

User Guide

Quick tips to help you navigate
the web-based portal

events 365

Powered By Ticket Evolution

Getting Started

1 Fill out the form at **<http://www.events365.com/booking-portal/>**

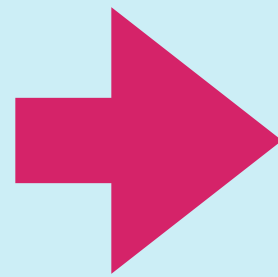
2 You will receive an email to confirm your account.

3 Reset your password within 24 hours. If you pass the 24 hour window, simply select “forgot password”.

Note: Events 365 works best on Google Chrome and will NOT work on Internet Explorer



1 Fill out the form at: <http://www.events365.com/booking-portal/>



THE FIRST WEB-BASED GDS FOR LIVE EVENTS

With Events 365 booking portal, travel agents have buying access to \$2B worth of event tickets to every major sport, concert, theater and more. Best part? No downloads required.

Earn commissions and wow your clients at the same time! Commissions start at 6.5% with the flexibility to adjust up or down. Get started by filling out the form today.



Agency Name *

Host Agency (if applicable):

Consortia Affiliation: **

How did you hear about us?:

First & Last Name *

Email Address *

Phone Number *

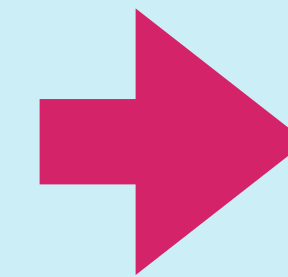
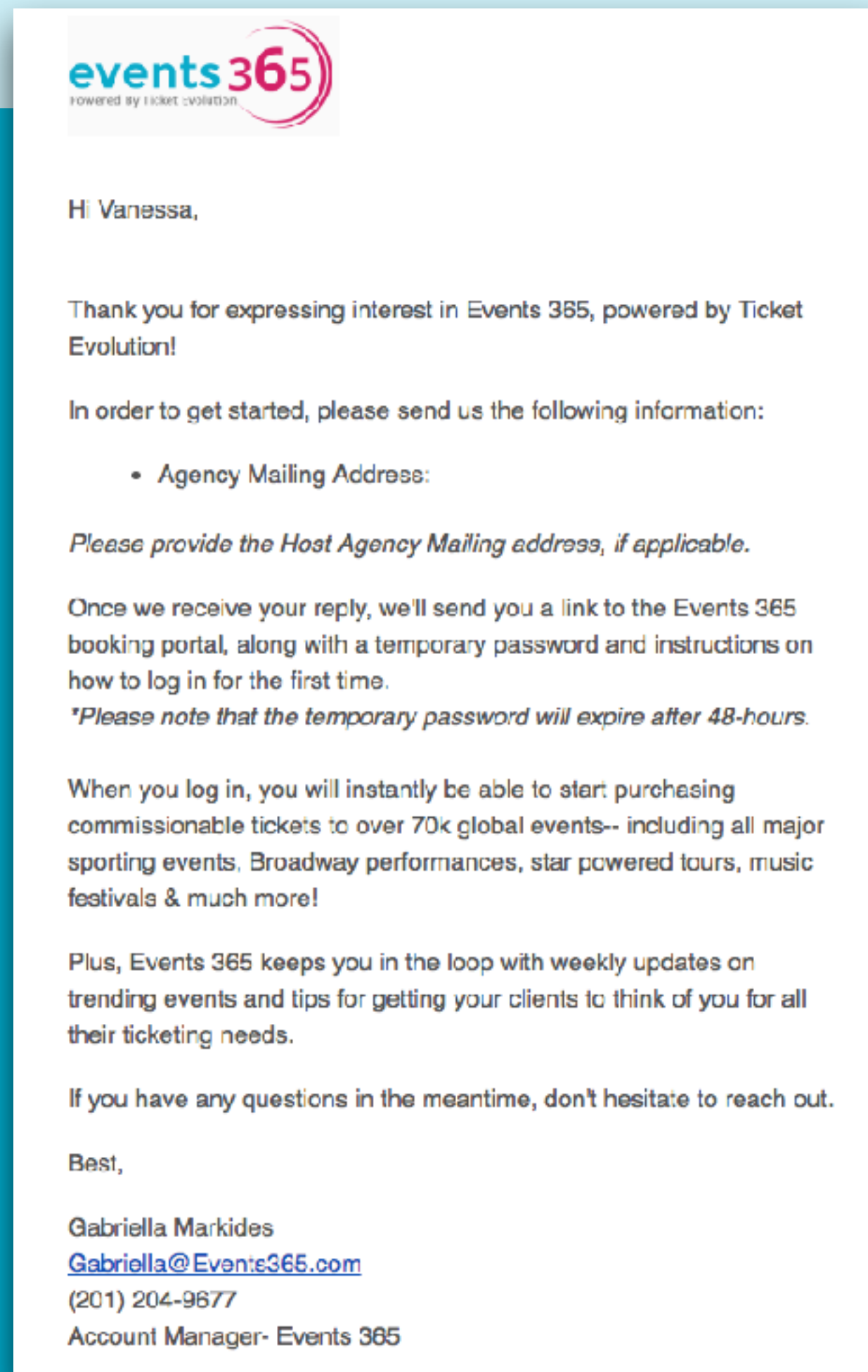
Agency Identifier *

