

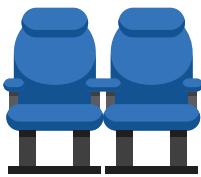
BookTix

THIS SEASON,  
A SHOW IS  
POSSIBLE!

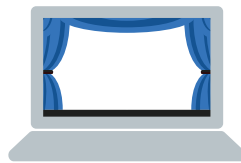
# A Guide to BookTix Features

## Flexible Options for Every Scenario

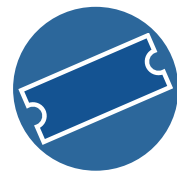
BookTix has you covered, whatever your situation might be:



**In-Person**



**Streaming**



**Anywhere In Between**

Take advantage of our many flexible features and options to help support your individual needs. We have a wealth of tools and features at your disposal to help you mount a production in the way that best suits your organization!

## TICKETING

**Traditional Tickets:** For a traditional in person show, you can utilize our standard online box office features, including the option to have an in person box office. BookTix provides professional-grade ticket stock - you'll just need a DYMO LabelWriter 450 printer and to choose one of our ticket scanning options.

**Online Only:** Sell tickets online through the online box office. All customers receive a confirmation email and PDF ticket with their purchase.

**Paperless:** If you want to go completely paperless, and require all patrons to check themselves in via smartphone at your event, use our MobilePass option.



**Package Sales:** Use our Standard or Flex Package options to promote and sell your entire season, or a select group of shows.

**StreamPasses:** Just like regular ticketing, sell unique, secure tickets (good for one device) to your streamed event right on your online box office, using all the same great features. Customers will receive an email with their StreamPass code/link to view your livestream on BookTix Live.

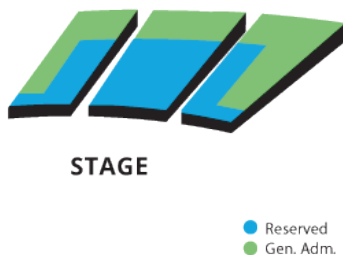
**Scanning:** Optional! If you'd like to keep track of guests at your event and scan their tickets (ticket stock or PDF tickets), consider using a wired scanner - we can provide a link to one we recommend. You can also supplement using the BookTix app, which will not only scan paper tickets, but PDF ticket barcodes on a customer's smart phone as well. You can also manually check a guest in right in your admin portal whenever needed.

## CUSTOMIZED SEATING

**General Admission:** The most common seating option, this allows your customers to simply select a number of tickets from a drop down menu. You will set the maximum number of tickets sold per performance for your event. At your event, you will seat your guests as far apart as you need or is required.



**Custom Seating Charts:** Let us build a customized seating chart for your event. Any layout you need - be it standard theater, tables, bleachers, black box, etc. Utilize seat delineations such as wheelchair or wheelchair companion, and use our Seating Chart Tools to Hold/Unhold seats or make seats active/inactive.



**Regular Reserved:** We can create any fully-reserved seating chart layout you need. If you need social distance seating, this can be built into any reserved seating chart map, or you can use our Seating Chart Tools to mark seats active/inactive as needed.

**Tiered Pricing:** We can build seating charts tailor-fit for your specific pricing. Lock specific ticket prices to certain areas of your seating map to optimize your ticket sales.

**Hybrid Events:** When you want to sell both reserved and general admission seating in one seating chart, simply request a hybrid seating chart. Our maps team will build different sections into your chart that work for you.

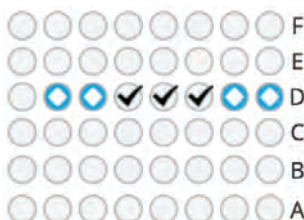
**Buttons:** If you want to do general admission tickets but offer different options in a visually appealing way, let our maps team create customized buttons for your exclusive event.

Please Select

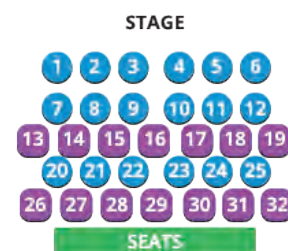


## SOCIAL DISTANCE SEATING

**Seat Buffer Tool:** Our social distancing Seat Buffer Tool automatically adds "buffer" seats on either side of selected seats in an order. Select 1, 2, or 3-seat buffers to help maintain social distance between guests.



