

# **Tribute communities Centre**

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## **Showtime CMS**

### **Instruction Manual**

As of Wednesday, August 19, 2020

Showtime updates made after this date will not be included in the instruction manual.

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## Help!

You've read the entire instruction manual three times and you're still stumped! Click on the Help button in Showtime to be taken to the Support portal or email [help@carbonhouse.com](mailto:help@carbonhouse.com).



## IMAGE SIZES GUIDE

CODE	NAME	DIMENSIONS
<b>A</b>	All Primary Images - Events - News - Pages	1200px by 500px
<b>B</b>	All Thumbnails - Events - News - Visitor Guide	570px by 370px
<b>C</b>	All Slideshows - Event Detail Pages - News Detail Pages	1200px by 500px
<b>D</b>	Spotlight List Images	570px by 370px
<b>E</b>	Lightboxes - Seating Charts - Homepage Overlay	1000x by 750px
<b>F</b>	Homepage Wide Promo	980px by 380px
<b>G</b>	Homepage Featured Events Promo	740px by 908px
<b>H</b>	Footer Sponsor Carousel	any width by 100px



Optimize your images. Recommendation is 72 DPI.



# EVENTS

# EVENTS

## Overview

The Events section of Showtime is where you will manage your database of past and upcoming events.

## Summary

The summary tab contains the basic event information, the “who, what, when, where, and why” of the event.

**Title:** Main title of the event

**Tagline:** Used for information that is ancillary to the main title of the event, but still important to the identity of the event (e.g., support act, tour name, presented/sponsored by). Usually displays below the event title.

## Showings:

- Use the date and time pickers to choose the date and time of the first performance.
- Click the Add Showing button to add a new showing to the run. The date and time of the next performance will automatically fill in based on the showing directly above it.
- The duration is in HH:MM format and determines when the event falls off of the website. The duration will also determine the end time for those clients who display the end time on the front end of their site.

**More Button:** The More button that appears under each showing reveals a field where you can place the ticket link and door time for each individual showing.

The screenshot shows the 'Summary' tab of the Showtime interface. At the top, there are tabs for 'Summary', 'Tickets', 'Media', 'Promotion', and 'Options'. Below the tabs, there is a 'TITLE' field. Underneath the title field is an 'Add Tagline' button. The 'SHOWINGS' section contains a table with columns for date, time, and duration. The first row shows '08-10-2020', 'TBA', 'Start Time 12:38 PM', and 'Duration 02:00'. Below the table, there are fields for 'Ticket Link' and 'Doors'. At the bottom of the showings section, there is an 'Add Showing' button and a 'more' button with a plus icon.

# EVENTS

## Summary

**Description:** Enter the event description. There is no character limit. For most clients, the event description will be truncated on the Event Detail Page so it can be as long as you'd like, clients will opt-in to see more. Use the text editor to style your description as desired.

**Seating:** Click the Add button to insert a seating chart specific for this event.

**Related Links:** Add related links that fans might find useful. Click Add New to create a link, enter a title, and link.

DESCRIPTION

SEATING

ADD

RELATED LINKS

LINK	RELATED	REORDER
TITLE	<input type="text" value="Enter Title"/> <div>SAVE CANCEL</div>	
URL	<input type="text" value="http://..."/> <div>Add Media</div>	

Add New

# EVENTS

## Summary

**More Info:** Use the More Info FAQs to add information specific to this event. You can have as many as you'd like and reorder as needed. Use the text editor to style text as desired.

**Doors Open:** Free form field. Enter a time or a phrase (e.g., "One hour before show"). For most clients, this information displays in the Buy Tickets Menu on the Event Detail Page.

**Presented by:** Free form field. Displays above the event title in all locations.

The screenshot shows the 'MORE INFO' section of the interface. It features a tabbed interface with 'FAQ' and 'REORDER' tabs. The 'FAQ' tab is active, showing a 'TITLE' field with the placeholder text 'Enter Title'. To the right of the title field are 'SAVE' and 'CANCEL' buttons. Below the title field is a rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, image, and HTML. Below the text editor is an 'Add New' button with a plus icon. Below the FAQ section are two text input fields: 'DOORS OPEN' and 'PRESENTED BY'. At the bottom of the interface, there are two toggle buttons labeled 'On' and 'Off', and a 'Next' button with a right arrow icon.

# EVENTS

## Tickets

The tickets tab is where you will place the main Buy Tickets link for the run.

**Tickets On Sale:** Choose a status.

- **None:** No tickets are on sale (e.g., private event, sold out, etc.)
- **Now:** Selecting the Now tab will reveal the Prices and Link field.
- **Soon:** Selecting the Soon tab will reveal a date and time selector that will allow you to set the on sale in the future. The event will say “On Sale Soon” until that date and time pass. Once the date and time pass, it will say “Buy Tickets.”
- **TBA:** Prices and link field remain. The Buy Tickets button will say “TBA”

**Prices:** The Prices field is a free form field where you can enter the show pricing however you'd like. (e.g., specific ticket prices, price range, fees, etc.).

The screenshot displays the 'Tickets' tab interface. At the top, a dark navigation bar contains five buttons: 'Summary', 'Tickets', 'Media', 'Promotion', and 'Options'. Below this, the 'TICKETS ON SALE' section features four buttons: 'None', 'Now', 'Soon' (which is highlighted in blue), and 'TBA'. Underneath, the 'ON SALE TIME' section includes a date selector showing '04-07-2020' with a calendar icon, and a 'Start Time' field set to '02:08 PM'. At the bottom, the 'PRICES' section contains a large, empty white text input field.

## EVENTS

### Tickets

**Link:** Controls the link to the main buy tickets link on the page. It will also be the default buy tickets link for each showing if no link is entered for the individual showings.

**Ticket Information/Description:** Any additional ticket information that you need to add for this particular event. For most clients, this will display as an FAQ item on the Event Detail Page.

The screenshot displays a web interface for managing event tickets. At the top, there is a 'LINK' label next to a large, empty text input field. Below this, on the left side, is a label 'TICKET INFORMATION / DESCRIPTION'. To the right of this label is a rich text editor. The editor's toolbar includes icons for undo, redo, a text icon, a 'Format' dropdown menu, bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, image, and a document icon labeled 'HTML', followed by a three-dot menu. The main area of the editor is a large, empty text box. At the bottom of the interface, there is a dark grey bar containing two buttons: 'On' (white) and 'Off' (red). To the right of these buttons is a 'Next' button with a right-pointing arrow.

# EVENTS

## Media

The screenshot displays the 'Media' tab within an event management interface. At the top, a navigation bar contains tabs for 'Summary', 'Tickets', 'Media' (selected), 'Promotion', and 'Options'. Below this, the 'Primary Event Image' section is highlighted, with a subtitle 'Displays Homepage Primary spot and Event Detail Page'. It features a large dark gray area with a placeholder image icon, the dimensions '1200 x 500', an 'ADD' button, and a green plus icon. The 'Thumbnails' section follows, with a subtitle 'Displays Homepage Primary spot and Event Detail Page', a smaller dark gray area with a placeholder image icon, the dimensions '570 x 370', an 'ADD' button, and a green plus icon. The 'Slideshow' section is highlighted with a light blue header and shows a dark gray area with a placeholder image icon, an 'ADD' button, and a green plus icon. At the bottom, a dark gray bar contains 'On' and 'Off' toggle buttons and a 'Next' button with a right arrow.

