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

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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 *

ARC

Identifier Number: *

SUBMIT

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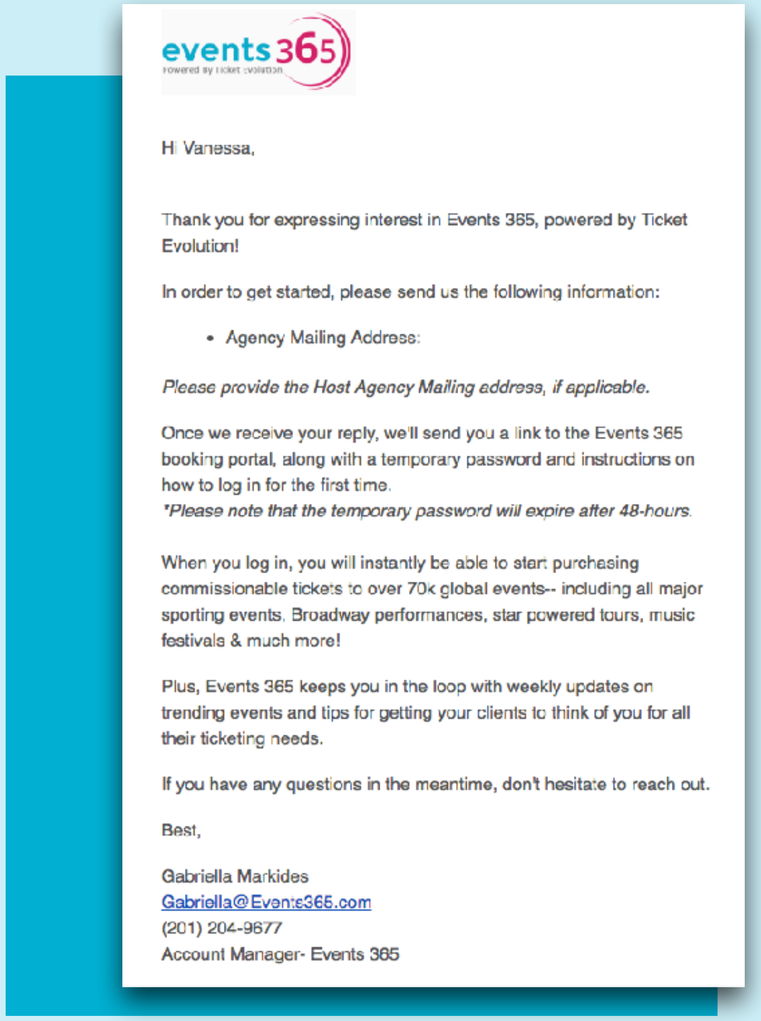
2 Check your inbox for an email from **Gabriella from Events 365** to confirm your account. **Subject line: Events 365 Booking Portal Registration.**



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Hi Vanessa,

Thank you for expressing interest in Events 365, powered by Ticket Evolution!

In order to get started, please send us the following information:

- Agency Mailing Address:

Please provide the Host Agency Mailing address, if applicable.

Once we receive your reply, we'll send you a link to the Events 365 booking portal, along with a temporary password and instructions on how to log in for the first time.
**Please note that the temporary password will expire after 48-hours.*

When you log in, you will instantly be able to start purchasing commissionable tickets to over 70k global events-- including all major sporting events, Broadway performances, star powered tours, music festivals & much more!

Plus, Events 365 keeps you in the loop with weekly updates on trending events and tips for getting your clients to think of you for all their ticketing needs.

If you have any questions in the meantime, don't hesitate to reach out.

Best,

Gabriella Markides
Gabriella@Events365.com
(201) 204-9677
Account Manager- Events 365

- 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.

