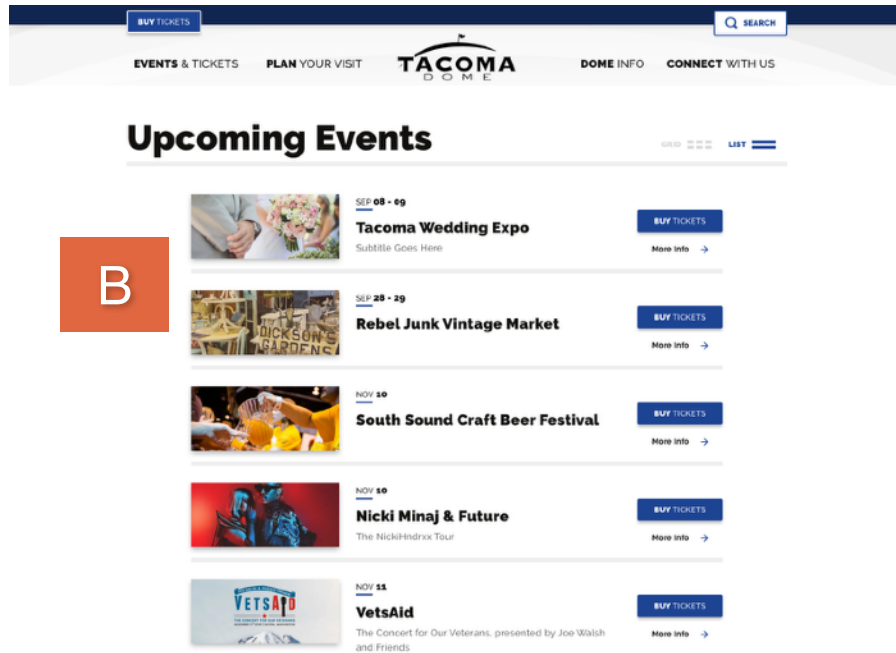
Event Sponsor

Getting to the TACOMA DOME
2727 East D Street | Tacoma, WA | 98421
[GET DIRECTIONS](#)

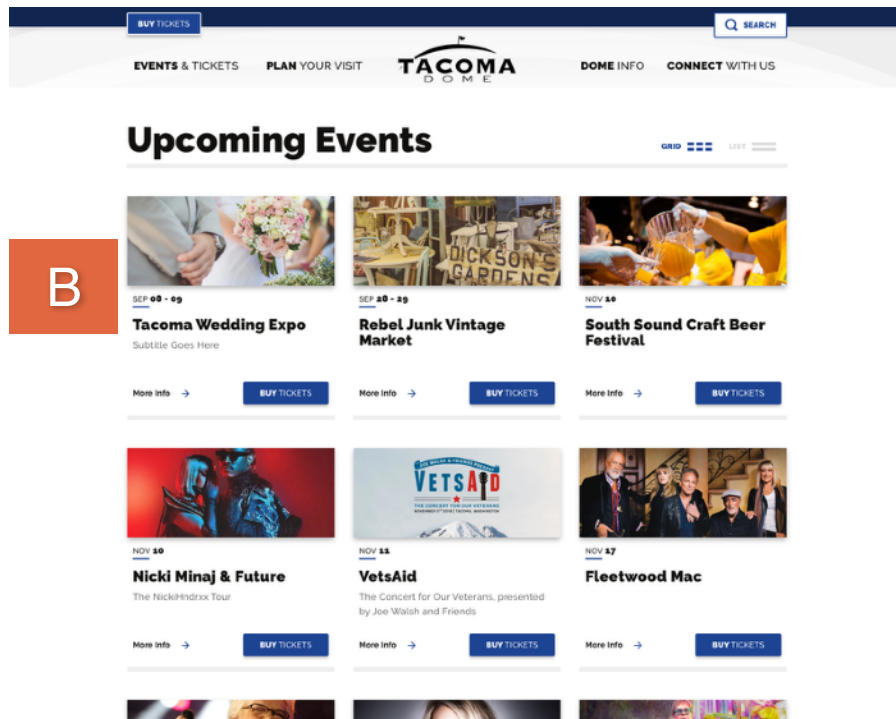


EVENTS

Front End Reference - Event Listing Page - List View



Front End Reference - Event Listing Page - Grid View



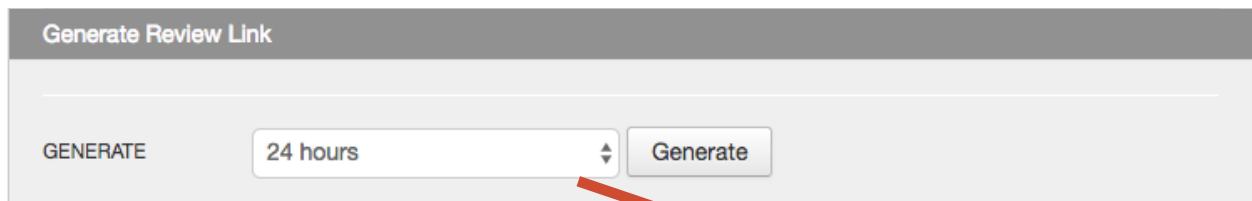
EVENTS

Generate Review Link

The Generate Review Link feature allows you to send Event Detail Pages in advance of the announce date to outside parties who do not have access to Showtime.

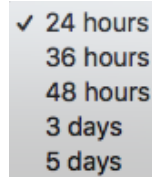
Setting Up Review Link

The Generate Review Link feature is located on the Options tab of all events.



The screenshot shows the 'Generate Review Link' header. Below it, there is a 'GENERATE' button, a dropdown menu currently set to '24 hours', and a 'Generate' button.

1. To create a new review link, select a timeframe for which the link will be available.
2. Click “Generate” and the review link will be generated.



✓ 24 hours
36 hours
48 hours
3 days
5 days



The screenshot shows the 'Generate Review Link' header. Below it, there is a section titled 'Current Link (click below to copy)' with a text input field containing the URL <https://www.aircanadacentre.com/events/review/FR4rdANFbhwcS%2Fpg7mkZA%3F>. To the right of the URL is a copy icon. Below the URL, it says 'Expires On: 03-07-18 10:44am'. To the right of the expiration timestamp is a red 'Cancel' button.

Expiration timestamp

Cancel the link at any time to make it no longer usable.

EVENTS

Front End Reference - Generate Review Link

The unique link created when you use the Generate Review Link feature will display a banner at the top of the page with the expiration timestamp so the person viewing the link will know how much time they have left to review.

The review link expires on Mar 07 2018 at 10:44 AM

EVENTS & TICKETS PLAN YOUR VISIT **TACOMA DOME** DOME INFO CONNECT WITH US




Photo Credit: Jane Doe

Drake

Aubrey & The Three Migos Tour

Date	Day	Time	Buy Tickets
NOV 01	Thursday	8:00pm	BUY TICKETS
NOV 02	Friday	8:00pm	BUY TICKETS
NOV 03	Saturday	8:00pm	BUY TICKETS
NOV 04	Sunday	8:00pm	BUY TICKETS
NOV 05	Monday	8:00pm	BUY TICKETS

[View All Showings](#)

Event Info

[BUY TICKETS](#)

NOV 01 - 07, 2018

EVENT STARTS
8:00pm (for 1 showing)

AVAILABILITY
[On Sale Now](#)

TICKET PRICES
\$49.00 - \$250.00

SEATING CHART
[View Seating Chart](#)