**Pod Seating:** Our pod seating option allows you to designate specific areas of the map and section them off into "pods" for a predetermined number of guests.





# LIVESTREAMING

**BookTix Live:** Our standalone streaming platform gives you a secure, piracy protected stream and an easy way to monetize your performance via StreamPasses (our virtual tickets to your stream).



**Livestream-Only Show:** Use BookTix Live for your fully-streamed event. Get your license, fill out our new show setup form, and set up your ticket sales - then you're ready to go! Choose from any of our easy-to-use streaming options for a successful livestreamed event.



Real Time

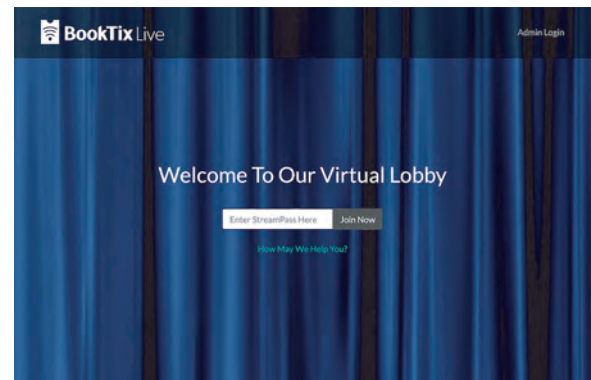


Pre-Recorded



Integrated

**StreamPasses:** Just like regular ticketing, sell unique, secure tickets (good for one device) to your streamed event right on your online box office, using all the same great features. Customers will receive an email with their StreamPass code/link to view your livestream on BookTix Live.



**Backup or Add-On:** Livestreaming is always available to you - even if you are doing a fully in-person show. You can record a dress rehearsal and use a livestream as your backup option if you need to close your in-person portion, or even offer a stream as a add-on option with bonus content for audience members who came to your show.



# BookTix Live



## Use Streaming Software

BookTix Live connects with OBS Studio and most other RTMP streaming software.



## Use Our AutoStream Tool

Simple as 1-2-3. Just upload, schedule and review your pre-recorded video content.

**Hybrid Event:** You have the option of doing a combination of an In-Person and Livestream event, and sell these tickets together on your BookTix online box office. Talk to our team about getting this option set up for your organization.

**Streaming Without Ticketing:** If you can't use BookTix for ticketing, you CAN still use us for streaming. You have the option to generate StreamPasses to your event and be billed for your stream. Reach out to us for more information on this option.



## TIPS, TRICKS & OTHER FEATURES

**Donations:** Activate the donation feature to collect open ended donations on your main Box Office page and in the guest shopping cart.

**Promotional Codes:** Create individual and multi use discount codes, i.e. BOGO; % or \$ off.

**Item Sales:** Sell items and track inventory from your Box Office.

**Presales:** Open sales to select guests early before they open to the public. You can also limit access to specific areas of your seating chart and ticket types using Pre-sale codes.

**Cast Credit:** Guests can give credit for their purchase to cast and crew members at check out.

**Client Notes:** Use this optional field on your online box office to add a customized message to your customers. You can list your Refund Policy, performance-specific notes, disclaimers, or even an update, should a show be postponed.

**Easy Reschedule/Postponements:** A simple date or time change in the system is all it takes to reschedule or postpone your show - and all tickets or StreamPasses will still be valid! Reach out to our team for help.

**Exchanges/Refunds/Voids:** You have the power to turn on this feature in your account, and can issue voids (same day only feature), refunds, or exchanges, so you can help your patrons directly.

**Emergency Support:** We have a dedicated, clients-only, emergency support line available during show hours to help our clients with any urgent emergencies, such as ticket sales help, or an issue with your stream.

**Licensing:** If you plan to stream, even as a back up option, be sure you have the rights to stream ahead of time. Many of our licensing partners are exclusive - reach out to your rep in advance.

### Webinars

<https://www.booktix.com/webinars>

### Schedule a Demo

<https://meet.zoho.com/bfnLSpl2hY>

### Interested in Signing Up

<https://www.booktix.com/learn-more>

### Current Client Contact

[help@booktix.com](mailto:help@booktix.com)

# BookTix