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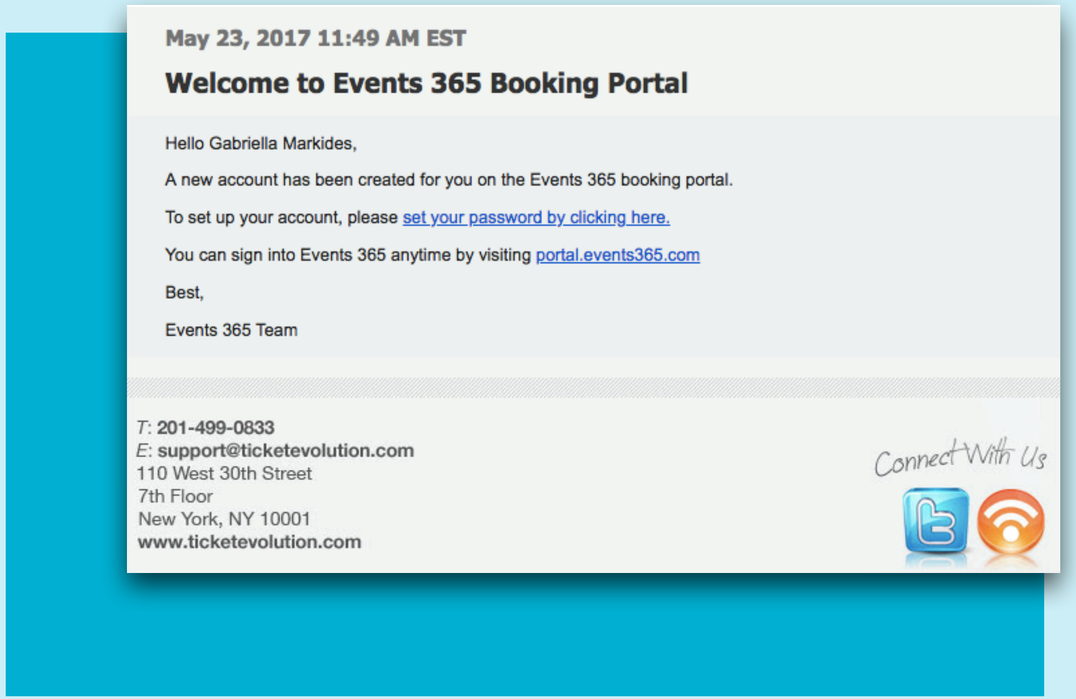
3 You will receive a link to reset your password within 2 hours.



May 23, 2017 11:49 AM EST

Welcome to Events 365 Booking Portal

Hello Gabriella Markides,

A new account has been created for you on the Events 365 booking portal.

To set up your account, please set your password by clicking here.

You can sign into Events 365 anytime by visiting portal.events365.com

Best,

Events 365 Team

T: **201-499-0833**
E: **support@ticketevolution.com**
110 West 30th Street
7th Floor
New York, NY 10001
www.ticketevolution.com

Connect With Us

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.

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Log into Events 365

1 Head to **https://portal.events365.com**

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

Searching for Events is Easy

Scenario:
Clients are visiting New York City September13 - 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.

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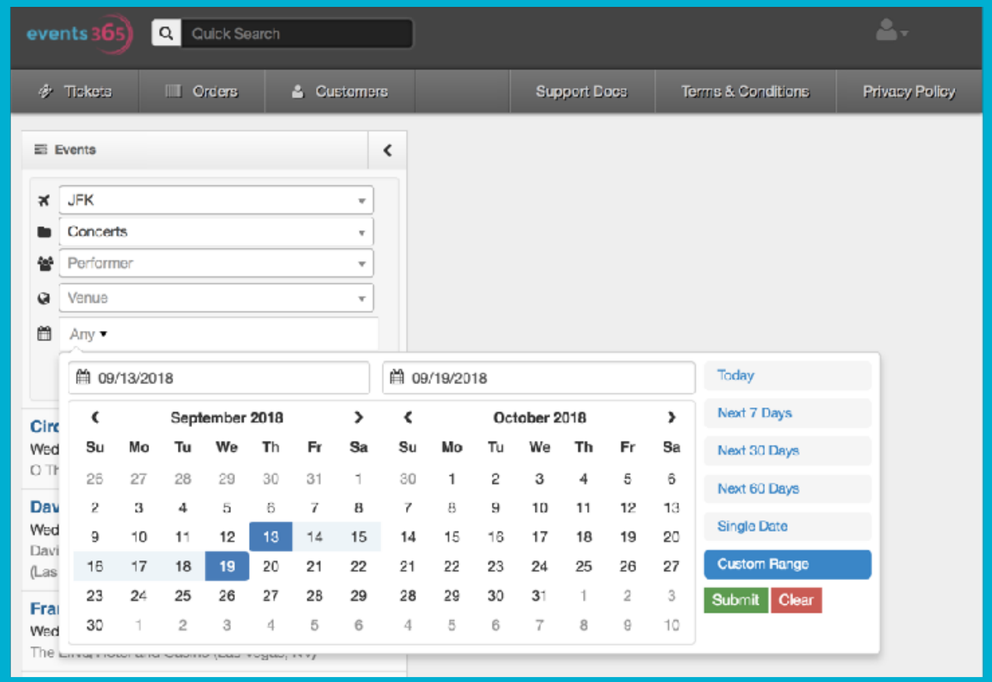
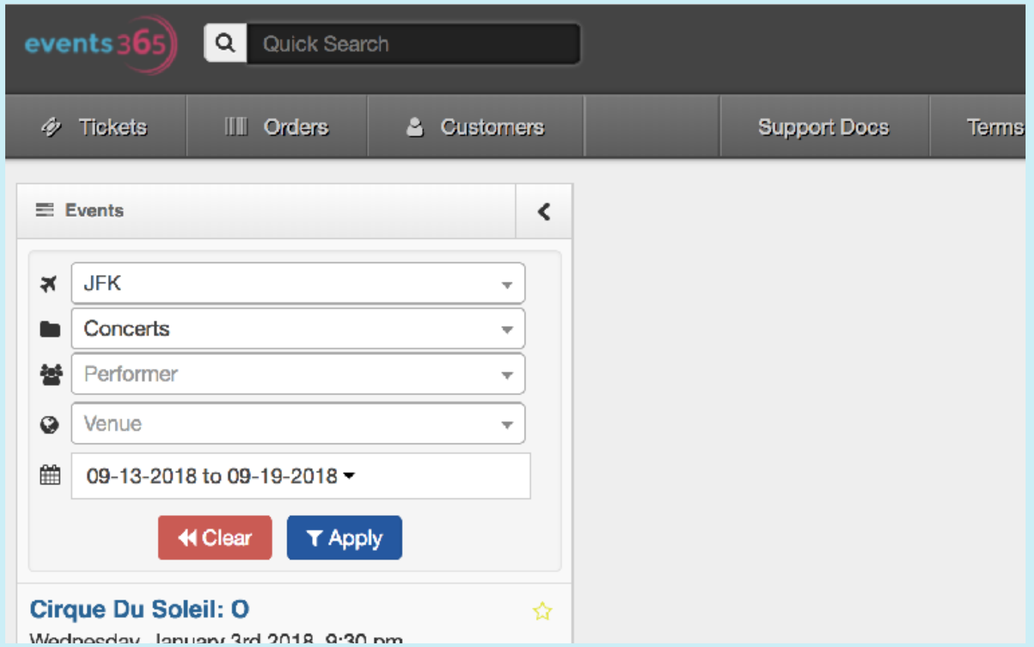
Step One:

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



Step Two:

- Click the “Apply” button



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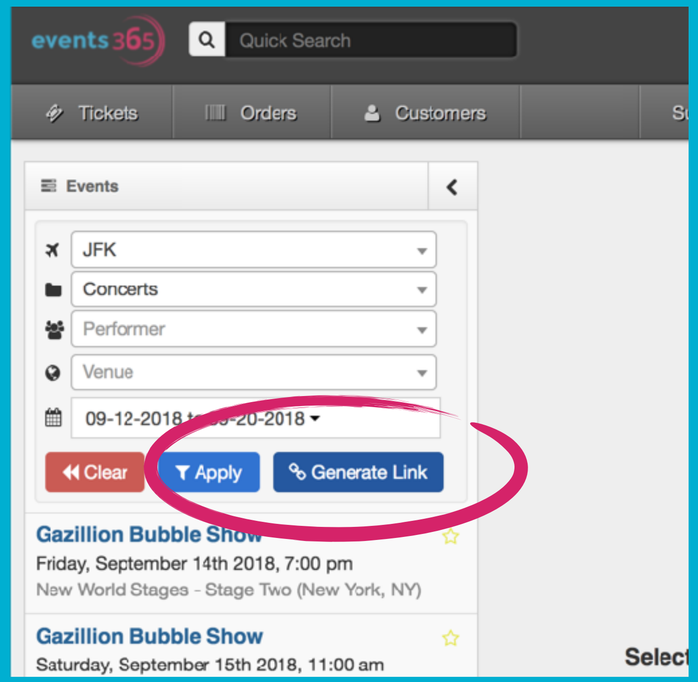
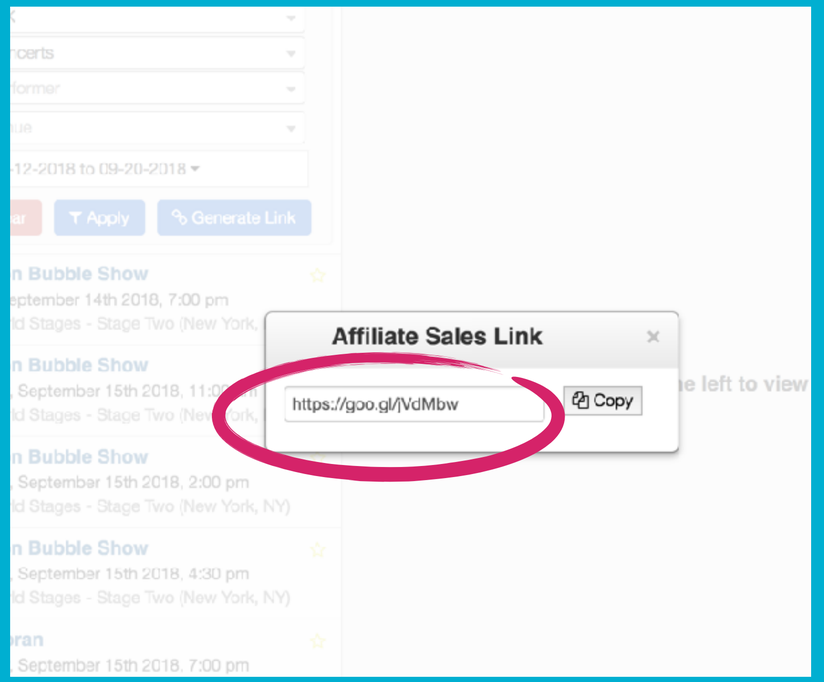
Share Results with Clients