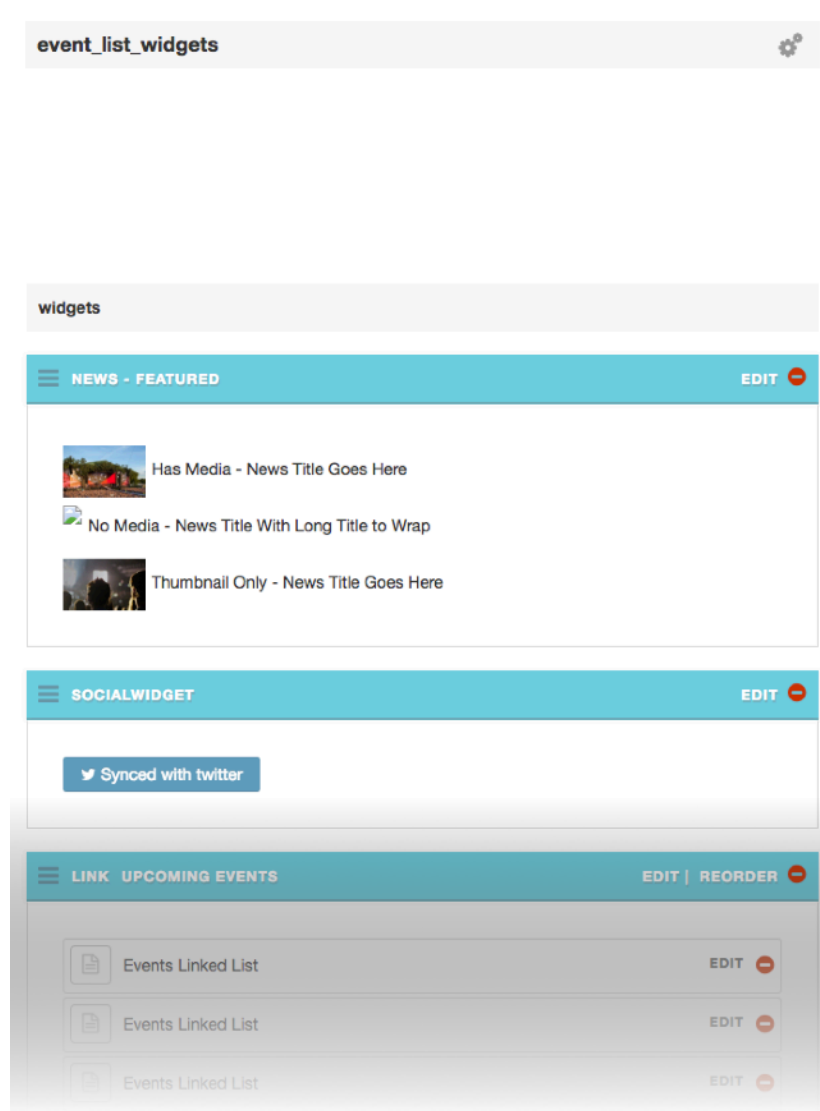
As a reminder, if the link is no longer being used, or you find it's being abused, you can cancel it at anytime so it becomes no longer usable.

EVENTS



Event Listing Page Widgets

The Event Listing Page and all Event Detail Pages share the same set of widgets. These widgets are controlled through a page in Showtime called event_list_widgets.



Please reference the Widgets Style Guide (</style-guide-widgets>) for more information on individual widgets available to be added here.

WEBSITE

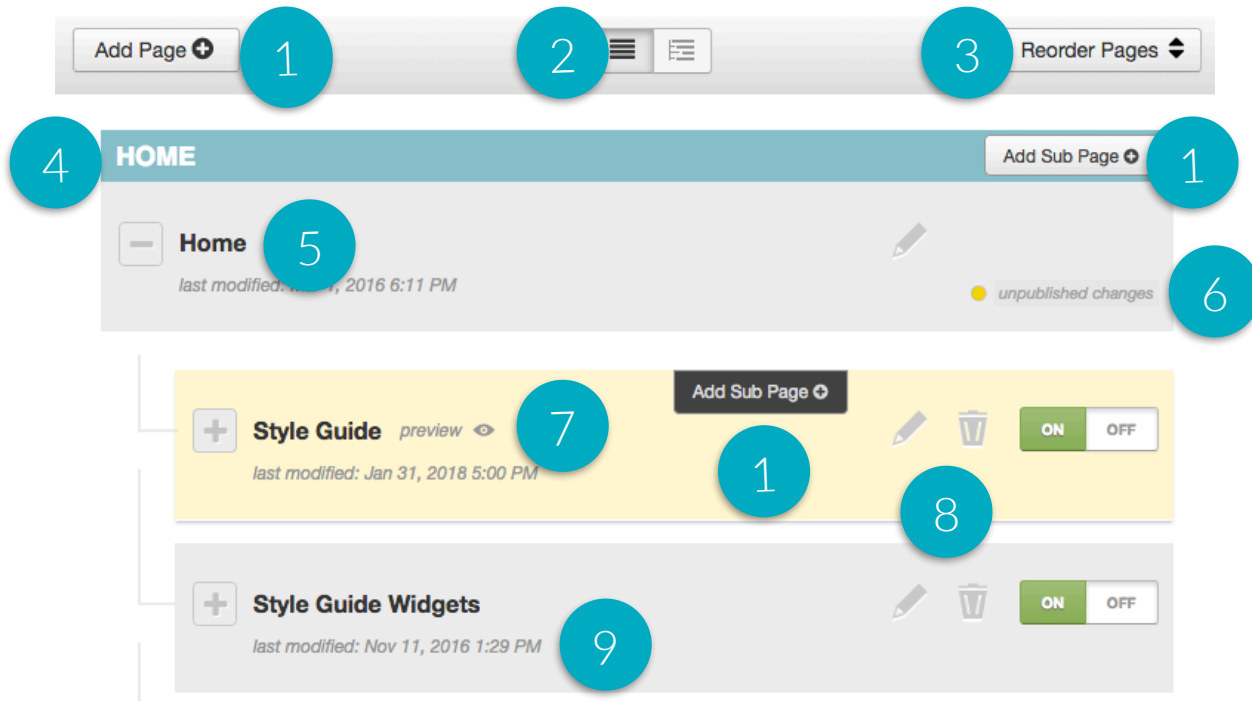


PAGES



Overview

The Pages module is where you will control all of the static content on the site. Please refer to your Style Guide in Showtime for detailed instructions on how to attain specific styles for your site.



1. Add Subpage: Create new pages anywhere
2. Expand or collapse the subpages to easily search.
3. Reorder Pages: Click this and drag and drop the pages into the desired order.
4. Blue Pages: Main Navigation items
5. Page Titles
6. Unpublished Changes: Indicates changes that were saved but not
7. Preview: Allows you to preview your changes before they go live.
8. Edit, Trash, Status:
 - Edit: Make changes to an existing page
 - Trash: Delete an existing page
 - Publish On and Off: Turn the page on and off. Pages that are turned off no longer show in the navigation.
9. Last Modified: Date/Time stamp of last modification.

PAGES

Settings

Page settings can be accessed on any page by clicking the gear icon.

Settings	
TITLE	<input type="text" value="Sample Page"/>
NAVIGATION TITLE	<input type="text" value="Sample Page"/>
HIDE IN NAVIGATION	<input type="checkbox"/>
REDIRECT	<input type="checkbox"/>
LOCK THIS PAGE	<input type="checkbox"/> <i>This prevents non super admins from editing this page</i>
PAGE LAYOUT	<input type="text" value="Default"/>
CUSTOM URI	<input type="text" value="sample-page"/>
LOCK URI	<input type="checkbox"/> <i>This prevents non super admins from editing the uri</i>
PASSWORD	<input type="password"/>

Title: The page name in Showtime and browser tab

Navigation Title: How it displays in the navigation

Hide in Navigation: Toggle on if you do not want the page to show in the navigation

Redirect: Toggle on to redirect the page to another location. A new field will appear where you can enter the URL of the redirect.

Page Layout: Default is set automatically.

