

User Guide

Quick tips to help you navigate
the web-based portal



Getting Started

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

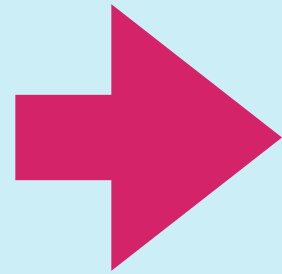
2 You will receive an email to confirm your account.

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 *

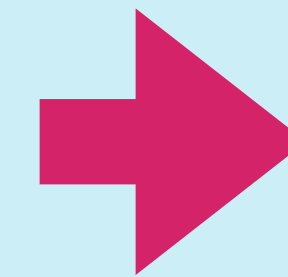
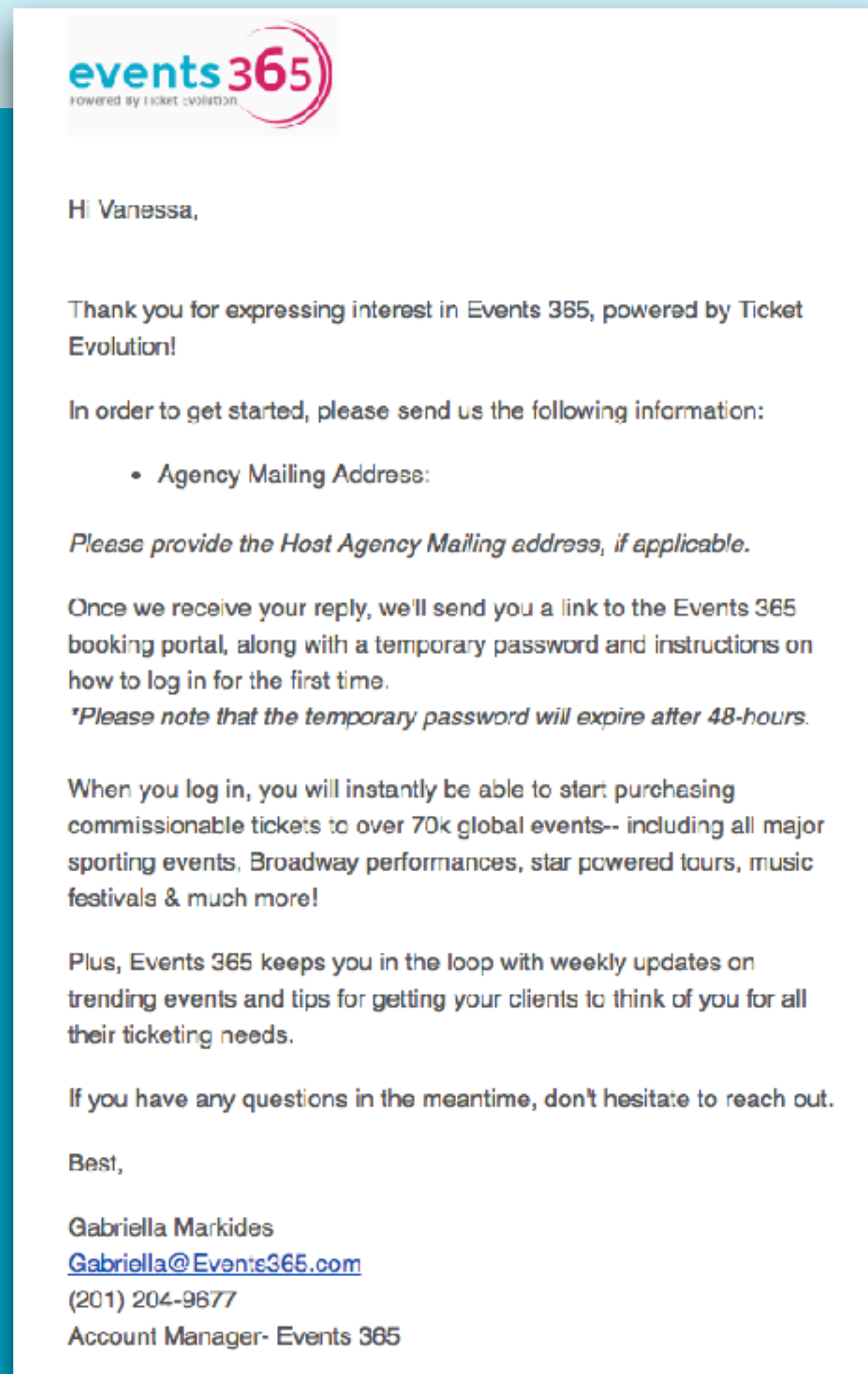
Agency Identifier *