Identifier Number: *

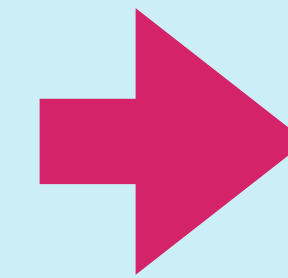
SUBMIT



2 Check your inbox for an email from Gabriella from Events 365 to confirm your account. **Subject line: Events 365 Booking Portal Registration.**



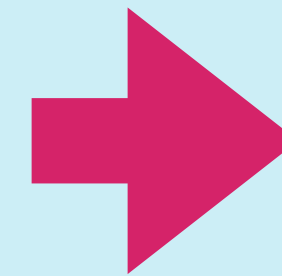
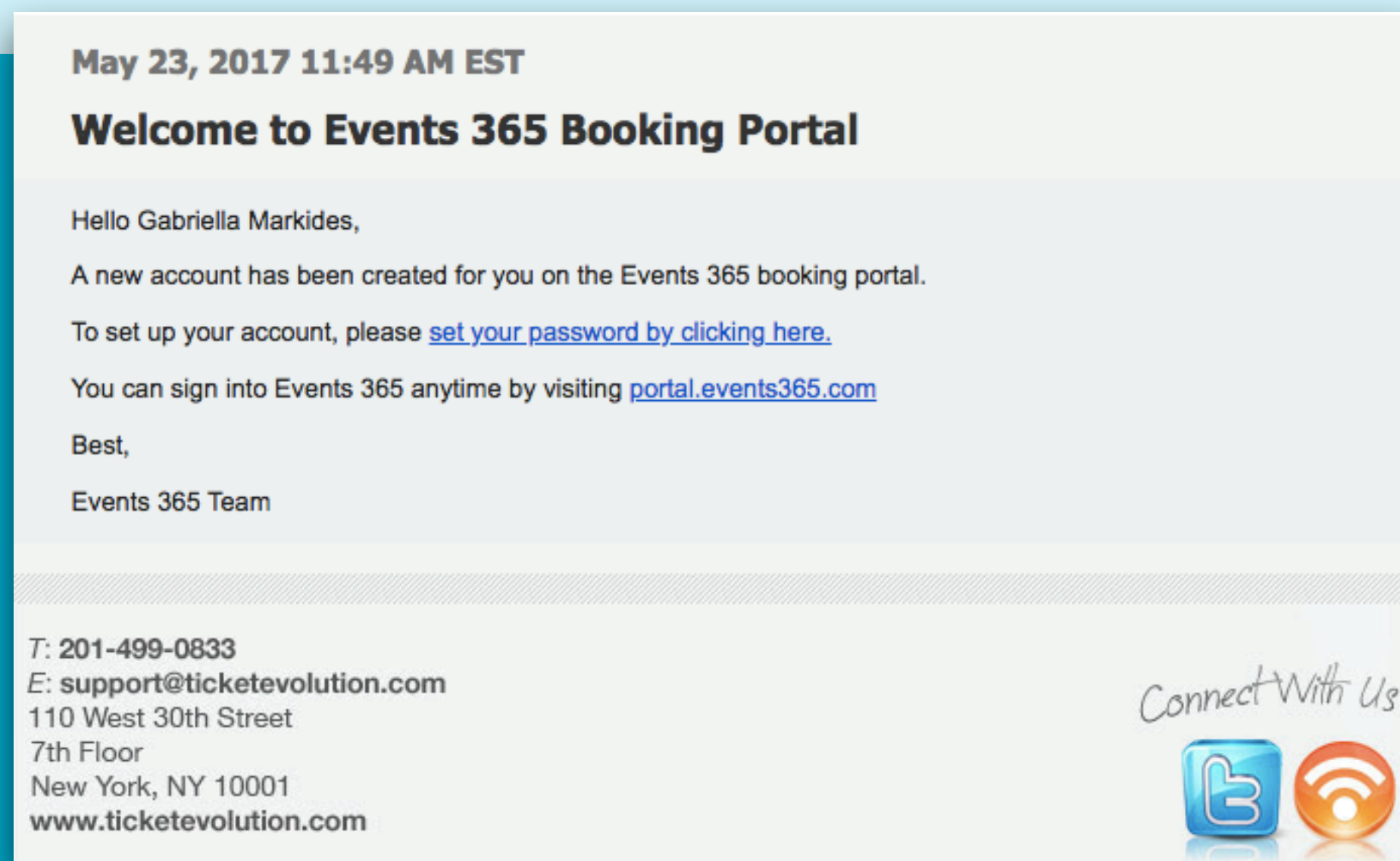
Provide your Agency Mailing Address by replying to the email.