**Primary Event Image:** Displays on the Event Detail Page and homepage primary spot

**Event Thumbnail:** Displays in the Secondary and Featured promotional spaces on the homepage and the event listing

**Slideshow:** Overrides the Primary Event Image on the Event Detail Page only. Supports both images and videos.



# EVENTS

## Promotion

The screenshot displays the 'Promotion' tab within a software interface. At the top, there are five tabs: 'Summary', 'Tickets', 'Media', 'Promotion' (which is active), and 'Options'. Below the tabs is a list of eight promotional categories, each with a checked checkbox and a label: 'Primary', 'Secondary', 'Featured', 'Group', 'Teams', 'Group Suites', 'Medallion Lounge', and 'Private Suites'. At the bottom of the interface, there are two buttons labeled 'On' and 'Off', with the 'Off' button highlighted in red. To the right of these buttons is a 'Next' button with a play icon.

1. **Primary** - Large promotional space on the homepage (Qty: 1)
2. **Secondary** - Smaller promotional spaces that show to the right of the main primary promotion on the homepage (Qty: 2)
3. **Featured** - Small event listing on the homepage (Qty: 6)
4. **Group** - Reveals a field to enter group details. Pulls back Groups FAQ item on the Event Detail Page. Displays event on Groups page if chosen.
5. **Teams** - Reveals field to choose the appropriate team. Adds event to team detail page.
6. **Group Suites, Medallion Lounge, Private Suites** - Used for suites section.

# EVENTS

## Front End Reference - Homepage

The screenshot displays the homepage of the Tribute Communities Centre. At the top is a dark blue navigation bar with the logo on the left and links for 'EVENTS & TICKETS', 'PLAN YOUR VISIT', 'SUITES & CATERING', 'ARENA INFO', 'ICE & REC HOCKEY', 'HOST AN EVENT', and 'CONNECT WITH US' on the right. A search icon is also present. Below the navigation bar is a large hero section for a concert by Miranda Lambert, featuring a photo of her performing. To the left of this section is an orange box with a white letter 'A' and a teal circle with the number '1'. Below the hero section is a banner for the Oshawa Generals hockey team. Further down are two event cards: one for Kane Brown (labeled with a teal circle '2') and one for Battle of the Blades (labeled with an orange box 'B'). Below these is a section titled 'UPCOMING EVENTS' which contains three more event cards: Harlem Globetrotters (labeled with an orange box 'B'), Oshawa Sports Hall of Fame Dinner (labeled with a teal circle '3'), and a promotion for the Backstage Cyber Club (labeled with a teal circle '6').

**Navigation Bar:**

- Join Cyber Club
- My Account
- EVENTS & TICKETS
- PLAN YOUR VISIT
- SUITES & CATERING
- ARENA INFO
- ICE & REC HOCKEY
- HOST AN EVENT
- CONNECT WITH US

**Hero Section:**

**MIRANDA LAMBERT**  
With Special Guests Cody Johnson and LANCO  
OCT 22 / 2020  
Presented by Live Nation Ontario  
Buy Tickets →  
More Info

**OSHAWA GENERALS**  
Fast-paced action, edge of your seat excitement! That's Oshawa Generals Hockey.  
Get your season tickets today.  
More Info

**KANE BROWN**  
With Special Guests Chris Lane and Russell Dickerson  
AUG 29 / 2020  
Presented by Live Nation Ontario  
Buy Tickets →  
More Info

**BATTLE OF THE BLADES**  
Hosted by Ron MacLean & Kurt Browning  
OCT 17 - 24 / 2020  
Buy Tickets →  
More Info

**UPCOMING EVENTS**

**HARLEM GLOBETROTTERS**  
Presented by Champion  
APR 10 / 2020  
Buy Tickets →  
More Info

**OSHAWA SPORTS HALL OF FAME DINNER**  
34th Annual Induction Ceremony  
MAY 29 / 2020  
Buy Tickets →  
More Info

**JOIN THE BACKSTAGE CYBER CLUB**  
Join the Tribute Communities Centre Backstage Pass Cyber Club for FREE and receive e-mail newsletters full of event announcements, contests, special offers.  
More Info

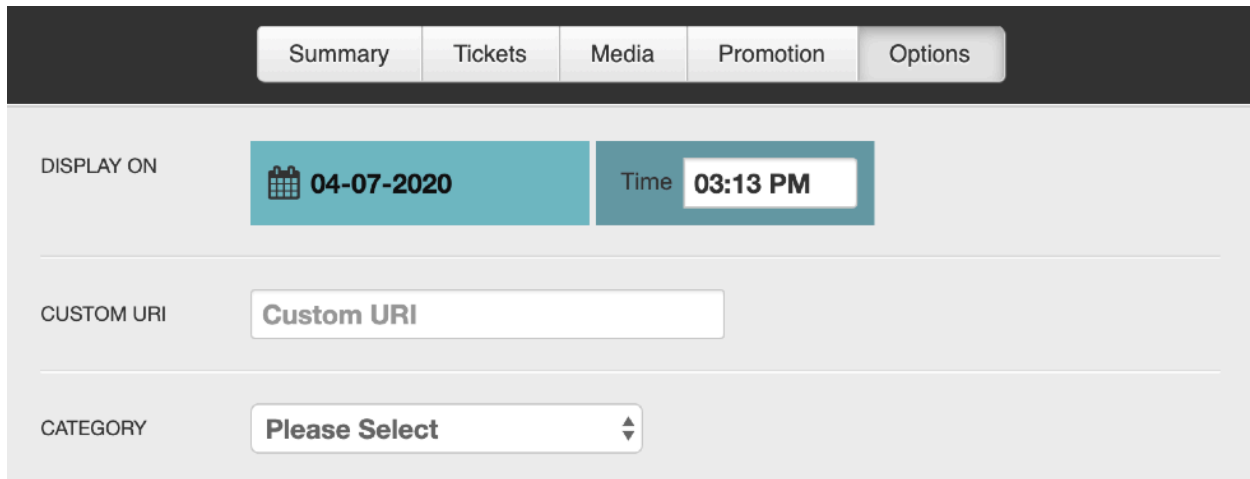
Not Shown:

- 4 Groups
- 5 Teams
- 6 Suites

## EVENTS

### Options

If the Display On date and time is set to the future, the event will not show on the site or be searchable until that date and time has passed.



The screenshot shows the 'Options' tab selected in a navigation bar. Below the navigation bar, there are three sections: 'DISPLAY ON' with a date picker set to '04-07-2020' and a time picker set to '03:13 PM'; 'CUSTOM URI' with a text input field containing 'Custom URI'; and 'CATEGORY' with a dropdown menu showing 'Please Select'.

**Display On:** Announce date and time

**Custom URI:** Generated automatically by the event title. Use this field to override it, if desired.

**Category:** Choose a category for each event. This feeds the filter on the event listing page.



The event must be ON for the Display On date and time to register.

# EVENTS

## Options

**Meta Data (Keywords, Description, and Meta Image):** Be sure to fill in your meta data. Google uses keywords and descriptions to search your site effectively. The Meta Image field is available to override the default image for sharing on social media.

**Tracking Code:** Optional field that allows you to place a tracking pixel only on that particular event. If you have tracking code you want to add to ALL events, submit a ticket to the help desk. We can add it automatically to all events currently in the system, and all events added going forward.