Identifier Number: *

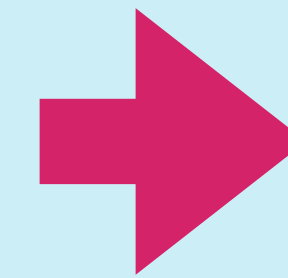
SUBMIT



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



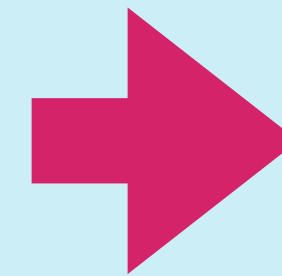
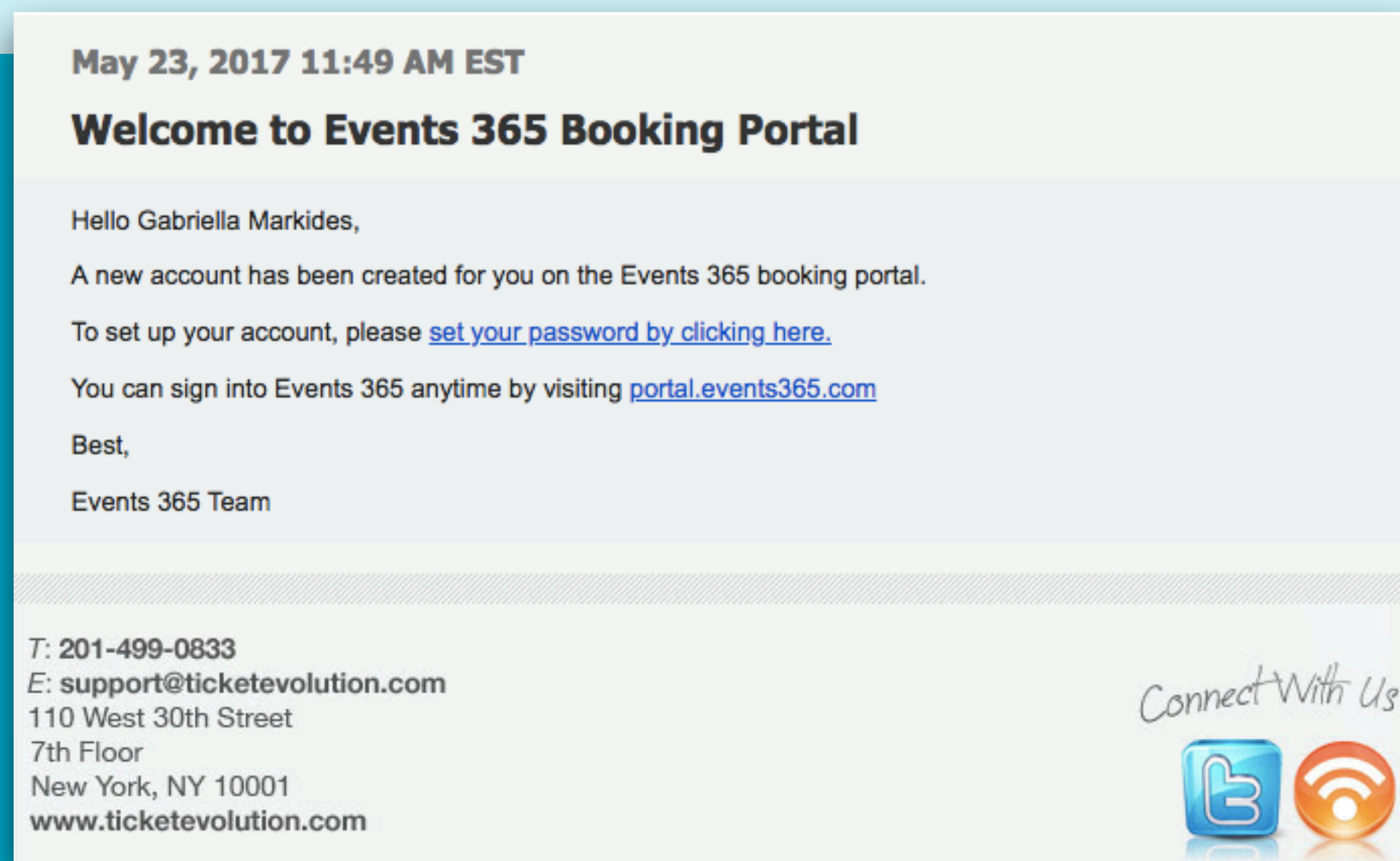
Provide your Agency Mailing Address by replying to the email.