Custom URL: Override the URI of the page here.

Password: Enter a password to protect the page on the front end. Passwords are case sensitive and not encrypt on the back end so you cannot lock yourself out of a page.

PAGES

Settings

Meta Title, Keywords, and Descriptions: Be sure to fill in your meta data to help Google search your site effectively.

Meta Image: The system will automatically pull a picture from the page, but if you want to change the default image, enter an alternate image here. This would be used for social sharing.

No Index: Toggle this on if you want search engines to ignore this page in their search results.



Search Engine Optimization

META TITLE

META KEYWORDS

META DESCRIPTION

META IMAGE


ADD 

NO INDEX

☐

Metrics

TRACKING CODE

Tracking Code: Optional field that allows you to place a tracking pixel only on that particular page. If you have tracking code you want added to all pages, send it to the help desk and we can add it quickly for you.

PAGES

Slideshows

Add slideshows to any page. Slideshows can support video and images. Be sure to caption your images.



Style Guide

Heading 1

Lead-In Paragraph: Write out your text then highlight it. In the text editor, click the STYLES button and choose "lead paragraph."

Heading 2

Normal Font: **Bold text** *italicized text* _{subscript} ^{superscript}. This is the default style for text on your site. When you create a new text block and start typing, this is the default text that will appear on the front end of your site unless you choose an alternate style. You can choose styles by clicking on the Paragraph Format button in the text editor (bottom row, second dropdown in from the left, it will say "Normal.") From there, you can choose a heading type or you can choose from various other styles like Lead Paragraph (displayed above), bold, italicized, subscript, superscript, numbered and bulleted lists, or blockquotes, all of which are sampled on this page.

 [SITE FONTS AND STYLES](#)

 [STYLE GUIDE WIDGETS](#)



Quote: Write out your quote and then highlight the entire text, including the name of the person being quoted. Click on the quotation marks icon in the text

PAGES

Spotlight Lists - List View

Spotlight lists are a great way to link to subpages. They are functional, but also add dimension to your pages and make them more engaging.



Spotlight with Image, Link, and Description

You can include bulleted and numbered lists within a spotlight and even a [link](#) within the text.

In this format, the image, text, and more information button will be clickable.

[MORE INFO](#)

Spotlight Lists - Grid View



Grid Example #1

In this format, the image, text, and more information button will be clickable.

[MORE INFO](#)



Grid Example #2

Sample Grid View

[MORE INFO](#)



Grid Example #3, no link

If you don't include a link, the button will not show and the image and title will not be clickable.

PAGES

</showtime/pages/edit/1>

Adding a Homepage Non-Event Slide

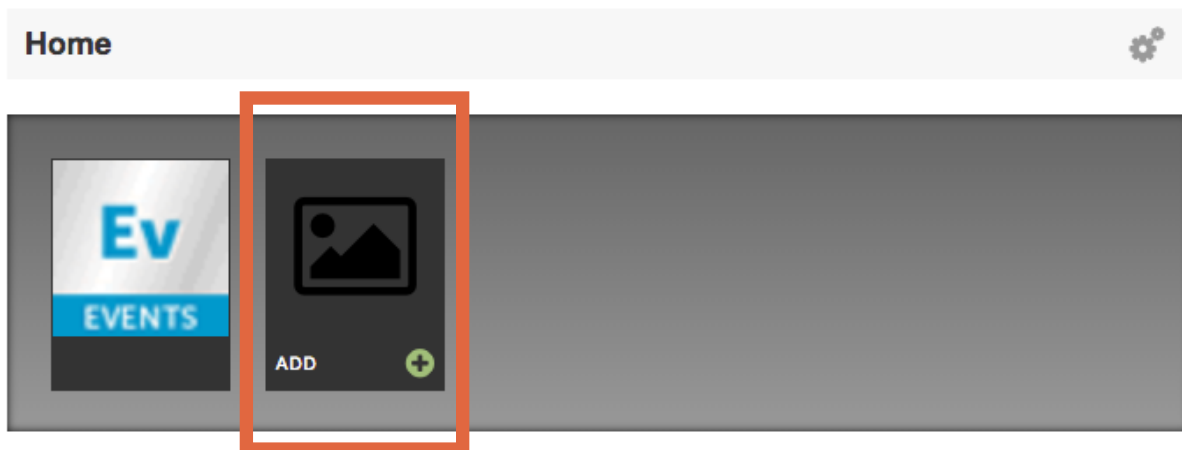
Display a non-event related slide in the Primary Promotion spot / Slideshow on the homepage.

Example Use Cases:

- Opening Night
- Contests
- Season On Sale
- Important Show On Sale

Go to the Home page in Showtime. In the slideshow that displays at the top of the page, click on the Add button to open the media gallery and select the promotional image you would like to use.

Be sure to add a caption and/or link to the asset.



Once you've added your image to the slideshow, drag and drop it into the first position, ahead of the Events placeholder so it will display first.

PAGES

Adding images within text

Images can be added directly with text blocks. See your Style Guide at /style-guide for more information.

Styled Image Left



Place your cursor at the start of the paragraph. Click on the Media button and choose your image. Once it appears in the text block, click on the image so it highlights, go to the Styles button in the text editor and choose either styled image left or styled image right.

Styled Image Right

Place your cursor at the start of the paragraph. Click on the Media button and choose your image. Once it appears in the text block, click on the image so it highlights, go to the Styles button in the text editor and choose styled image right.



NEWS



Overview

Much like the Events, the News database is where all of your past and upcoming News articles are created and managed.

Summary

The tagline, if used, will display below the news article title on the News Detail Page. The teaser displays below the title on the News Listing Page.

The screenshot shows a web form for creating a news article. At the top, there are four tabs: Summary (selected), Media, Promotion, and Options. Below the tabs, the form is divided into several sections:

- TITLE:** A text input field containing "Homecoming Weekend Traffic and Parking Alert".
- Add Tagline:** A button with a plus icon.
- TEASER:** A rich text editor with a toolbar (including Add Media, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Source, Link, and Unlink) and a text area containing "Road closures, suggested routes and increase parking fee information for Homecoming weekend."
- ATTACHMENT:** A section with a black bar and the text "ADD ATTACHMENT" and a green plus icon.
- DESCRIPTION:** A rich text editor with a toolbar (including Add Media, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Source, Link, and Unlink) and a text area containing:

Friday Traffic Alert

Due to the 6:00pm MSU Homecoming Parade, please allow extra time for traffic and parking. [View the parade route.](#)

Saturday 2pm Traffic Alert

Due to the 3:30pm MSU football game, plan for minor detours and increased traffic and congestion on campus and around East Lansing. Shaw Lane and Service Road will be the

At the bottom of the form, there is a green "On" button and a grey "Off" button, and a "Next" button with a right arrow.

Title: Enter title of article.

Add Tagline: Optional. Displays below title of article on News Detail Page.

Teaser: Displays on News Listing Page.

Attachment: Optional. Adds link to attachment on News Detail Page.

Description: Body of news article.