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

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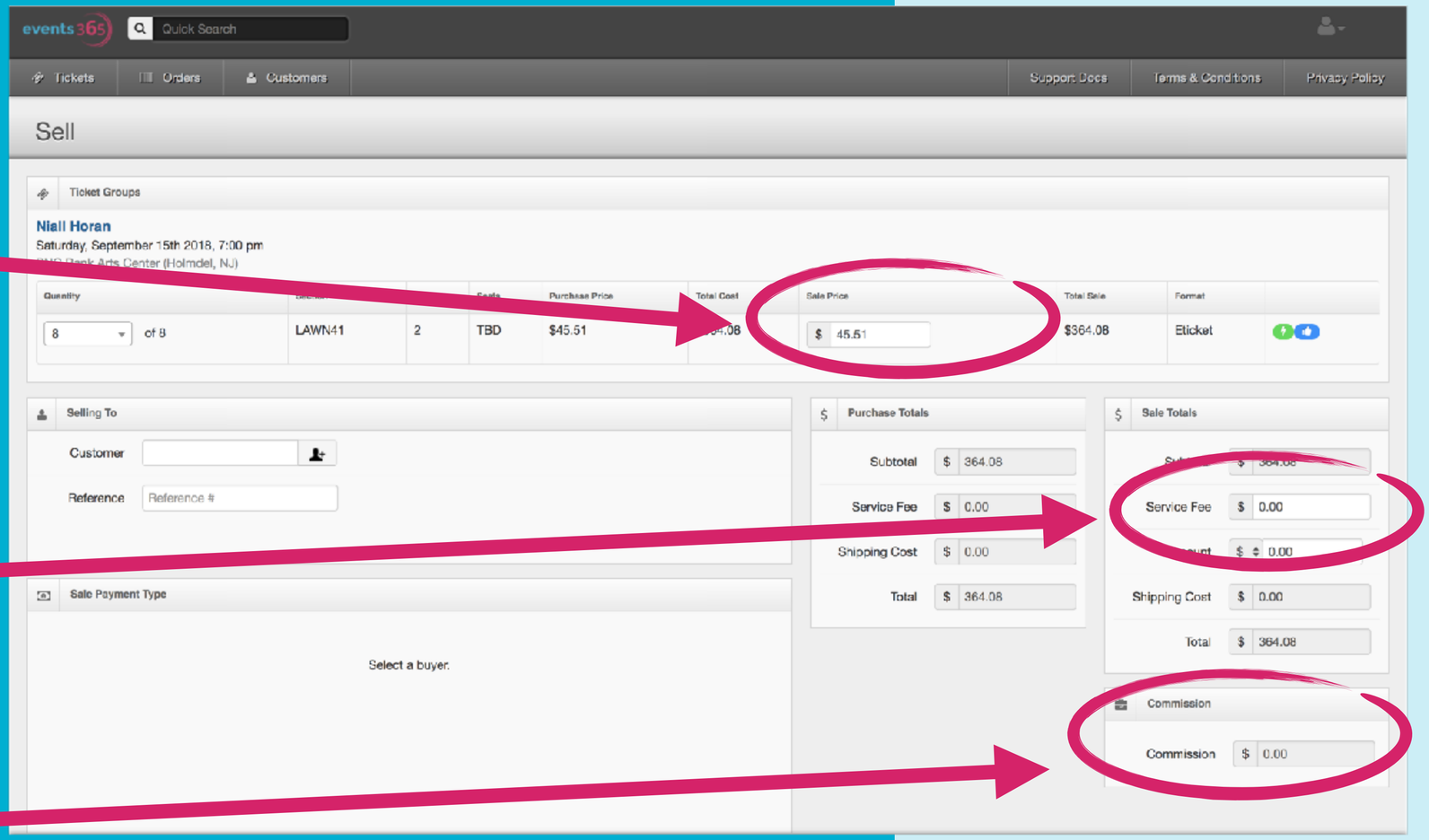
Purchase Tickets