The screenshot shows a form titled "Meta Data" with four main sections: KEYWORDS, DESCRIPTION, TRACKING CODE, and META IMAGE. The KEYWORDS section has a text input field with the placeholder text "Keywords". The DESCRIPTION section has a large text area. The TRACKING CODE section has a large text area. The META IMAGE section has a button with a picture icon, the text "ADD", and a green plus icon. At the bottom of the form, there is a toggle switch with "On" and "Off" options.

Meta Data

KEYWORDS

DESCRIPTION

TRACKING CODE

META IMAGE  ADD 

On Off

# EVENTS

## Options



The screenshot shows a web interface with two main sections. The first section, titled 'Make a Copy of This Event', contains a single button labeled 'Make a Copy'. The second section, titled 'Generate Review Link', contains a 'GENERATE' label, a dropdown menu currently set to '24 hours', and a 'Generate' button. At the bottom of the interface is a toggle switch with 'On' and 'Off' options, where 'Off' is currently selected.


**Make a Copy:** Use this button to replicate all data for an existing event. Once clicked, an exact copy of the event will be added to Showtime (it will not display on the site) with the title of the event appended to include “-copy” at the end to distinguish it from the original. The URI will be appended with “-1” as well.

**Generate Review Link:** See [Generate Review Link](#) section

## EVENTS


## Front End Reference - Event Detail Page

A



[EVENTS & TICKETS](#)
[PLAN YOUR VISIT](#)
[SUITES & CATERING](#)
[ARENA INFO](#)
[ICE & REC HOCKEY](#)
[HOST AN EVENT](#)
[CONNECT WITH US](#)

[Join Cyber Club](#)
[My Account](#)



Miranda Lambert. 2015 (Image caption only - single image)

Presented by Live Nation Ontario

## MIRANDA LAMBERT

With Special Guests Cody Johnson and LANCO

[f](#)
[t](#)
[e](#)
[+](#) 3.9M

**OCT 22** / Thursday

7:30pm / Doors: 6:30pm

[Buy Tickets](#) →

### EVENT DETAILS

MAY 1, 2020 - RESCHEDULED UPDATE FROM SPECTRA / LIVE NATION ONTARIO

The Miranda Lambert event initially scheduled for Thursday, May 7, 2020 at 7:00pm at the Tribute Communities Centre in Oshawa has been rescheduled to Thursday, October 22, 2020 at 7:00pm. All tickets will be honoured for the new performance date.

We understand that you might not be able to make it and have worked with the event.

[More Detail](#) ▼

Related Links

Ticket Information

Custom Field

[Buy Tickets](#) →

**Date**  
 Oct 22, 2020

**Event Starts**  
 7:30pm

**Ticket Prices**  
 \$45 - \$180.50

**Availability**  
[On Sale Now](#)

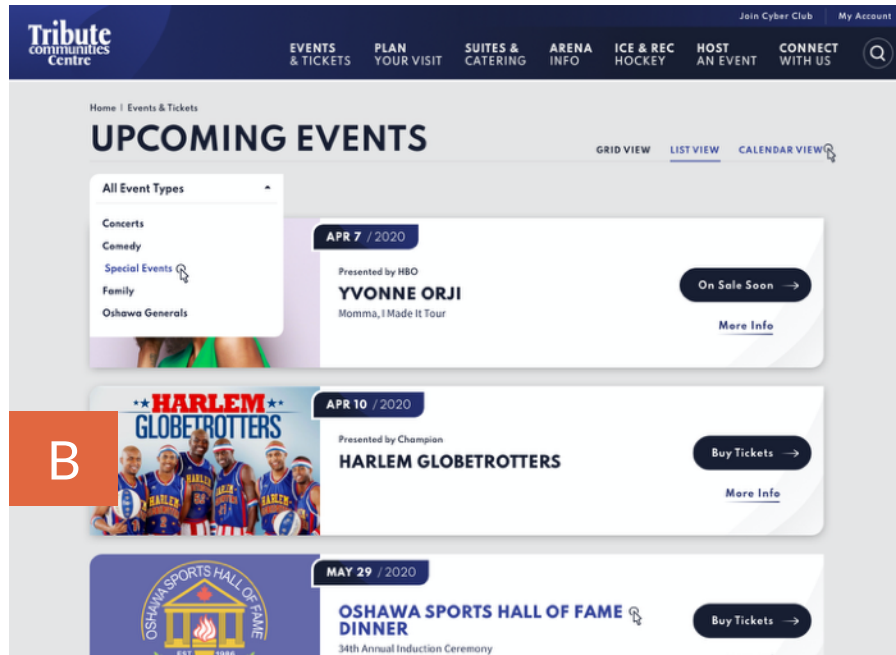
**Seating Chart**  
[View Seating Chart](#)

<

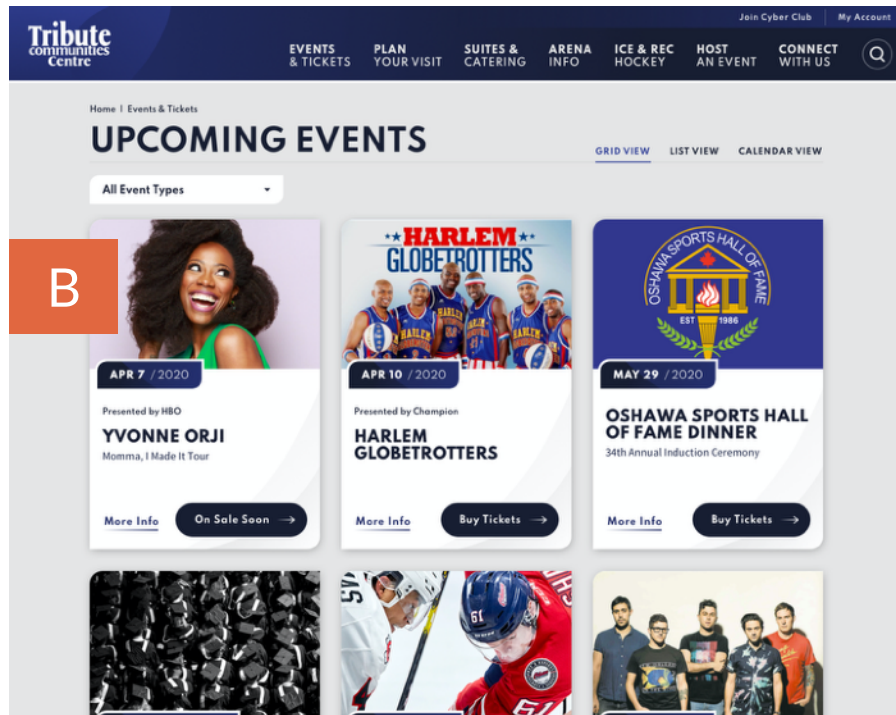
>

# EVENTS

## Front End Reference - Event Listing Page - List View



## Front End Reference - Event Listing Page - Grid View



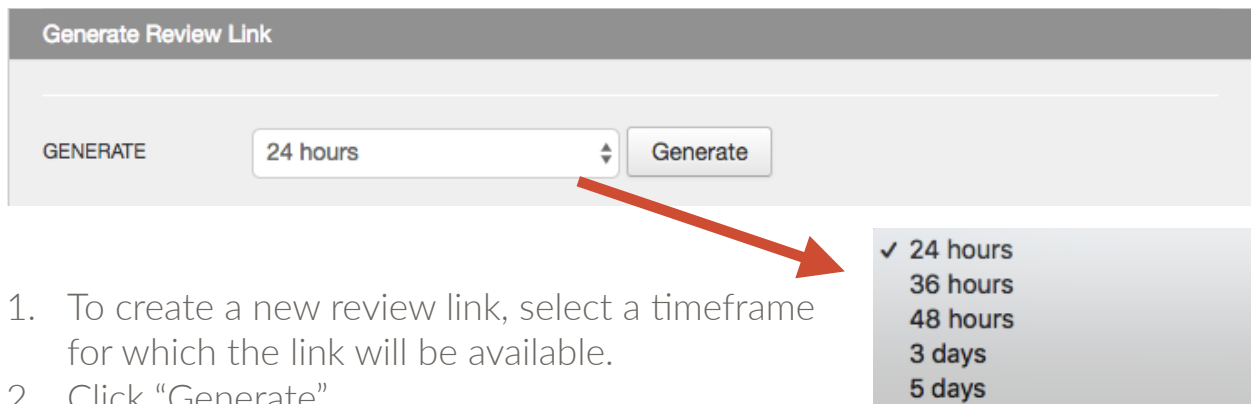
## EVENTS

### Generate Review Link

The Generate Review Link feature allows you to send Event Detail Pages in advance of the announce date to outside parties without giving them access to Showtime.

