Getting Started Guide
V-Tix

Vista Entertainment Solutions
2018-06-19

Copyright Notice

Vista Entertainment Solutions Ltd
PO Box   8279, Symonds St,
Auckland, New Zealand.
Ph: +64 9 984 4570
Fax: + 64 9 379 0685
Website: http://www.vista.co

About this document

This document is designed to guide you through all the necessary steps to enable your cinema to use V-Tix successfully.

In it we'll show you:

- How to activate V-Tix.
- How to configure your personal V-Tix website.

Contents

About V-Tix (Veezi Internet Ticketing)

Through V-Tix, you can quickly and easily create a customizable website to sell your cinema's tickets through. Simply enable V-Tix for the relevant site, configure the websites appearance and behavior, and save. We'll walk you through all of that and your various customization options in this guide.

Getting started

1. Firstly, log in to your **My Veezi** account then click **Additional Modules** at the top of the main menu page.

2. Find the **V-Tix** section and click **Install** next to the site you want to create a V-Tix website for.

3. Click the box next to **Agree to the terms and conditions**, or click **terms and conditions** to read them first. V-Tix's terms and conditions are only a page long, so they don't normally take too long to get through.

4. Click **Enable Veezi Internet Ticketing**.

    Now that you've activated **V-Tix**, you'll be taken to the configuration page to start customizing your website (page 6).

Configuring and customizing your V-Tix website

After enabling **V-Tix**, you need to configure the website it'll make for you. The **V-Tix** configuration page has several options to change how your website looks and behaves.

1. To navigate to the configuration page, log on to your **My Veezi** account.

2. Click **Additional Modules**.

3. Find the **V-Tix** section and click **Manage** next to the relevant site.

   The following screen appears:

4. Make your preferred configuration choices. For a full description of what each does, go to V-Tix configuration options explained (page 8).

5. Click the link titled **Click here to send us you web developers email address so we can help you get going**. There's some things we need to do to get your website integrated that are too complex for this configuration page, but once we have your web developers email address we'll contact them directly so you don't have to worry about it.

6. Click **save changes.**

   Your new website is almost ready! Once we've spoken to your web developer, you'll be able to enter its **Internet Ticketing URL** into a browser and try it out.

V-Tix configuration options explained

This table lists all the different configuration options for your V-Tix website, as well as a brief explanation of what each does. If you like you can print it out and have it with you when making your choices, but don't panic if you lose it. Clicking the gray question mark beside each option on the V-Tix configuration page will tell you what they do as well.

Option	Allowed values	Description
Background Color	*RGB colors*	Sets the exact color for the background of the bookings pages and email confirmation.
Highlight Color	*RGB colors*	Sets the exact color for important text that we highlight on your website.
Booking Fee	*Any number*	This is the booking fee that you charge your customer per ticket. Please note package tickets (such as 2 adults and 2 children) are treated as one ticket and will only have one booking fee.
Booking Fee Sales Tax	**Sales Tax (Box Office)** **Sales Tax (Concessions)** **Tax Exempt**	If appropriate, select the tax band best suited for your cinema.
Online Bookings Cutoff Time	*Any number*	Online bookings will close for sessions this many minutes before their start.
Terms and Conditions URL	*Any URL*	On the rare occasions a customer clicks the link to read your terms and conditions, they'll be sent to this URL.
Ticket Confirmation Reply Email	*Any valid email*	When customers receive emails confirming their tickets are booked, they'll see them as being sent from whatever you enter here. It's also where any replies will be sent, like if a customers is having booking issues.
Capture Email Addresses	**Yes** **No**	When this is enabled, users will be given the option to save their emails to a mailing list that you can access from the **Mailing List** module.
Capture Mobile Numbers	**Yes** **No**	When this is enabled, users will be given the option to save their mobile numbers to a mailing list that you can access from the **Mailing List** module.
Enable Shopping Cart	**Yes** **No**	When this is enabled customers can add multiple sessions to their order and view the order in progress.
Enable Barcode Per Ticket	**Yes** **No**	Enabling this option will give customers a separate ticket for each admission they purchase. Each ticket will have its own barcode when it's sent in the confirmation email. This option is especially useful if your guests normally arrive separately.
Redirect URL	*Any URL*	When customers complete a transaction or click the logo at the top of your V-Tix page, they'll be sent to this URL. In theory this can be any website, but most of the time your home page is the best option.

Site Description	*Anything*	This is a message that's shown beneath the film synopsis when customers are on the ticket selection page. Entering a description of your website or business is just a suggestion, you can use this space for anything you like.
Pre-Payment Message	*Anything*	An optional message to be displayed to customers at the last phase of purchase before payment.
Ticket Confirmation Email Message Title	*Anything*	When your customers receive their confirmation email, it will have this title. The title appears above your **Ticket Confirmation Email Message**, and is separate to the email's subject.
Ticket Confirmation Email Message	*Anything*	Whatever you type here will be sent to your customers in the Ticket Confirmation Email, underneath your **Ticket Confirmation Email Message Title**.
Default Show Sort Order	**SORT BY DATE** **SORT BY FILM**	When your customers first visit your V-Tix session listing page, the sessions will be ordered by whatever option you pick here.
Payment Provider	**DPS** **EWay** **PayPal** **TNS**	Select which external Payment Provider you use here. A different set of configuration options will appear depending on your choice, you'll need to fill them out so customers can pay for tickets.
Banner Image	*Any image file*	This image will appear at the top of your V-Tix website and the ticket confirmation email. We strongly recommend using an image that's 960 pixels wide.
Disable Veezi Internet Ticketing	*Click Yes or No*	If for any reason you don't want to use V-Tix anymore, click here to cancel your subscription to the module.

Enabling Shopping

Shopping cart is a feature that can be turned on in the V-Tix configuration page (page 6). It costs nothing extra, and enables a bunch of extra features on your V-Tix website:

- Buying tickets for multiple sessions in a single transaction.
- Viewing an order in progress, or shopping cart, from the main session page.
- Choosing specific seats if a sessions has allocated seating.
- Confirming and changing an order before final payment.

If you'd like to see if these features are right for you, we recommend turning shopping cart on, clicking save and preview, and trying them out.

Warning! Be careful what time of day you change your shopping cart settings. Shopping cart turns off or on instantly, so you'll want to enable or disable it at a time when your website isn't busy. While turning shopping cart off won't affect customers who are part way through a purchase, it could confuse customers who are using the website but haven't made a selection yet.

Index