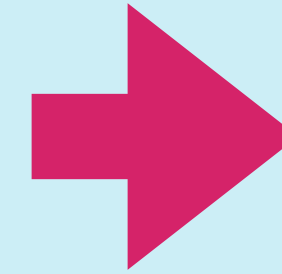
If you do not receive this email within 2 hours, please email travel@events365.com.



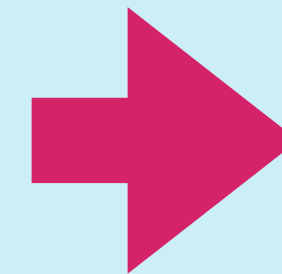
3 You will receive a link to reset your password within 2 hours.



From: Gabriella Markides



Subject line: Welcome to Events 365 Booking Portal



If you do not receive this email within 2 hours, please email travel@events365.com.

Log into Events 365



Please Login

 Email

 Password

Login

[Forgot Password?](#)

[Register for an Account](#)

Core functions best in [Google Chrome](#) 

1 Head to <https://portal.events365.com>



Please Login


 Email

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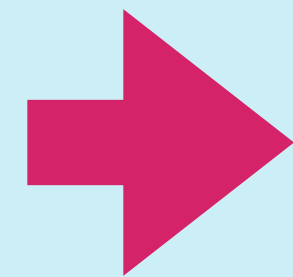
2 Enter your email address and the password you selected at registration

Searching for Events is Easy

Scenario:

Clients are visiting New York City September 13 - 19.
You know they attend a lot of concerts, so you decide to send them a few options for their trip.

Bonus: When they return from NYC, they'll think of you for all their event ticketing



Let's find out how we can search Events 365 to find some options for your clients.



Step One:

- ▶ Define location by airport code (JFK)
- ▶ Select Event Category (Options: Sports, Concerts, Theater, Special Events)
- ▶ Date range (September 13-19)