NEWS

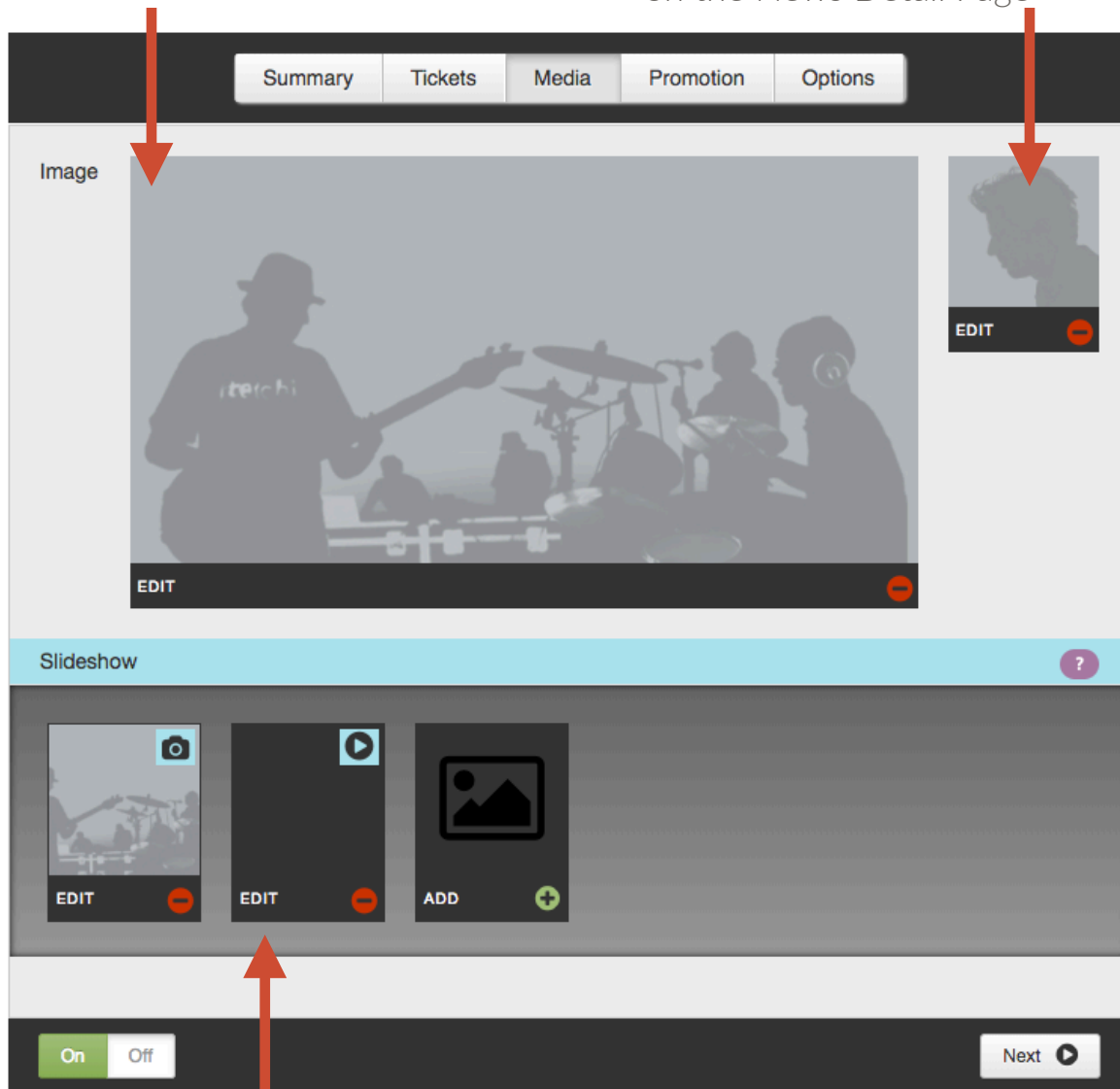
Media

Main News Image:

Displays on News Detail Page

News Thumbnail:

Displays on News Listing Page and on the News Detail Page



Slideshow:

Overrides Main News Image on News Detail Page. Accepts both static images and video.

NEWS

Promotion



The news article must be ON for the Display On date and time to register.

If the news article is related to a specific event, choose an event from the Related Event drop down list to bring back a call to action on the news article for people to buy tickets.

Options

If the Display On date and time is set to the future, the news item will not show on the site or be searchable until that date and time has past.

Custom URI: Generated automatically by the news title. Use this field to override it, if desired.

Password: Type in a password to password protect the news article.

Category: Choose a category.

Meta Data: Be sure to fill in your meta data. Keywords and descriptions are used to help Google search your site effectively.

Tracking Code: Optional field that allows you to place a tracking pixel only on that particular news item.

NEWS

Front End Reference - News Listing Page

News & Updates

B



MAR 2

Has Slideshow - News Title Goes Here


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis dictum, urna eu faucibus mollis, arcu nulla dignissim mi, eu bibendum nibh dolor at tortor...

[READ ARTICLE](#)


Front End Reference - News Detail Page

[BUY TICKETS](#)

[SEARCH](#)

[EVENTS & TICKETS](#)
[PLAN YOUR VISIT](#)

[DOME INFO](#)
[CONNECT WITH US](#)

A



MAR 2

Has Media - News Title Goes Here

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis dictum, urna eu faucibus mollis, arcu nulla dignissim mi, eu bibendum nibh dolor at tortor. Nam porttitor, eros non sagittis molestie, dolor dolor ornare augue, et semper quam nunc in dolor. Donec ac malesuada quam, non sagittis justo. Nullam sagittis sem non lorem eleifend lobortis. Morbi elementum mauris eleifend, aliquam purus feugiat, fermentum turpis. Fusce at volutpat arcu. Morbi egestas, purus eu faucibus finibus, velit elit dapibus ante, vitae blandit orci turpis id metus. Ut sagittis ultricies nibh, at iaculis quam interdum in. Phasellus vitae ultrices est, eget finibus dolor. Nulla id purus id augue finibus interdum. Donec pharetra magna quis eros semper hendrerit. Nunc tempor dolor eu iaculis lobortis. Nam malesuada velit id velit lacinia, eget tempus odio sollicitudin. Nullam dui mauris, blandit a malesuada eu, molestie nec ante. In mollis, arcu mollis scelerisque aliquet, ex ante viverra metus.

VISITOR GUIDE



Managing Concierge Items

The Visitor Guide module is the database for all of the concierge items on the site. By adding them here, you'll be able to bring back a listing of these items on any page of the site.

The screenshot shows a web form for adding a concierge item. At the top, there are two tabs: 'Summary' and 'Location'. The 'Summary' tab is active. The form has several sections: 'TITLE' with a text input field containing 'StationPark All Suite Hotel'; 'DESCRIPTION' with a rich text editor toolbar and a large text area; 'CATEGORY' with a dropdown menu set to 'Hotels'; 'LINK' with a text input field containing 'http://www.stationparkhotel.com/'; and 'THUMBNAIL' with a small image of a hotel room and an 'EDIT' button.

Title: Enter title

Description: Add a description of the item

Category: Choose a category

Link: Enter the link

Thumbnail: Upload an image to be displayed next to the item

VISITOR GUIDE

Location

Summary Location

FULL ADDRESS **6270 Sunset Boulevard , Los Angeles California** Map It
Enter input above and click map it to show on map

ADDRESS **6270 Sunset Boulevard**

ROUTE

CITY **Los Angeles**

STATE **California**

ZIP **90028**

LAT **34.0977801**

LONG **-118.325984**

PHONE NUMBER **323-467-2882** ?

FAX ?

EMAIL ?

On Off

Enter the address and click "Map It." The address will fill into the fields below and will convert to latitude and longitude.

Optional Fields:

- Phone Number
- Fax
- Email

Turn the item On to display in the listing. Individual Visitor Guide items can be turned off at any time to unpublish them from the site.

VISITOR GUIDE

Front End Reference - Visitor Guide



Restaurants



Rhein Haus
BOCCE • BIER • BRATS

Rhein Haus

649 Division Avenue
Tacoma, Washington 98403

Opened in February of 2017, Rhein Haus Tacoma's Stadium District's restored 13,000 sq. ft. historic space, features inspired décor sourced from around the world, including four indoor bocce ball courts, floor-to-ceiling windows with views of Wright Park, a cozy fireplace and a large outdoor Biergarten patio. German fare—house-made sausages and pretzels—are accompanied by 24 drafts featuring both European and Northwestern beers.