### Setting Up Review Link

The Generate Review Link feature is on the Options tab of all events.



The screenshot shows the 'Generate Review Link' section with a 'GENERATE' button, a dropdown menu set to '24 hours', and a 'Generate' button. A red arrow points from the dropdown menu to a list of options: 24 hours (checked), 36 hours, 48 hours, 3 days, and 5 days.

1. To create a new review link, select a timeframe for which the link will be available.
2. Click "Generate".



The screenshot shows the 'Generate Review Link' section after a link has been generated. It displays the 'Current Link (click below to copy)' as <https://www.aircanadacentre.com/events/review/FR4rdANFbhwcS%2Fpg7mkZA%3F>. Below the link is the expiration timestamp: 'Expires On: 03-07-18 10:44am'. A red arrow points to the 'Cancel' button, which is used to cancel the link at any time to make it no longer usable.

Review Link

Click to view

Current Link (click below to copy)

<https://www.aircanadacentre.com/events/review/FR4rdANFbhwcS%2Fpg7mkZA%3F>

Expires On: 03-07-18 10:44am

Cancel

Expiration timestamp

Cancel the link at any time to make it no longer usable.



## EVENTS

### Front End Reference - Generate Review Link

The unique link created when using the Generate Review Link feature will display a banner at the top of the page with the expiration timestamp, so the person viewing the link will know how much time they have left to review.

The screenshot displays the Tribute Communities Centre website interface. At the top, a green banner states: "The review link expires on Mar 07 2018 at 10:44 AM". Below this is a dark blue navigation bar with the following links: "EVENTS & TICKETS", "PLAN YOUR VISIT", "SUITES & CATERING", "ARENA INFO", "ICE & REC HOCKEY", "HOST AN EVENT", and "CONNECT WITH US". A search icon is also present.

The main content area features a large image of Miranda Lambert performing on stage. Below the image, the text reads: "Miranda Lambert, 2015 (Image caption only; single image)".

The event details section includes the text: "Presented by Live Nation Ontario", followed by the artist name "MIRANDA LAMBERT" in large bold letters. Below this, it says "With Special Guests Cody Johnson and LANCO". Social media icons for Facebook, Twitter, Email, and a plus sign with "3.9M" are shown.

The event date and time are listed as "OCT 22 / Thursday" and "7:30pm / Doors: 6:30pm". A "Buy Tickets" button with a right arrow is located to the right of the date.

The "EVENT DETAILS" section contains the text: "MAY 1, 2020 - RESCHEDULED UPDATE FROM SPECTRA / LIVE NATION ONTARIO". Below this, it states: "The Miranda Lambert event initially scheduled for Thursday, May 7, 2020 at 7:00pm at the Tribute Communities Centre in Oshawa has been rescheduled to Thursday, October 22, 2020 at 7:00pm. All tickets will be honoured for the new performance date."

On the right side of the event details, there is a sidebar with the following information:
 

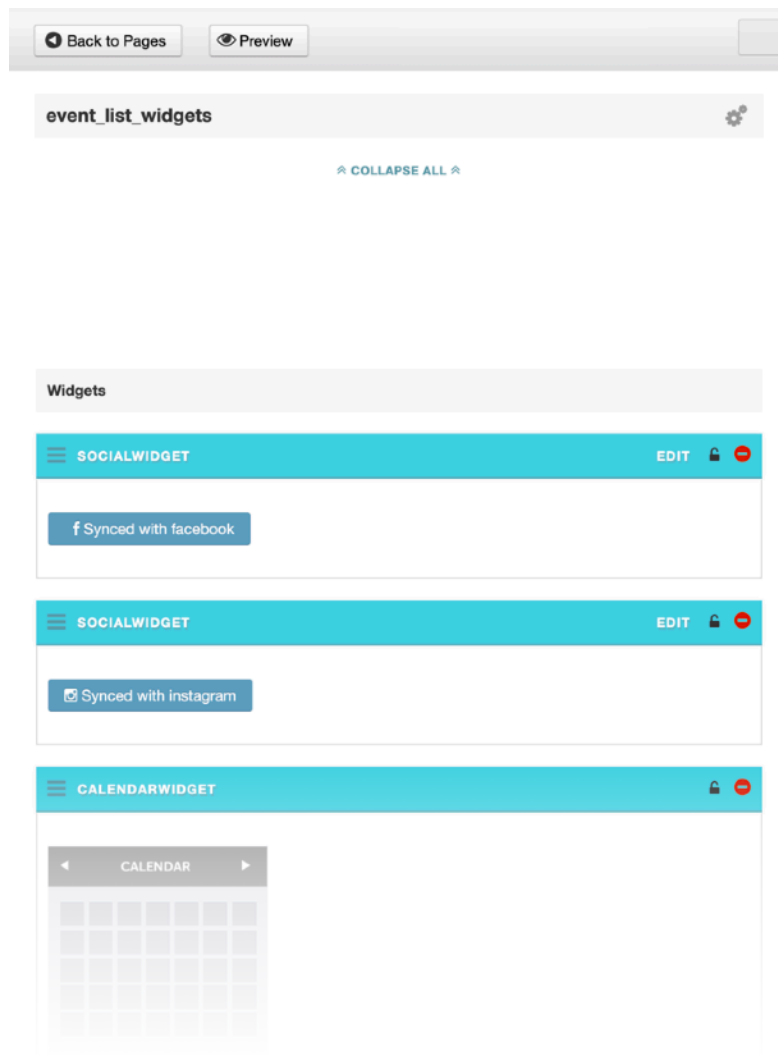
- Buy Tickets** →
- Date**: Oct 22, 2020
- Event Starts**: 7:30pm
- Ticket Prices**: \$45 - \$180.50
- Availability**: On Sale Now
- Seating Chart**: [View Seating Chart](#)

As a reminder, if the link is no longer in use or it's being abused, you can cancel it at anytime, so it becomes no longer usable.

# EVENTS

## Event Listing Page/Detail Page Widgets

The Event Listing Page and all Event Detail Pages share the same set of widgets. You can control these widgets through a page in Showtime named `event_list_widgets`. Any widgets you add to this page will automatically be added to all Event Detail Pages.



Please reference the Widgets Style Guide ([youdomain.com/style-guide-widgets](http://youdomain.com/style-guide-widgets)) for more information on individual widgets available to be added here.