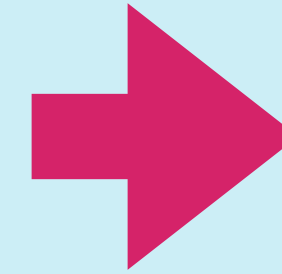
If you do not receive this email within 2 hours, please email travel@events365.com.



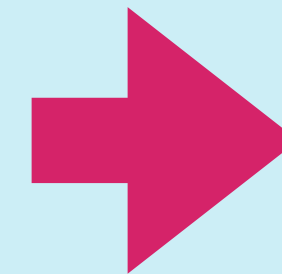
3 You will receive a link to reset your password within 2 hours.



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

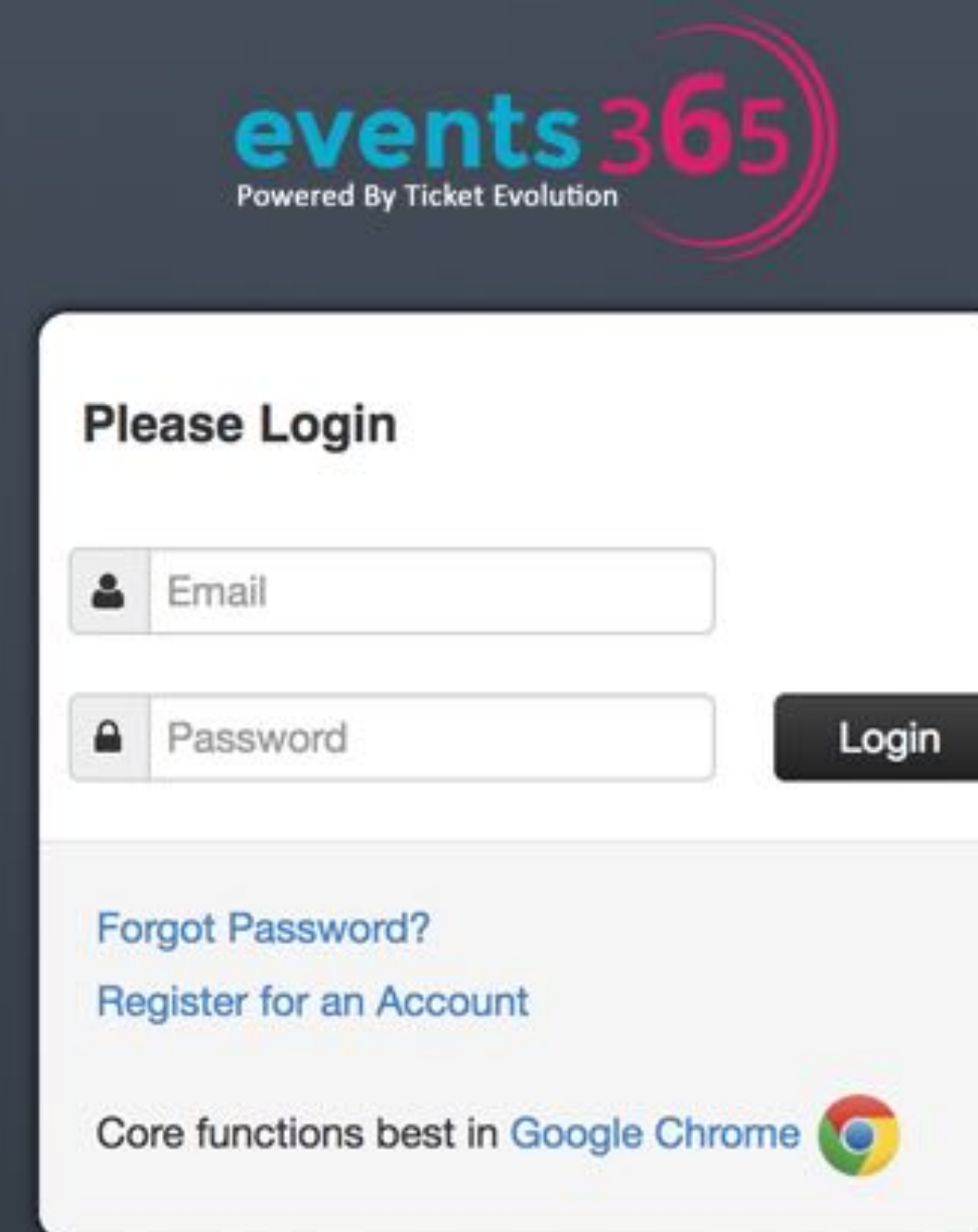
Login

[Forgot Password?](#)