[MORE INFO](#)
**Stacks Burgers Food Truck in Fife**

1706 South 320th Street
Federal Way, Washington 98003

At STACKS, their "Burger Architects" are passionate about providing a chef-driven dining experience with imaginative, great-tasting gourmet burgers alongside fries and custom shakes crafted with only the freshest all-natural ingredients from the northwest.

[MORE INFO](#)
**Heritage Distilling Co - 57th St**

3207 57th Street Court Northwest
Gig Harbor, Washington 98335

Heritage Distilling Co. (HDC) is a craft distillery based in Gig Harbor, Washington. HDC is the most awarded craft distillery in North America by the American Distilling Institute five years in a row.

VENUE

Summary



/showtime/venues

The screenshot shows a web form for editing venue information. At the top, there are four tabs: 'Summary', 'Location', 'Media', and 'Options'. The 'Summary' tab is selected. Below the tabs, the form contains several input fields and two rich text editors. The 'TITLE' field is labeled 'Fox Theatre Atlanta'. The 'SEATING' field has an 'ADD' button with a green plus icon. The 'PHONE NUMBER' field contains '(404) 881-2100'. The 'TICKET PHONE NUMBER' field contains '(855) 285-8499'. Below these are two rich text editors, 'DESCRIPTION' and 'DIRECTIONS', each with a toolbar containing icons for adding media, undo, redo, bold, italic, link, unlink, bulleted list, numbered list, quote, table, and other formatting options. At the bottom of the form, there is a green 'On' button and a grey 'Off' button, and a 'Next' button with a right arrow.

Title: Venue name

Seating: Add seating chart specifically for this venue (only used if displaying Venue Detail Pages)

Phone Numbers: Add phone numbers for venue and box office on the venue detail page (if used) and in the footer.

Description: Add a description to display on the venue detail page (only used if displaying Venue Detail Pages)

Directions: Add directions to display on the venue

VENUE

Location

Enter the 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 your footer.

Summary

Location

Media

Options

FULL ADDRESS

660 Peachtree Street Northeast , Atlanta Georgia

Map It

Enter input above and click map it to show on map

ADDRESS

660 Peachtree Street Northeast

ROUTE

CITY

Atlanta

STATE

Georgia

ZIP

30308

LAT

33.772635

LONG

-84.3848734

On

Off

Next

VENUE

Media

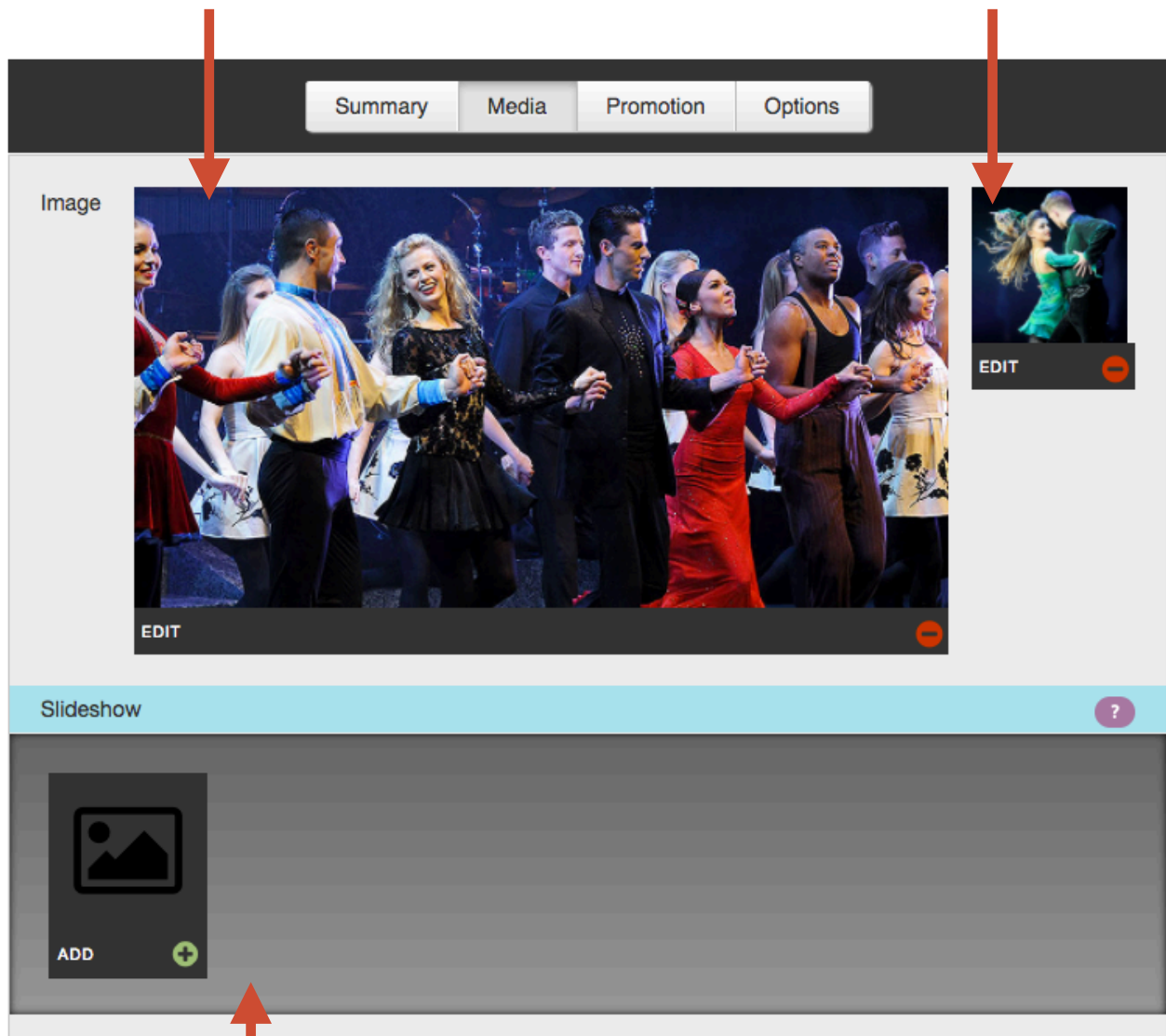
Only used if displaying Venue Detail Pages

Main Venue Image:

Displays on Venue Detail Page

Venue Thumbnail:

Displays on Venue Listing Page



Slideshow:

Overrides Main Venue Image on Venue Detail Page. Accepts both static images and video.

VENUE

Options

Custom URI: The default URI is based on the venue name. This field allows you to override the default URI.

Meta Data: Add meta keywords and descriptions to enhance SEO.

The screenshot displays a web interface for editing venue options. At the top, there are four tabs: Summary, Location, Media, and Options, with 'Options' being the active tab. Below the tabs, the 'CUSTOM URI' field is shown with the text 'venue-main-name'. The 'Meta Data' section is highlighted with a dark header and a question mark icon. It contains a 'KEYWORDS' field with the text 'Keywords'. Below this is the 'DESCRIPTION' field, which includes a rich text editor toolbar with various icons for adding media, linking, unlinking, bold, italic, subscript, superscript, undo, redo, source code, and a checkmark. The description field itself is a large, empty text area. At the bottom of the form, there are two buttons: 'On' (highlighted in green) and 'Off'.