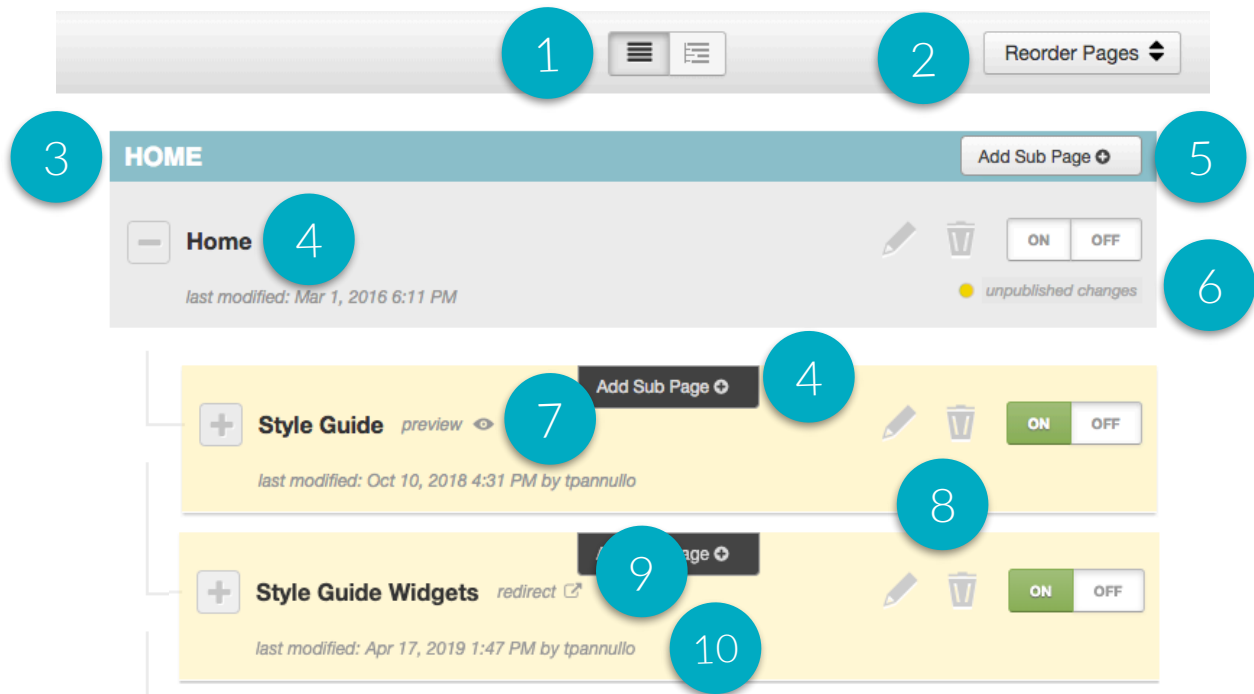
# WEBSITE



# PAGES

## Overview

The Pages module is where you will control all of the static content on the site. Please refer to your Style Guide in Showtime for detailed instructions on how to attain specific styles for your site.



1. **Expand or collapse** the subpages to easily search Page Titles.
2. **Reorder Pages:** Click to enable drag and drop to reorder the pages into the desired order.
3. **Blue Pages:** Main Navigation items
4. **Page Titles:** Can be edited in page settings.
5. **Add Subpage:** Create new pages
6. **Unpublished Changes:** Indicates changes that were saved but not published.
7. **Preview:** Allows you to preview your page before it goes live.
8. **Edit, Trash, Status:**
  - Edit: Make changes to an existing page
  - Trash: Delete an existing page
  - Publish On and Off: Pages that are turned off no longer show in the navigation or are searchable.
9. **Redirect:** Indicates if a page redirects elsewhere, on hover.
10. **Last Modified:** Date/Time stamp of last modification.

# PAGES

## Settings

You can access page settings on any page by clicking the gear icon.

Settings

**TITLE**

**NAVIGATION TITLE**

**HIDE IN NAVIGATION** ☐

**REDIRECT** ☐

**PAGE LAYOUT**

**CUSTOM URI**

**PASSWORD**

**DISPLAY ON**

Time

**Title:** Default page name for Showtime, navigation title, URI, and meta title.

**Navigation Title:** Use this field to update the page name in the navigation.

**Hide in Navigation:** Toggle on if you do not want the page to show in the navigation

**Redirect:** Toggle on to redirect the page to another location. A new field will appear where you can enter the URL of the redirect.

**Page Layout:** Default is set automatically.

**Custom URI:** Override the default URI of the page, if desired.

**Password:** Enter a password to protect the page on the front end. Passwords are case sensitive and not encrypted on the back end, so you cannot lock yourself out of a page.

**Display On Date/Time:** Set a page to display at a specific date and time in the future.

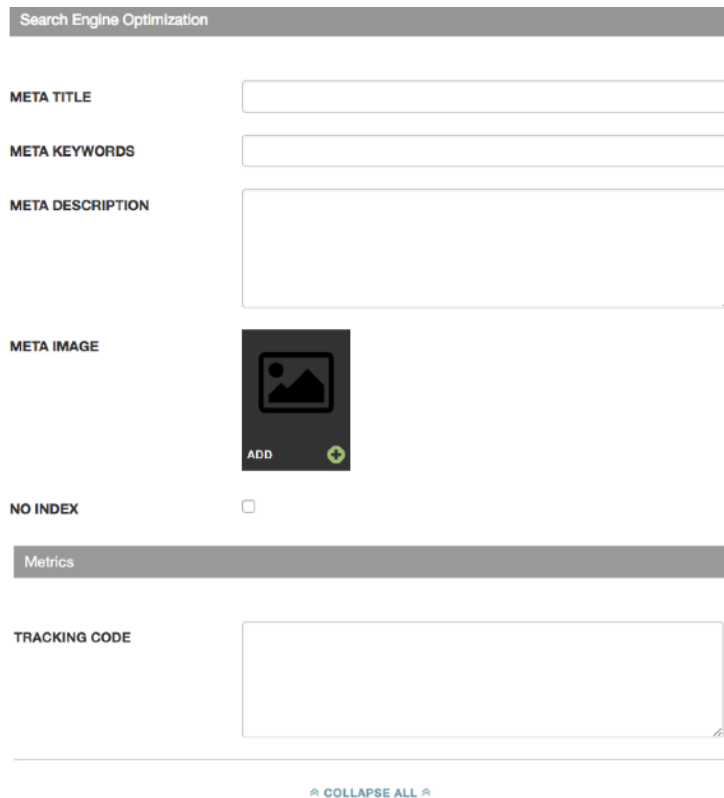
## PAGES

### Settings

**Meta Title, Keywords, and Descriptions:** Be sure to fill in your meta data to help Google search your site effectively.

**Meta Image:** The Meta Image field is available to override the default image for sharing on social media.

**No Index:** Check if you want search engines to ignore this page in search results.



The screenshot shows a settings interface with two main sections: 'Search Engine Optimization' and 'Metrics'.

**Search Engine Optimization**

- META TITLE:** A single-line text input field.
- META KEYWORDS:** A single-line text input field.
- META DESCRIPTION:** A multi-line text input field.
- META IMAGE:** A button with a landscape icon, the text 'ADD', and a green plus icon.
- NO INDEX:** A checkbox, currently unchecked.

**Metrics**

- TRACKING CODE:** A multi-line text input field.

At the bottom of the form, there is a link that says 'COLLAPSE ALL' with expand/collapse icons on either side.

**Tracking Code:** Optional field that allows you to place a tracking pixel only on that particular page. If you have tracking code you want to add to all pages, send it to the help desk, and we can add it quickly for you.