[Register for an Account](#)

Core functions best in [Google Chrome](#) 

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



The screenshot shows the login interface of the events365 portal. At the top, the logo 'events365' is displayed in blue and red, with the text 'Powered By Ticket Evolution' underneath. Below the logo is a white login box with the heading 'Please Login'. Inside the box, there are two input fields: 'Email' with a person icon and 'Password' with a lock icon. To the right of the password field is a black 'Login' button. Below the input fields, there are two links: 'Forgot Password?' and 'Register for an Account'. At the bottom of the login box, it says 'Core functions best in Google Chrome' followed by the Google Chrome logo.

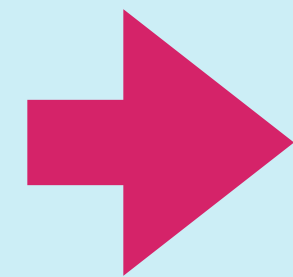
2 Enter your email address and the password you selected at registration

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)

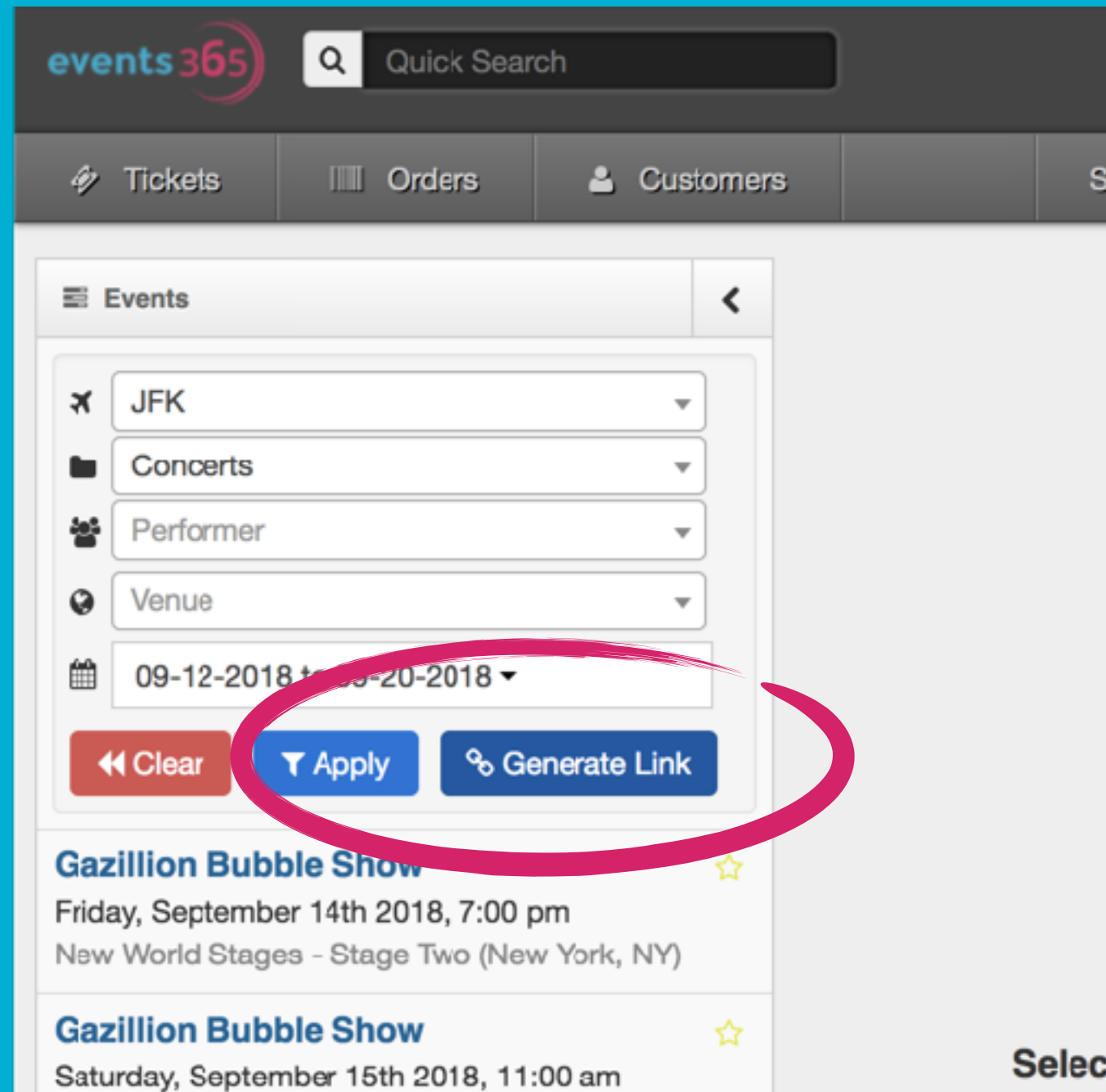
The screenshot shows the events365 web application. The top navigation bar includes the logo, a search bar, and links for Tickets, Orders, Customers, Support Docs, Terms & Conditions, and Privacy Policy. The 'Events' sidebar on the left contains filters: Location (JFK), Category (Concerts), Performer,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