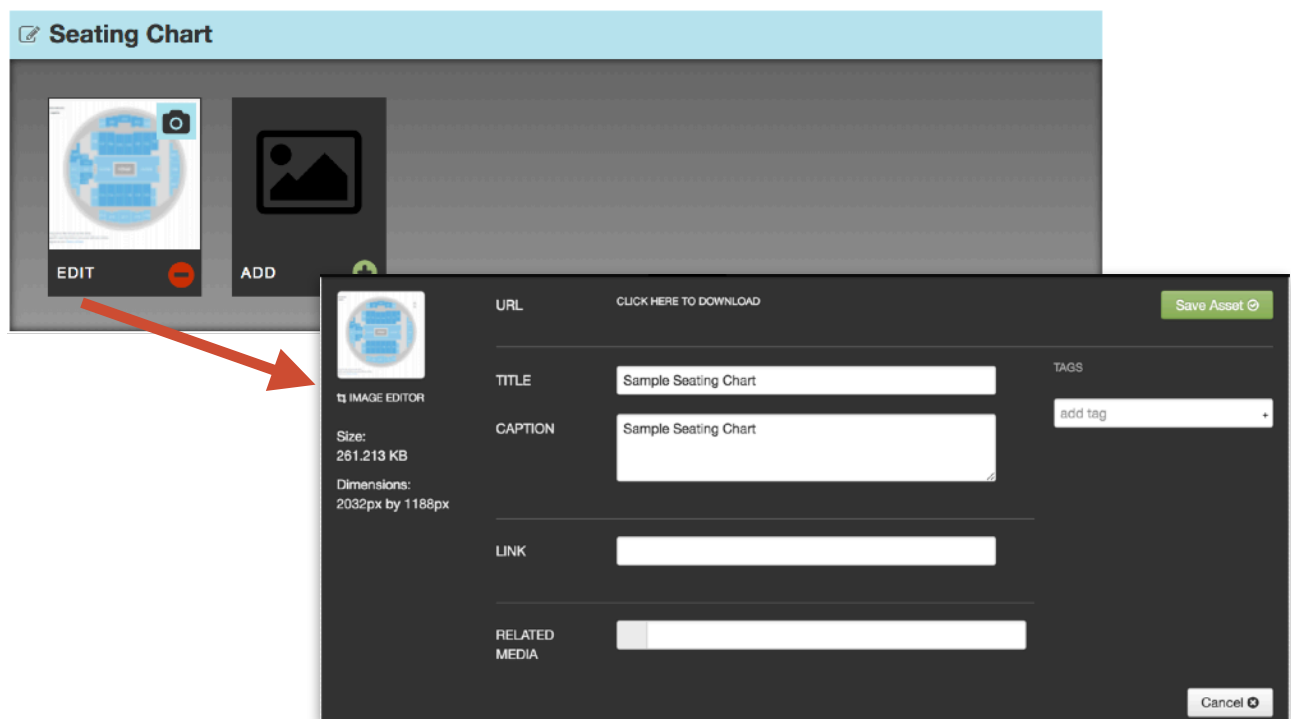
SEATING CHARTS



/showtime/seating_charts

Managing Seating Charts

- Click Add to add a new seating chart, drag and drop to reorder.
- On each Seating Chart, give it a title and a caption. The caption displays on the front end.
- Add a link to a PDF version of the seating chart so users can easily download the seating chart.

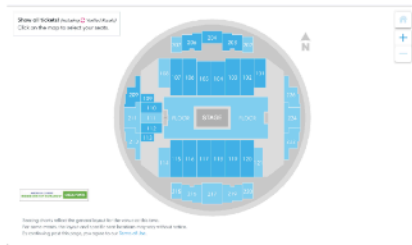


SEATING CHARTS

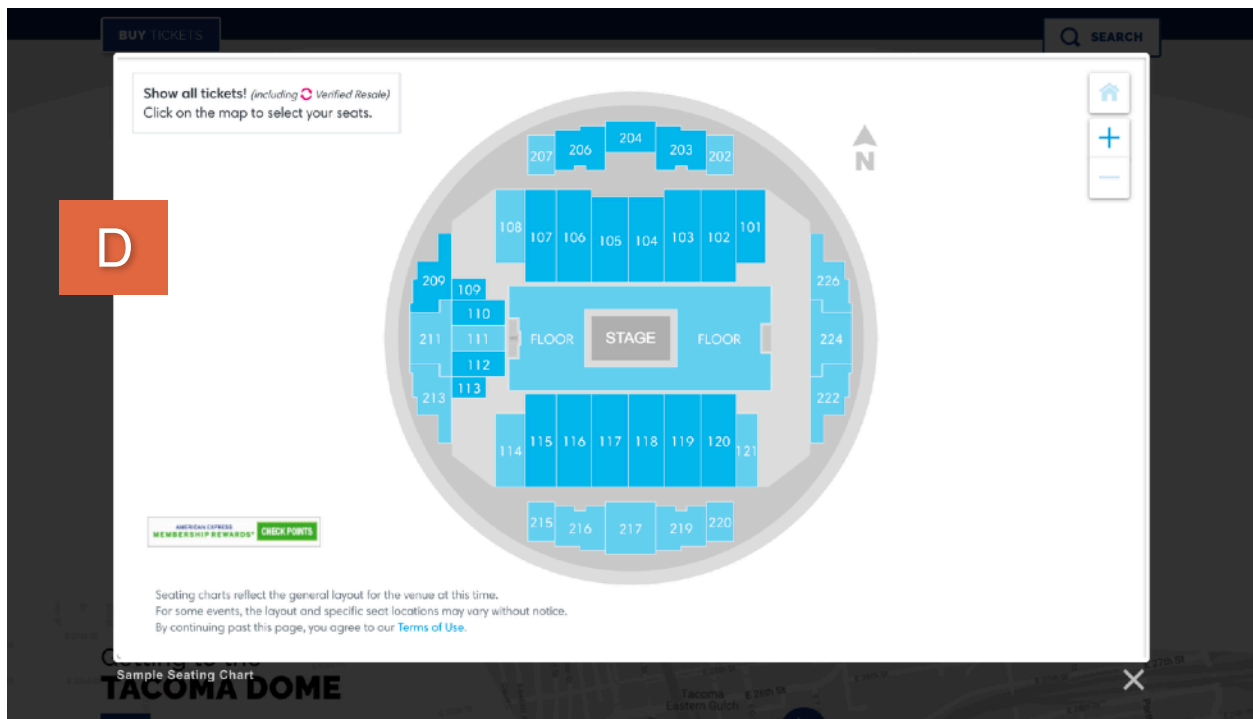
Front End Reference - Seating Charts

Seating Charts

D



Sample Seating Chart

[VIEW LARGE MAP](#)[DOWNLOAD MAP](#)

Text Alerts

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

Summary

TITLE

Test Alert

ALERT TYPE

Alert

ALERT LOCATION

Home

START DATE

04-12-2017

Time01:43 PM

END DATE

04-22-2017

Time01:43 PM

LINK

/events

BUTTON TITLE

Read More

DESCRIPTION


Add Media


Styles


Normal


B


I























This is my description

body

p

On

Off

Next

Description: Enter additional details.

Page 41 of 53

ALERTS

Overlay

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

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

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

- TITLE:** A text input field containing 'Test Alert'.
- ALERT TYPE:** A dropdown menu set to 'Overlay'.
- IMAGE:** A large dark rectangular area with a placeholder icon of a mountain and sun. An 'ADD' button is at the bottom left, and a green plus icon is at the bottom right.
- ALERT LOCATION:** A dropdown menu set to 'Home'.
- START DATE:** Two fields: a date picker set to '04-12-2017' and a time field set to '01:43 PM'.
- END DATE:** Two fields: a date picker set to '04-22-2017' and a time field set to '01:43 PM'.
- LINK:** A text input field containing '/events'.
- BUTTON TITLE:** A text input field containing 'Read More'.

At the bottom of the form, there is a toggle switch labeled 'On' (which is selected) and 'Off', and a 'Next' button with a circular arrow icon.

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 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.

*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.