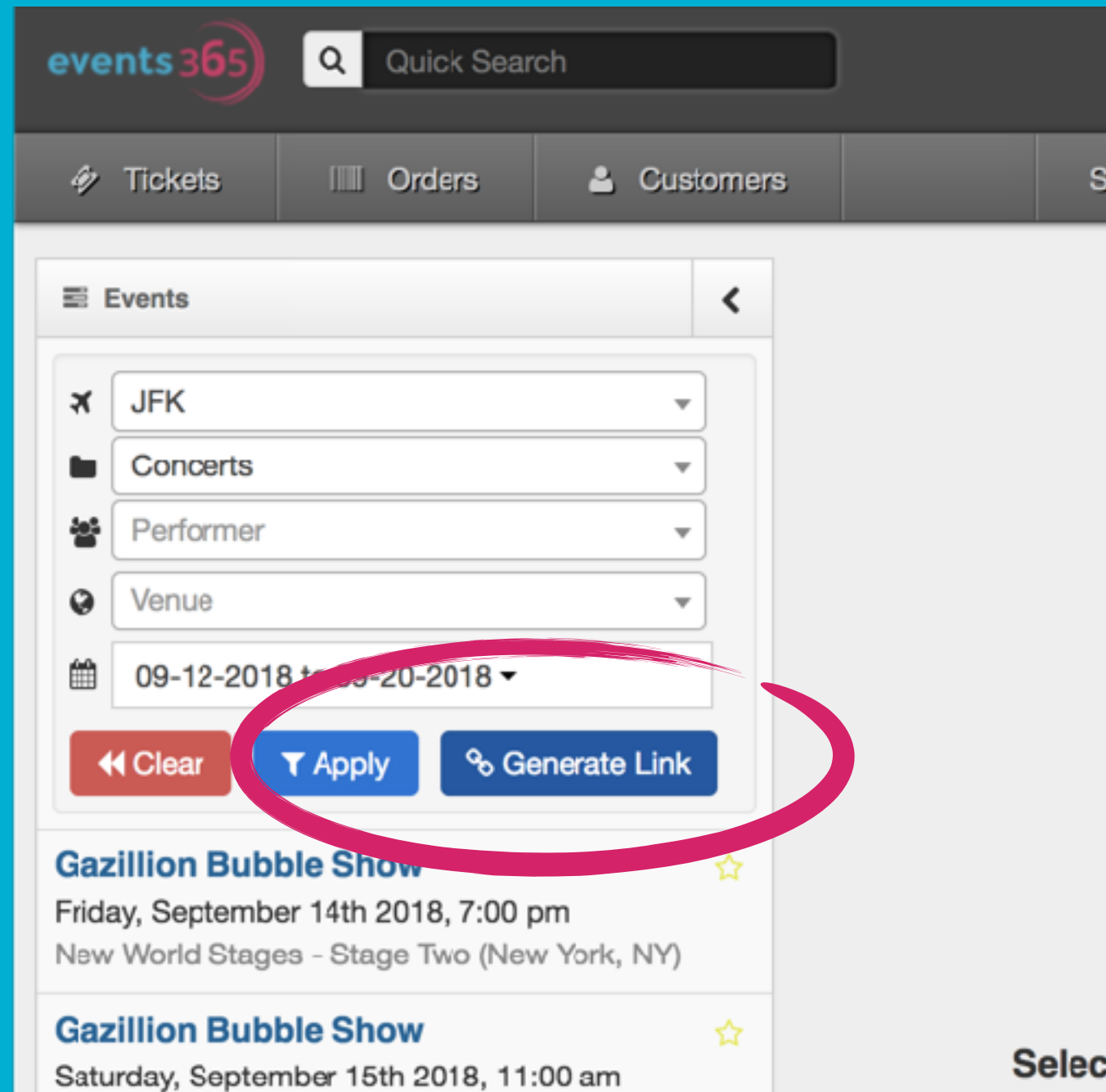
The screenshot shows the events365 web application. The top navigation bar includes the logo, a search bar, and links for Tickets, Orders, Customers, Support Docs, Terms & Conditions, and Privacy Policy. The 'Events' sidebar on the left contains filters: Location (JFK), Category (Concerts), Performer, Venue, and Any. A date range calendar is open, showing September 13-19, 2018, with 'Submit' and 'Clear' buttons.

Step Two:

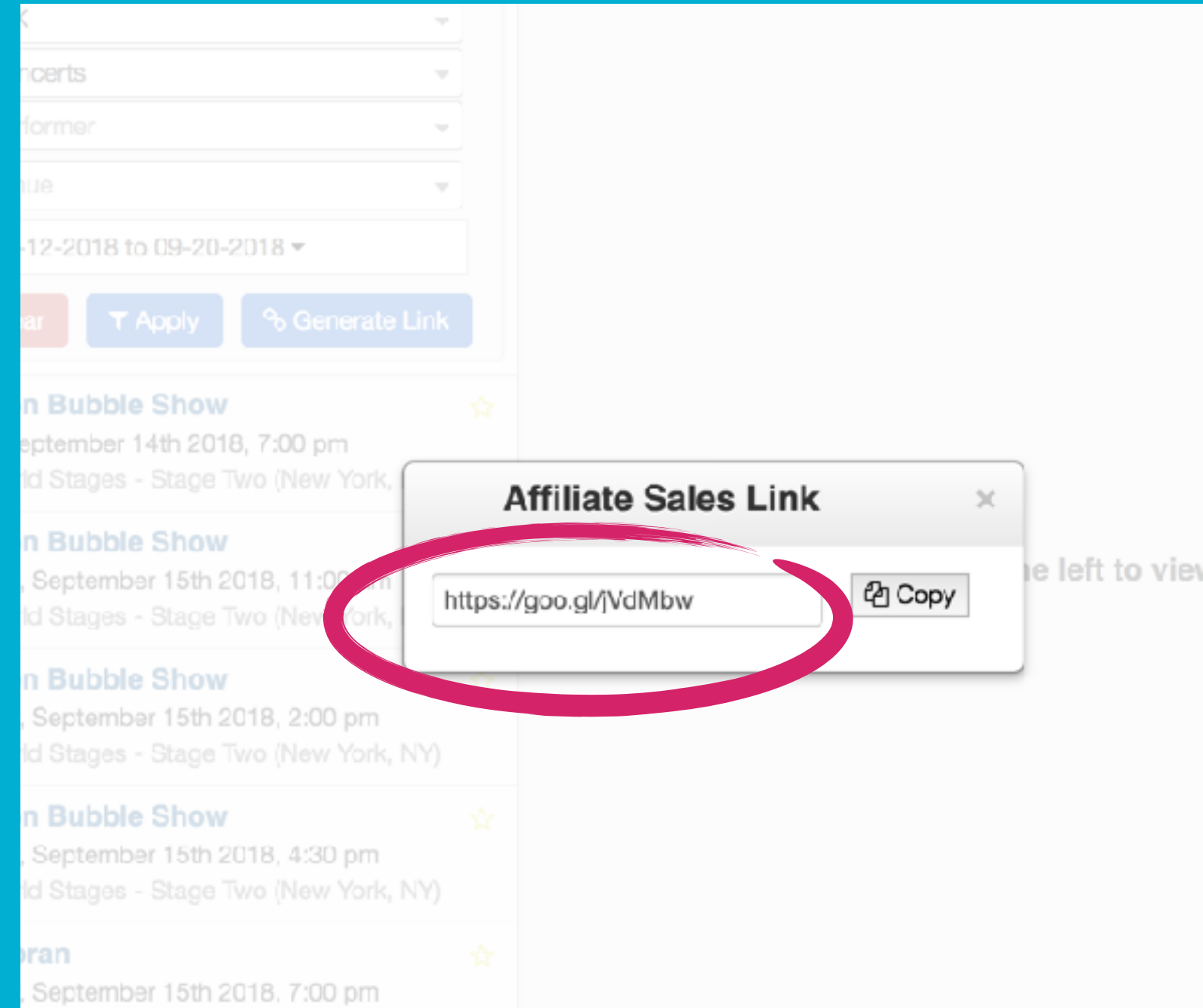
- ▶ Click the "Apply" button

The screenshot shows the events365 web application. The top navigation bar includes the logo, a search bar, and links for Tickets, Orders, Customers, Support Docs, Terms & Conditions, and Privacy Policy. The 'Events' sidebar on the left contains filters: Location (JFK), Category (Concerts), Performer, Venue, and Any. The date range is set to 09-13-2018 to 09-19-2018. The 'Apply' button is highlighted.

Share Results with Clients



Click on the “Generate Link” button



Copy the link and email the link to your clients

Clients will be able to view the same search results by using this link

Clients can browse, shop, and purchase tickets and you will receive 7.5% commission **AUTOMATICALLY**

Purchase Tickets

- ▶ Increase ticket price

- ▶ Create internal reference number

- ▶ Add service fee

- ▶ Automatic commission

The screenshot shows the 'Sell' interface for a ticket sale. The event is 'Niall Horan' on 'Saturday, September 15th 2018, 7:00 pm' at 'RMC Bank Arts Center (Holmdel, NJ)'. The ticket group is 'LAWN41' with a quantity of 8. The purchase price is \$45.51, and the total cost is \$364.08. The interface includes sections for 'Selling To' (Customer, Reference #), 'Sale Payment Type', 'Purchase Totals' (Subtotal, Service Fee, Shipping Cost, Total), 'Sale Totals' (Subtotal, Service Fee, Shipping Cost, Total), and 'Commission'.

Annotations (red circles and arrows) highlight the following fields:

- Price Field:** A red circle around the 'Purchase Price' field (\$45.51) with an arrow pointing to it from the 'Increase ticket price' instruction.
- Reference Field:** A red circle around the 'Reference #' field with an arrow pointing to it from the 'Create internal reference number' instruction.
- Service Fee Field:** A red circle around the 'Service Fee' field (\$0.00) with an arrow pointing to it from the 'Add service fee' instruction.
- Commission Field:** A red circle around the 'Commission' field (\$0.00) with an arrow pointing to it from the 'Automatic commission' instruction.

Follow us for News & Tips

Follow us to get the latest news on tour announcements and other hot tickets items

Stay in the know about all the events your clients need to see



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