**Collapse All:** Shows automatically at the top of the page even when the Settings menu is closed. Allows user to collapse all content items for easy reordering.



# PAGES

## Slideshows

Add slideshows to any page. Slideshows can support video and images. Be sure to caption your images.

[EVENTS & TICKETS](#)
[PLAN YOUR VISIT](#)
[SUITES & CATERING](#)
[ARENA INFO](#)
[ICE & REC HOCKEY](#)
[HOST AN EVENT](#)
[CONNECT WITH US](#)

[Join Cyber Club](#)
[My Account](#)

Motley Crue, 2015 (Image caption example)

[Home](#) | [Hover](#) | Page Title

## PAGE TITLE - SPARTAN 800, 49PX

Lead-in p - Source Sans Pro 600, 25px. We are taking to that great road again to bring our medicine to you. Naming this tour the 'Take Your Power Back Tour' felt entirely appropriate given the state of the planet and all Her creatures great and small. Women of wonder and potent poetry. Lorem ipsum dolor sit amet, minim

## H2 - SPARTAN 800, 39PX

Body p - Source Sans Pro 400, 20px. Lorem ipsum dolor sit amet, minim timeam veritus sea cu. Ne sea albucius gloriatur incorrupte, inani aliquip referrentur eum ad, per case quodsi quaerendum ut. Sea cu mundi possim, nisl mentitum sapientem et est. Cu porro contentiones quo. Quo an in-line text link, alienum posidonium intellegebat ne nam. His an adipiscing honestatis, putent percipit electram ut sea, et nam quem appareat salutandi.

Ullum essent oblique mea ei. Ne omittam probatus ius. Reque expetendis ut mel. Nobis nullam delectus at his, convenire expetenda repudiare ut mea. Omnis probatus ne sea, vel sint augue et, quaeque appareat in ius. Eu volumus consequuntur est.

General Button

Ullum essent oblique mea ei. Ne omittam probatus ius. Reque expetendis ut mel. Nobis nullam delectus at his, convenire expetenda repudiare ut mea. Omnis probatus ne sea, vel sint augue et, quaeque appareat in ius. Eu volumus consequuntur est.

- Ut enim ad minim veniam, quis nostrud exercitation.

## PAGES

### Spotlight Lists

Spotlight lists are a great way to link to subpages. They are functional, but also add dimension to your pages and make them more engaging.

#### LIST/WIDE LAYOUT



#### **SPOTLIGHT WITH IMAGE, LINK, AND DESCRIPTION**

You can include bulleted and numbered lists within a spotlight and even a [link](#) within the text.

In this format, the image, text, and more information button will be clickable.

[More Info](#)



#### **SPOTLIGHT WITH IMAGE, DESCRIPTION, AND NO LINK**

You don't have to include a link. If you don't, no button will appear.

#### **SPOTLIGHT WITH DESCRIPTION, LINK, AND NO IMAGE**

If you don't have an image, but still like the way the spotlight list looks, that's fine! Go ahead and create your spotlight without an image. In this case, just the title and more info button will be clickable.

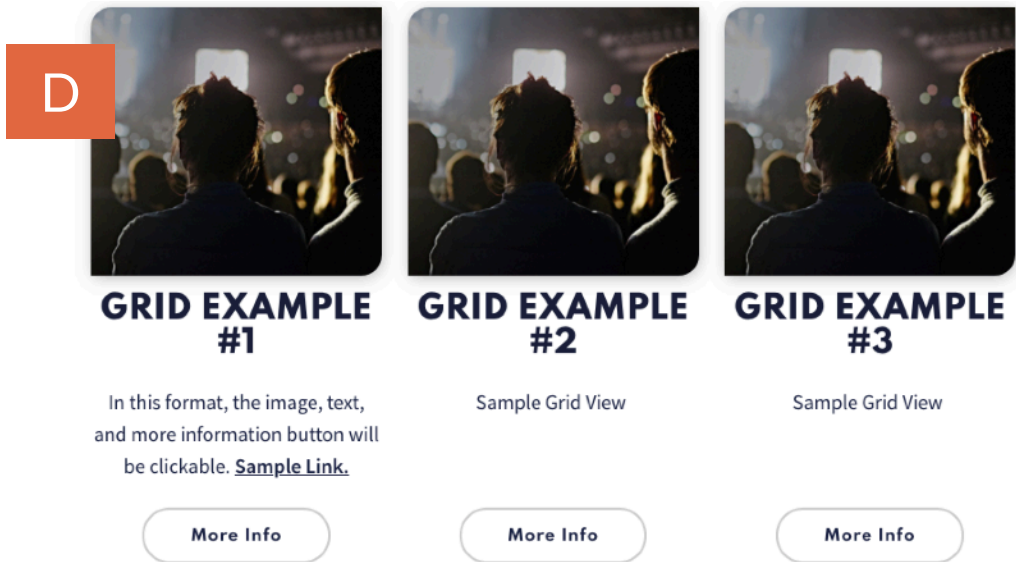
[More Info](#)



## PAGES

### Spotlight Lists

#### SQUARE/GRID LAYOUT



#### LOGOS/ICONS LAYOUT



## PAGES

### Adding a Homepage Non-Event Slide

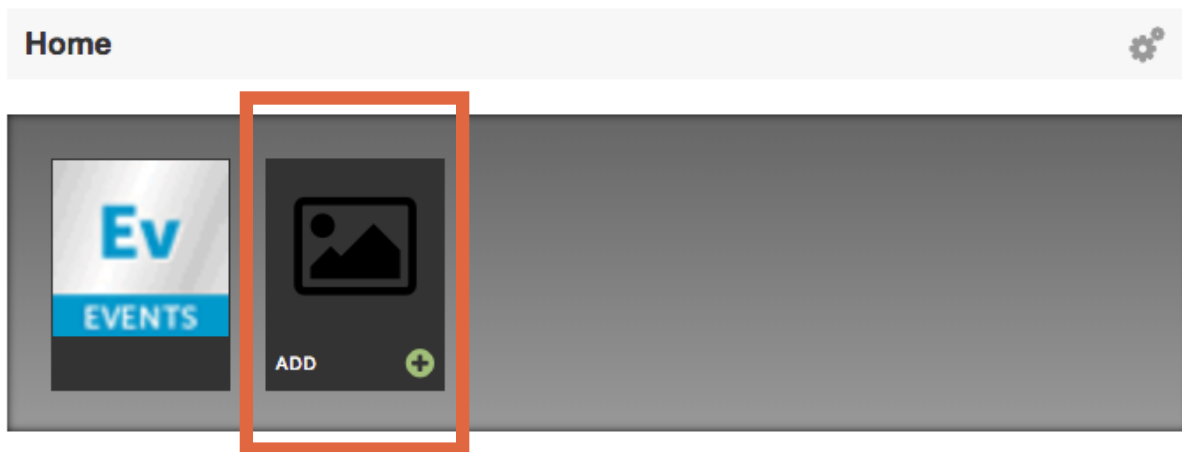
Display a non-event related slide in the Primary Promotion spot / Slideshow on the homepage.

Example Use Cases:

- Opening Night
- Contests
- Season On Sale
- Important Show On Sale

Go to the Home page in Showtime. In the slideshow that displays at the top of the page, click on the Add button to open the media gallery and select the promotional image you would like to use.

Be sure to add a caption and/or link to the asset.