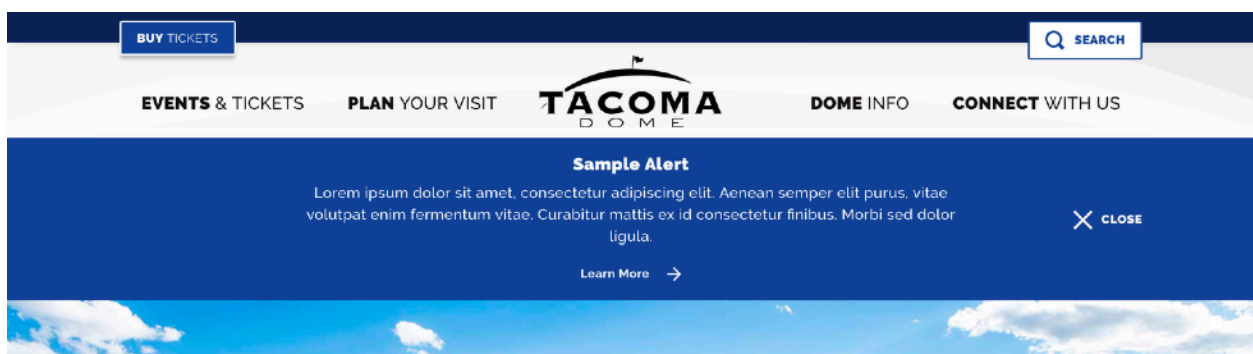
**Add on feature. Overlay normally does not include a button.

ALERTS

Front End Reference - Homepage Overlay



Front End Reference - Text Alert



FRIENDLY URLS



Overview

You're sending out an ad with a discount code for an upcoming event and you'd like a short and easy to remember URL to include on the ad to direct people to that event. For this example, we'll say the code is "SAVE" and you'd like it to link to your event detail page, in this case the URL will be <http://www.venue.com/events/detail/eventname>.

Setting up Friendly URLs

Click on the Friendly URLs module.

TITLE: Enter your friendly URL. Using our example above, you would enter "SAVE" here, which would create the new URL of www.venue.com/SAVE.

URL: Enter the URL for the page to which the friendly will redirect. In this case, it would be "events/detail/eventname" since we are linking to an internal page within the site. If you were linking to an external site, you would need to include the entire URL here "<http://www.venue.com/events/detail/eventname>."

Click Save.

TITLE	<input type="text" value="save"/>	?
URL	<input type="text" value="/events/detail/event_name"/>	?

You're done! Now, if anyone enters www.venue.com/SAVE they will automatically be redirected to your event detail page and buy tickets!

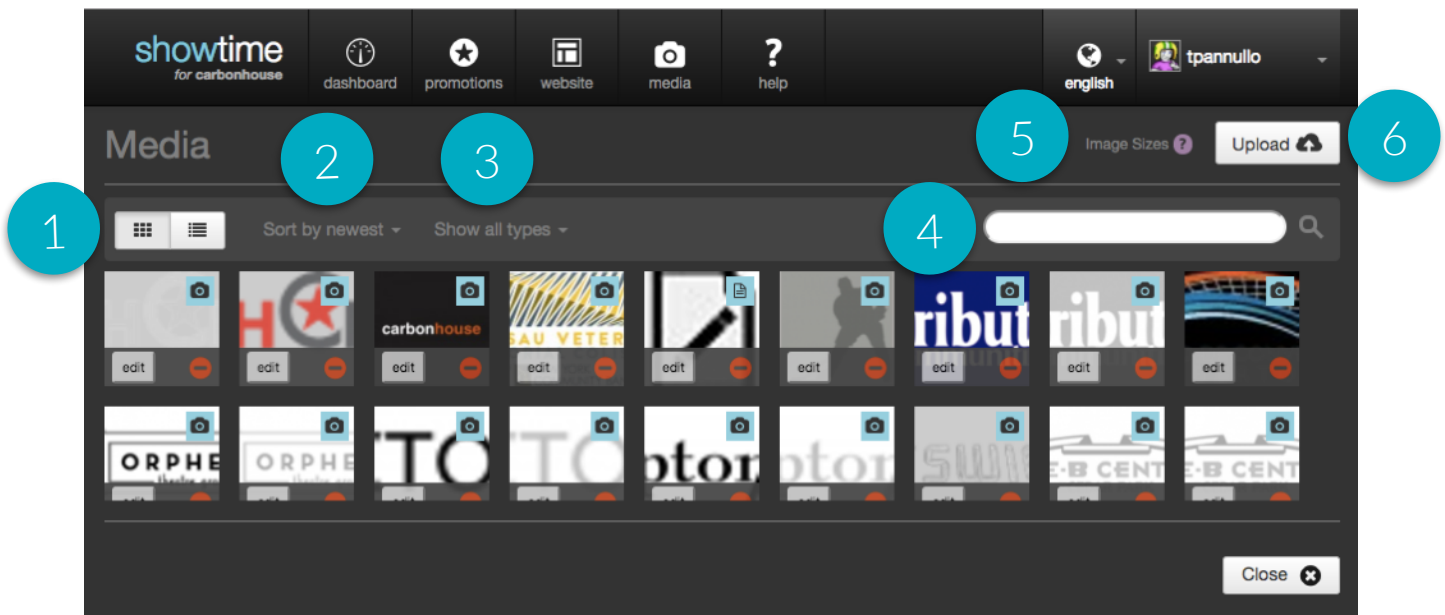
A photograph of a male musician with short, spiky hair, wearing a yellow t-shirt with a graphic and dark pants. He is playing a dark-colored electric guitar on a stage. A microphone on a stand is positioned in front of him. The background is slightly out of focus, showing stage equipment and a bright light source. The entire image is covered with a semi-transparent teal overlay. The word "MEDIA" is centered in white, bold, sans-serif capital letters.

MEDIA

MEDIA

Summary

All of the assets on your site are listed in the media gallery. You can click on the Media button from anywhere on the site and it will automatically display as an overlay on top of the page you are on so you will not lose your work.



Filtering

1. **View:** The default is grid view, but you can sort by list view as well. On list view, the name of the file is displayed. On grid view, the name is available on hover.
2. **Sort:** The media gallery defaults to being sorted by newest, meaning the most recently uploaded assets will show first. You can also sort by the file name alphabetically or by the oldest item.
3. **Type:** The default setting is to show all types, but you can sort by file type to show only one type of asset: images, videos, audio, or documents.
4. **Search:** Use the search field to find the exact item you're looking for by typing some or all of the file name.

MEDIA

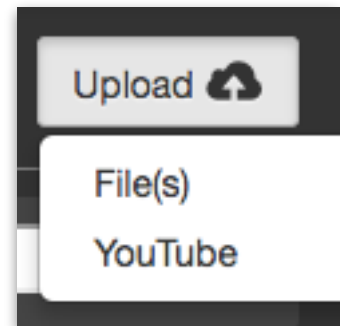
Image Sizes

5. **Image Sizes:** Click here to view the image sizes used on your website. The sizes will appear on an overlay on top of the media gallery. Click the Close button to go back to the gallery.
6. **Upload:** Click here to add new files or videos

Uploading New Assets

To upload new assets to the media gallery, go to the Media button in the navigation and click on the Upload button. You will have two options: File(s) or YouTube.