- *Optional*:
  Increase ticket price

- *Optional*:
  Add service fee

- Automatic
  commission



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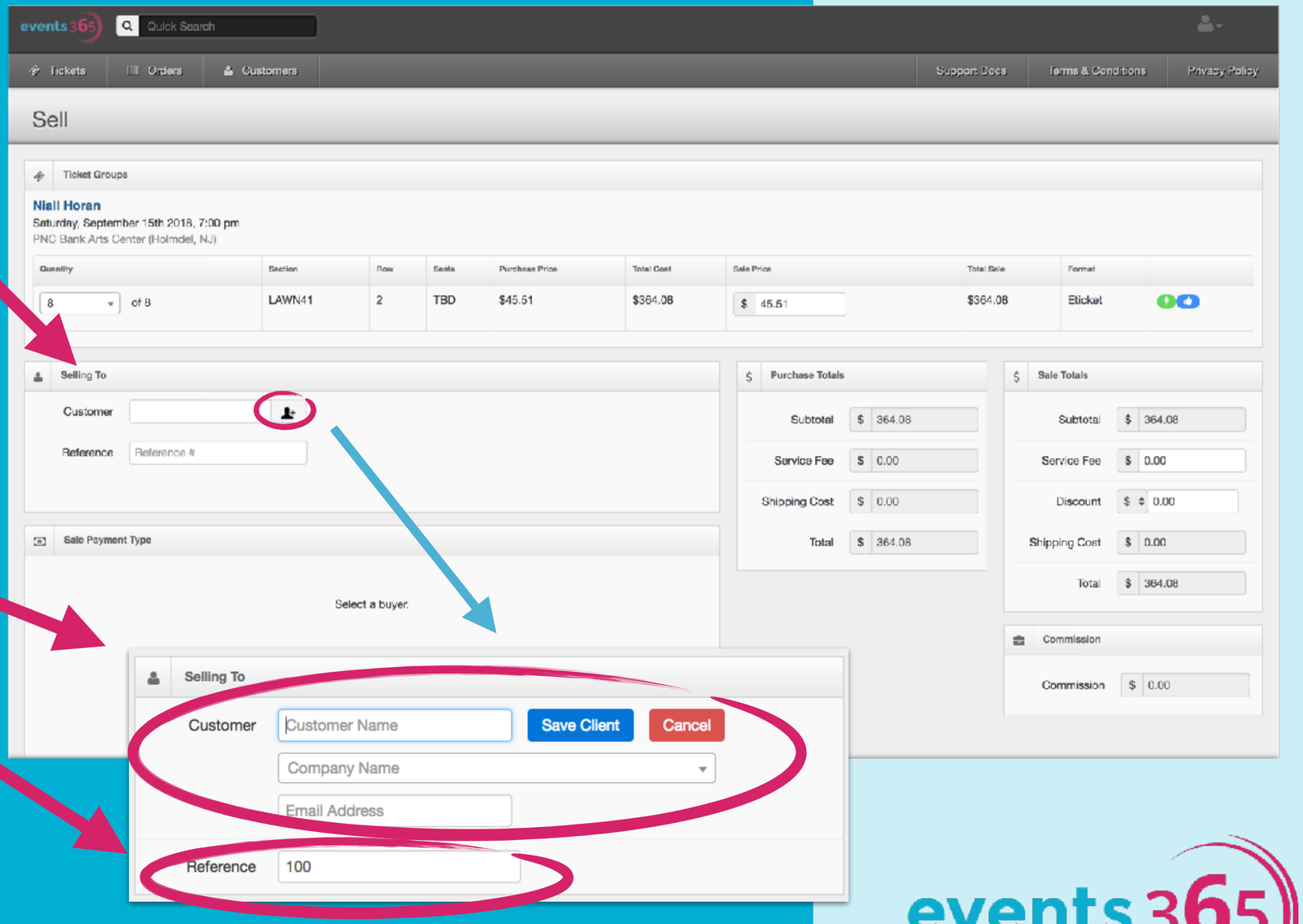
How to Add a Client

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



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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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