Once you've added your image to the slideshow, drag and drop it into the first position ahead of the Events placeholder so it will display first.

## PAGES

### Managing Homepage Promotions

The two homepage promotions are controlled through spotlight lists on the Home page in Showtime. Each promotion supports an image, title, link, and caption. The two spotlights are labeled: wide for the promo that appears below the primary event and event for the promo that appears within featured events section.

## PAGES

### Front End Reference - Homepage Promos

The screenshot displays the homepage of the Tribute Communities Centre website. The header features the 'Tribute Communities Centre' logo on the left and navigation links for 'EVENTS & TICKETS', 'PLAN YOUR VISIT', 'SUITES & CATERING', 'ARENA INFO', 'ICE & REC HOCKEY', 'HOST AN EVENT', and 'CONNECT WITH US' on the right. There are also links for 'Join Cyber Club' and 'My Account'.

The main promotional area includes several event cards:

- MIRANDA LAMBERT**: A large card featuring a photo of Miranda Lambert performing. It includes the date 'OCT 22 / 2020', the presenter 'Presented by Live Nation Ontario', and special guests 'Cody Johnson and LANCO'. Buttons for 'Buy Tickets' and 'More Info' are present.
- OSHAWA GENERALS**: A card with an orange 'F' icon, featuring a photo of hockey players. It includes the text 'Fast-paced action, edge of your seat excitement! That's Oshawa Generals Hockey. Get your season tickets today.' and a 'More Info' button.
- KANE BROWN**: A card featuring a photo of Kane Brown. It includes the date 'AUG 29 / 2020', the presenter 'Presented by Live Nation Ontario', and special guests 'Chris Lane and Russell Dickerson'. Buttons for 'More Info' and 'Buy Tickets' are present.
- BATTLE OF THE BLADES**: A card featuring a photo of two people. It includes the date 'OCT 17 - 24 / 2020' and hosts 'Ron MacLean & Kurt Browning'. Buttons for 'More Info' and 'Buy Tickets' are present.

Below these cards is a section titled 'UPCOMING EVENTS' which includes three more promotional cards:

- HARLEM GLOBETROTTERS**: A card featuring a photo of the Harlem Globetrotters. It includes the date 'APR 10 / 2020' and the presenter 'Presented by Champion'. Buttons for 'More Info' and 'Buy Tickets' are present.
- OSHAWA SPORTS HALL OF FAME DINNER**: A card featuring the Oshawa Sports Hall of Fame logo. It includes the date 'MAY 29 / 2020' and the event '34th Annual Induction Ceremony'. Buttons for 'More Info' and 'Buy Tickets' are present.
- JOIN THE BACKSTAGE CYBER CLUB**: A card with an orange 'G' icon. It includes the text 'Join the Tribute Communities Centre Backstage Pass Cyber Club for FREE and receive e-mail newsletters full of event announcements, contests, special offers.' and a 'More Info' button.

# NEWS

## Overview

Like Events, the News database is where all of your past and upcoming News articles are created and managed.

## Summary

The screenshot displays the 'Summary' tab of a news article creation interface. At the top, there are four tabs: 'Summary' (selected), 'Media', 'Promotion', and 'Options'. Below the tabs, the form is organized into sections:

- TITLE:** A text input field with a question mark icon to its right.
- Add Tagline:** A button with a plus icon and a question mark icon.
- TEASER:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, image, video, and HTML. Below the toolbar is a large text area.
- ATTACHMENT:** A section with a dark header bar containing the text 'ADD ATTACHMENT' and a green plus icon with a question mark.
- DESCRIPTION:** Another rich text editor, identical to the Teaser one, with a toolbar and a large text area.

At the bottom of the form, there is a toggle switch labeled 'On' and 'Off', and a 'Next' button with a right arrow icon.

**Title:** Enter title of article.

**Add Tagline:** Optional.  
Displays below the title on News Detail Page.

**Teaser:** Displays on News Listing Page.

**Attachment:** Optional.  
Adds a link to the attachment on News Detail Page.

**Description:** Body of the news article.

# NEWS

## Media

Summary
Media
Promotion
Options

News Main

1200 x 500

ADD

+

News Thumbnail

570 x 370

ADD

+

Slideshow

ADD

+

On Off

Next

### Main News Image:

Displays on the News Detail Page.

### News Thumbnail:

Displays in all news listings, including the News Listing Page and news widgets.

**Slideshow:** Overrides the Main News Image on the News Detail Page. Supports both images and video.

# NEWS

## Promotion

---

### PROMOTION TYPES

If your site has multiple types of news, use the promotions tab to tag the news article with the appropriate promotion type. If not, advance to the next section, Related Event.

---

### RELATED EVENT

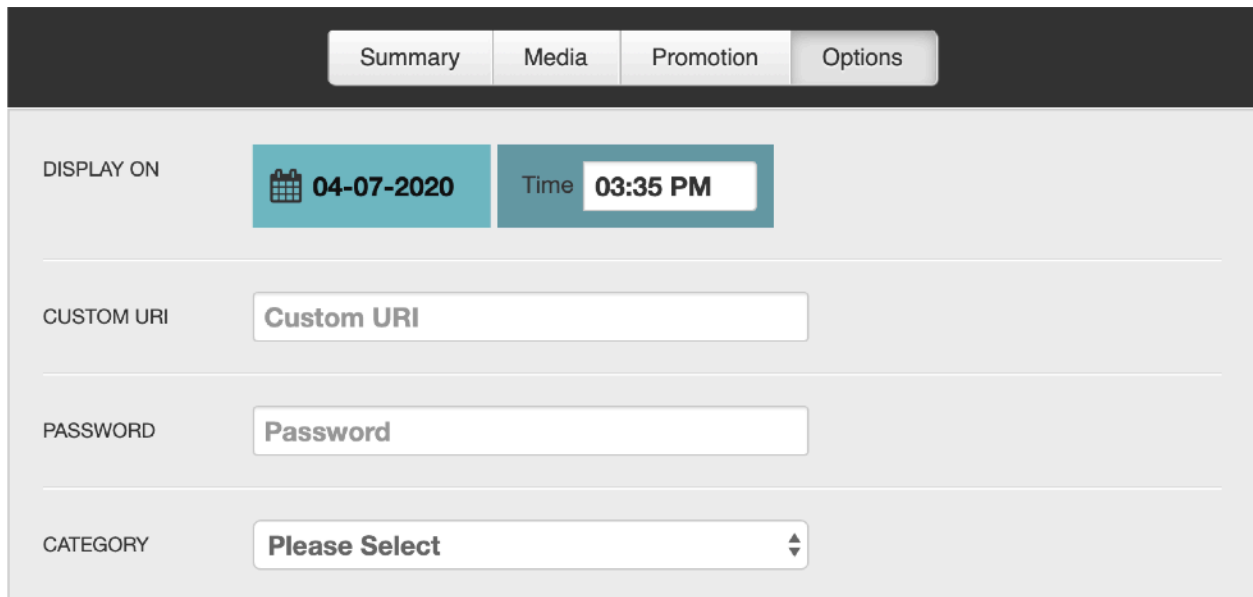
If the news article is related to a specific event, choose an event from the Related Event drop down list to bring back a call to action on the news article for site visitors to buy tickets.

The screenshot shows a web form titled "Related Event" in a grey header bar. Below the header is a light grey area containing a dropdown menu with the text "Select an Event" and a downward arrow. At the bottom of the form is a dark grey footer bar. On the left side of this bar are two toggle buttons: "On" (white with black text) and "Off" (red with white text). On the right side is a "Next" button with a right-pointing arrow icon.