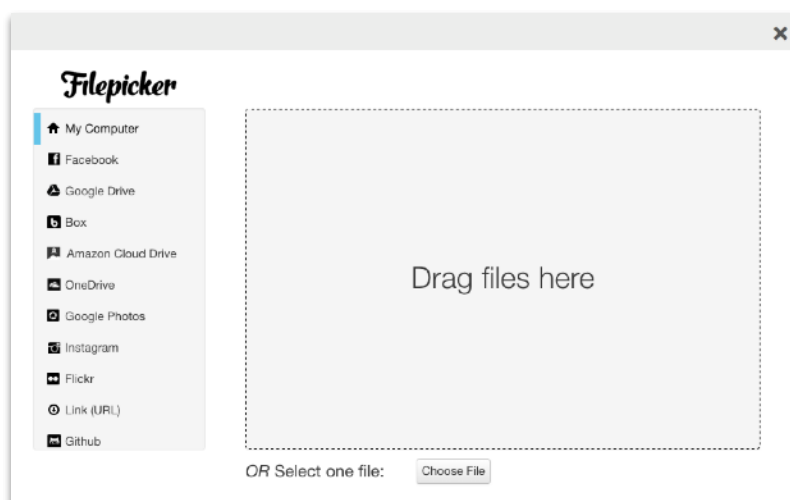
- Files(s): Images, documents, or audio files
- YouTube: Videos



Files

If you choose File(s), you will be brought to the Filepicker, which gives you multiple ways to find the assets you would like to bring into the site.

1. Social feeds and shared drives
2. Dragging files from your computer
3. Selecting files from your computer



MEDIA

Video

1. Upload your video to YouTube or Vimeo
2. Copy the link to the video
3. In the Showtime media gallery, click on the Upload button and choose "YouTube"
4. Paste the URL you just copied from YouTube/Vimeo into the field labeled "URL."
5. Related Image: You **MUST** assign a related image to each video. It appears in place of the video when added to slideshows. The system will automatically add a play button on top of the image.

ACCEPTED FORMATS:




dashboard promotions website media help

URL

TITLE

CAPTION

LINK

RELATED MEDIA 



Video isn't playing? Check to see if the link contains "&feature." If so, remove &feature and everything that comes after it. The link will still work, but it removes any of that additional tagging. YouTube tends to tack on.



Related Media: Upload your related media first before you upload the video. Type the name of the related media item in the Related Media field and it will auto-populate with matches.

MEDIA

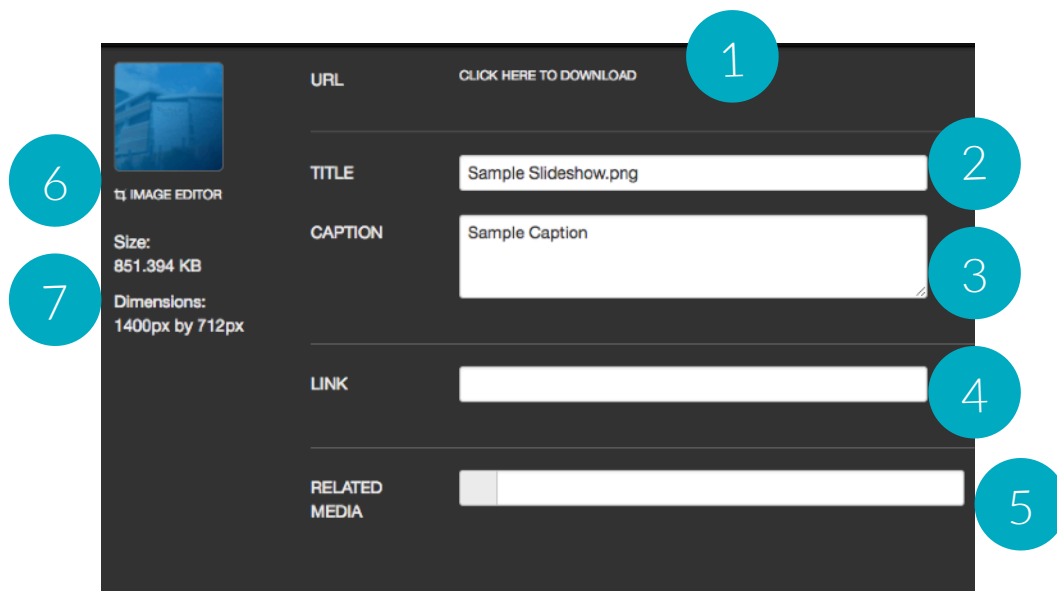
Settings

Once you have uploaded your assets, the system will display them at the top under Recently Added Media to highlight them for you in case you are going to use them right away.



The Edit button will take you to the settings for that particular media item.

If you click on the Trash button it will ask you if you are sure before deleting it.



1. URL: Link for the asset on the servers
2. Title: Image name for filing, SEO, and e-readers
3. Caption: Description that appears on top of the image in slideshows
4. Link: Makes image clickable when entered into a slideshow
5. Related Media: Used for placeholder image on Videos
6. Image Editor: Quick tool to crop, resize, and general alterations
7. Size and Dimensions: Asset specifications

MEDIA

Asset Titles

Make a habit of naming your assets, it will help with:

- **Accessibility:** The title doubles as the alt-tag for e-readers.
- **SEO:** When Google crawls your site it will pick up on titles of images, therefore increasing your SEO.
- **Filing:** It will help you find your assets in the future.

Sizing Images

Use the image editor to crop your images to the exact specifications for your site. Here are some helpful tips:

- **Saving Changes:** If you make changes using the image editor, the system will not override the original image. A new image will be created.
- **Cropping:** The larger your original image, the more options you'll have. The smaller the original image, the less options you'll have.



The bigger your images, the longer your page will take to load. It is imperative that you make sure everyone on your team is sizing your images correctly and optimizing them for the website.

SETTINGS

SETTINGS



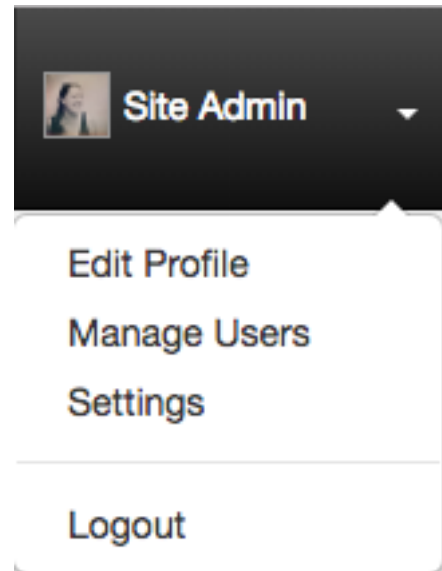
Manage Users Overview

Anyone who is a site admin or is a site editor with permission to create new users can add and manage users.

User Settings

Users can be managed by any site administrator. When you sign into Showtime, your username will appear in the top right corner with a little arrow just to the right of it. If you click on your username, a menu will drop down with the options:

- Edit Profile - click this to edit your own account settings
- Manage Users - click this to change or delete existing users or to add new users
- Log Out - click this to log out of your account



Editing and Deleting Existing Users

When you click on the Manage Users button, a new screen will appear with a list of current users. To search for an existing user, you can either type the person's name or scroll through the list on screen to find the user. Click on the drop down next to the search field to change permission type.

- To edit an existing user's account, click on the EDIT button next to the person's name to open their permissions settings.
- To delete an existing user, click on the TRASH button.

SETTINGS

Adding New Users

When you click on the Manage Users button, a new screen will appear with a list of current users under the highest permission level (Site Administrators).

Click on the Add User button in the top right to grant access to a new user.

Once you click the Add User button, you will be asked to fill in the following fields:

- First and Last Name: Enter the new user's first and last name.
- Email: Enter the new user's email address.
- Username: Choose a new the new user will be able to change their username if so desired.
- Password: Choose a password and encourage the new user to change the password the first time they log in.

Now you have to assign the user permissions. First, start by selecting which roll you want them to have. There are two choices:

Site Admin: Full permission to access, read, and edit any section of the site, including manage other users as mentioned above.

Site Editor: Have specific access granted by the admin. This can include managing other users as well, but only if they've been assigned that permission level.

If you are granting Site Admin permission, there is nothing more you need to do. The user will automatically get access to everything. If you are granting Site Editor permission, you have to assign them permission to at least one item before the system will let you save.

Click the save button. The user will now be able to access Showtime with only the permissions you've granted.