Step Two:

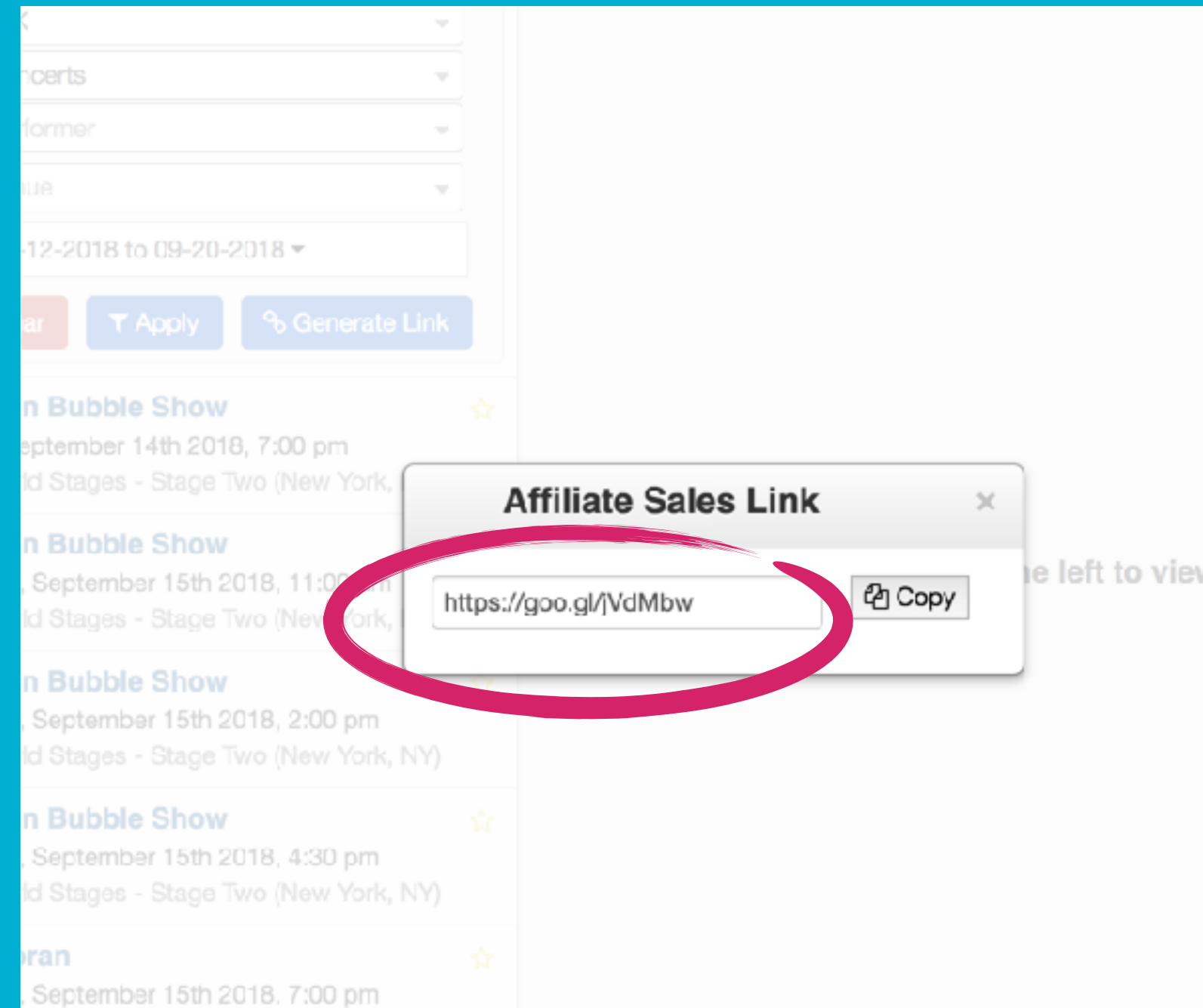
- ▶ Click the "Apply" button

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

- ▶ *Optional:*
Increase ticket price

- ▶ *Optional:*
Add service fee

- ▶ Automatic
commission

The screenshot displays the 'events365' 'Sell' interface. At the top, there's a navigation bar with 'Tickets', 'Orders', 'Customers', 'Support Docs', 'Terms & Conditions', and 'Privacy Policy'. Below this, the 'Sell' section is active, showing details for a ticket group: 'Niall Horan', 'Saturday, September 15th 2018, 7:00 pm', and 'BMO Bank Arts Center (Holmdel, NJ)'. A table lists ticket details: Quantity (8 of 8), Section (LAWN41), Seats (2), Status (TBD), Purchase Price (\$45.51), Total Cost (\$364.08), Sale Price (\$45.51), Total Sale (\$364.08), and Format (Eticket). Below the table, there's a 'Selling To' section with fields for 'Customer' and 'Reference'. A 'Sale Payment Type' section prompts to 'Select a buyer'. On the right, there are two summary boxes: 'Purchase Totals' and 'Sale Totals'. The 'Purchase Totals' box shows Subtotal (\$364.08), Service Fee (\$0.00), Shipping Cost (\$0.00), and Total (\$364.08). The 'Sale Totals' box shows Subtotal (\$364.08), Service Fee (\$0.00), Shipping Cost (\$0.00), and Total (\$364.08). Below these, a 'Commission' section shows a Commission of \$0.00. Red arrows and circles highlight the 'Sale Price' field, the 'Service Fee' field, and the 'Commission' field.

Quantity	Section	Seats	Status	Purchase Price	Total Cost	Sale Price	Total Sale	Format
8 of 8	LAWN41	2	TBD	\$45.51	\$364.08	\$45.51	\$364.08	Eticket

Purchase Totals

Subtotal	\$ 364.08
Service Fee	\$ 0.00
Shipping Cost	\$ 0.00
Total	\$ 364.08


Sale Totals

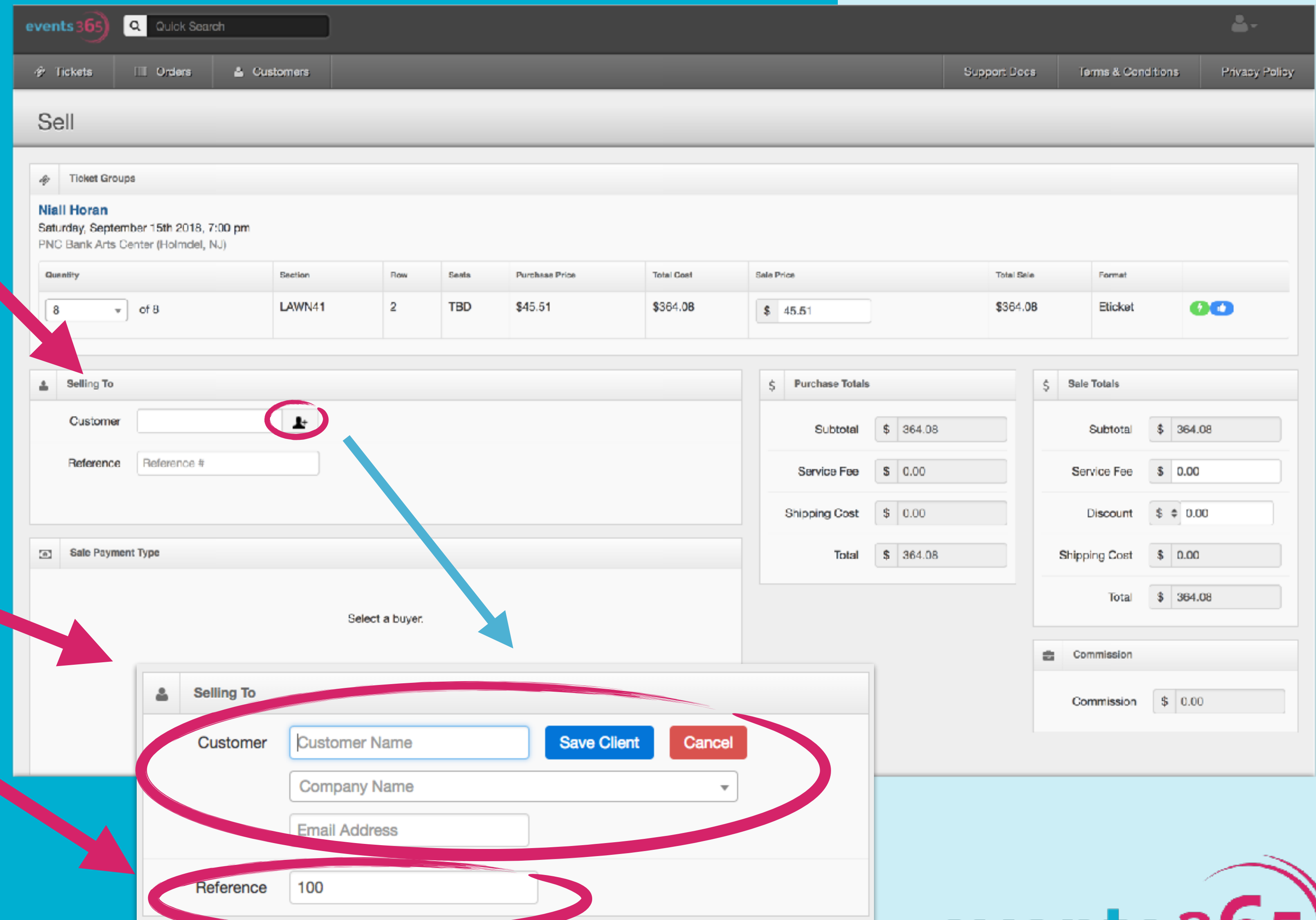
Subtotal	\$ 364.08
Service Fee	\$ 0.00
Shipping Cost	\$ 0.00
Total	\$ 364.08

Commission

Commission	\$ 0.00
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How to Add a Client

- ▶ Enter Client Name
- ▶ Click Icon  to proceed to next step
- ▶ Enter Complete Client Details
- ▶ *Optional:* add internal reference number
- ▶ Click "Save Client"



The screenshot shows the 'events365' 'Sell' interface. At the top, there's a navigation bar with 'Tickets', 'Orders', 'Customers', 'Support Docs', 'Terms & Conditions', and 'Privacy Policy'. The main content area displays ticket information for 'Niall Horan' on 'Saturday, September 15th 2018, 7:00 pm' at 'PNC Bank Arts Center (Holmdel, NJ)'. A table shows ticket details: 8 tickets, Section LAWN41, Row 2, Seats TBD, Purchase Price \$45.51, Total Cost \$364.08, and Sale Price \$45.51. Below the table, there's a 'Selling To' section with a 'Customer' field and a 'Reference' field. A blue arrow points from the 'Customer' field to a modal window. The modal window has a 'Selling To' header and fields for 'Customer' (with a 'Save Client' button), 'Company Name', 'Email Address', and 'Reference' (with the value '100'). A red circle highlights the 'Save Client' button. A pink circle highlights the 'Reference' field.

Quantity	Section	Row	Seats	Purchase Price	Total Cost	Sale Price	Total Sale	Format
8 of 8	LAWN41	2	TBD	\$45.51	\$364.08	\$ 45.51	\$364.08	Eticket

Purchase Totals

Subtotal	\$ 364.08
Service Fee	\$ 0.00
Shipping Cost	\$ 0.00
Total	\$ 364.08

Sale Totals

Subtotal	\$ 364.08
Service Fee	\$ 0.00
Discount	\$ 0.00
Shipping Cost	\$ 0.00
Total	\$ 364.08

Commission

Commission	\$ 0.00

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



@events365Travel



@Events_365





Powered By Ticket Evolution