# NEWS

## Options

If the Display On date and time is set to the future, the news item will not show on the site or be searchable until that date and time has passed.



The screenshot shows a web interface for configuring news options. At the top, there are four tabs: 'Summary', 'Media', 'Promotion', and 'Options', with 'Options' being the active tab. Below the tabs, the form is divided into several sections. The first section is labeled 'DISPLAY ON' and contains two input fields: a date field showing '04-07-2020' with a calendar icon, and a time field showing '03:35 PM'. The second section is labeled 'CUSTOM URI' and contains a text input field with the placeholder 'Custom URI'. The third section is labeled 'PASSWORD' and contains a text input field with the placeholder 'Password'. The fourth section is labeled 'CATEGORY' and contains a dropdown menu with the placeholder 'Please Select' and a small up/down arrow icon.

**Display On:** Announce date and time

**Custom URI:** Generated automatically by the news title. Use this field to override it, if desired.

**Password:** Type in a password to password protect the news article.

**Category:** Choose a category.

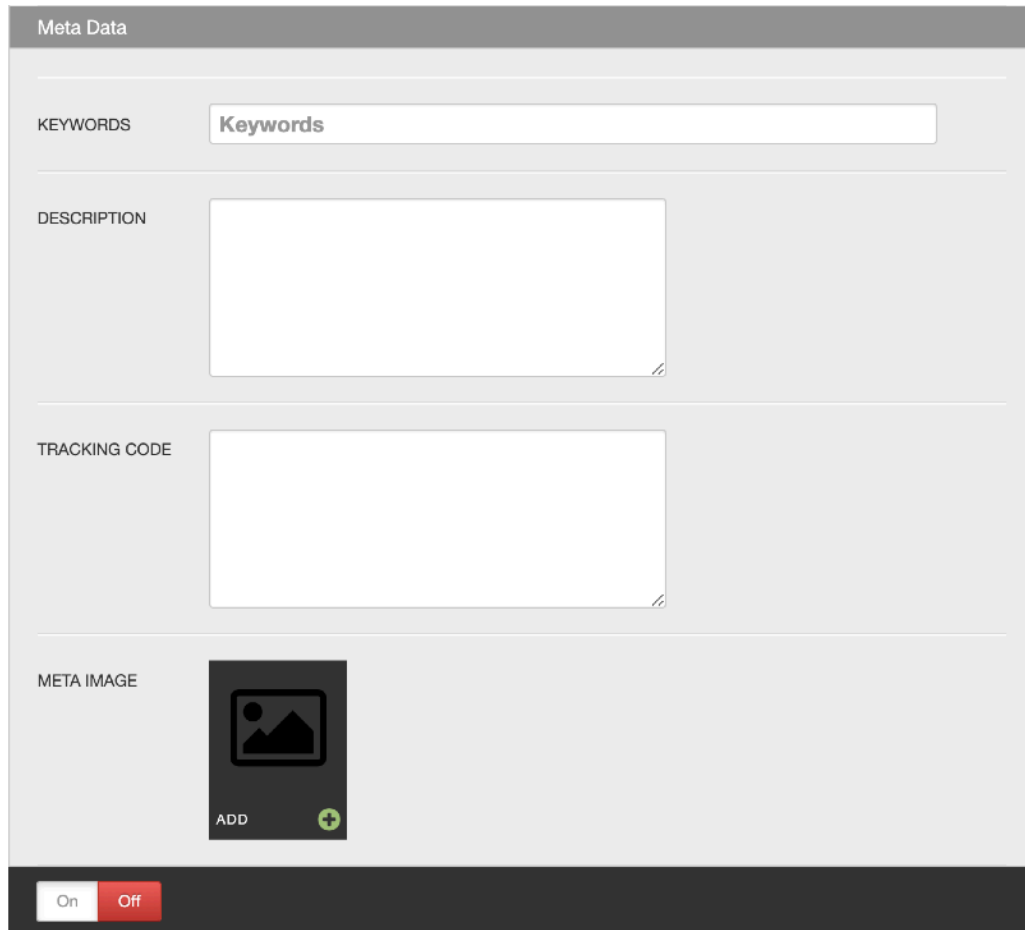


The news article must be ON for the Display On date and time to register.



# NEWS

## Options



The image shows a 'Meta Data' form interface. It has a dark grey header bar with the text 'Meta Data' in white. Below the header, there are four main sections, each with a label on the left and a corresponding input field on the right. The first section is 'KEYWORDS' with a single-line text input field containing the word 'Keywords'. The second section is 'DESCRIPTION' with a large, empty text area. The third section is 'TRACKING CODE' with a large, empty text area. The fourth section is 'META IMAGE' with a dark square button containing a white image icon and the word 'ADD' below it, followed by a small green plus icon. At the bottom of the form, there is a dark grey bar with two buttons: 'On' (white text on a light grey background) and 'Off' (white text on a red background).

**Meta Data:** Be sure to fill in your meta data. Google uses keywords and descriptions to search your site effectively. The Meta Image field is available to override the default image for sharing on social media.


**Tracking Code:** Optional field to place a tracking pixel only on that particular news item.

# NEWS

## Front End Reference - News Listing Page

[Home](#) | [News](#)

## NEWS & UPDATES



**MAR 11 / 2020**

### COVID-19 GUEST INFORMATION FOR UPCOMING TRIBUTE COMMUNITIES CENTRE EVENTS

Spectra at the Tribute Communities Centre is aware of the recent concerns surrounding confirmed cases of Coronavirus (COVID-19) in Ontario.

[More Info](#)

**FEB 20 / 2020**

### FIBA AMERICUP 2021 QUALIFIER GAME RELOCATED TO THE CAMPUS RECREATION AND WELLNESS CENTRE AT ONTARIO TECH UNIVERSITY AND DURHAM COLLEGE

Due to unforeseen, technical circumstances, the FIBA AmeriCup 2021 Qualifier Game has been relocated to the Campus Recreation and Wellness Centre at Ontario...

[More Info](#)

**FEB 8 / 2020**

### #TCCREVIEWER: WE WILL ROCK YOU

There was not an actor on stage that wasn't giving it 101%. Looking back into the audience, everyone was in awe of the outstanding performance!

[More Info](#)

**DEC 15 / 2019**

## NEWS

### Front End Reference - News Detail Page



**Tribute**  
communities  
Centre

Home | COVID-19 GUEST INFORMATION FOR UPCOMING TRIBUTE COMMUNITIES CENTRE EVENTS

## COVID-19 GUEST INFORMATION FOR UPCOMING TRIBUTE COMMUNITIES CENTRE EVENTS

MAR 11 / 2020

### PLEASE CONTINUE TO FOLLOW THIS ARTICLE FOR LIVE UPDATES.

**June 18 - Spectra / Live Nation Ontario - re: Kane Brown**

The Kane Brown event initially scheduled for Saturday, August 29, 2020 at 7:00pm at the Tribute Communities Centre in Oshawa has been rescheduled to Thursday, April 8, 2021 at 7:00pm.

All tickets will be honoured for the new performance dates.

We understand that you might not be able to make these new dates and have worked with the event organizer to make sure you have the option of a refund if you wish to receive one.

Customers who wish to receive a refund can contact our customer service help line at 1-877-263-9372. The deadline to obtain a ticket refund for either of these events is Saturday, July 18, 2020. Refunds will be issued for the ticket price plus associated convenience charges, where applicable, but excluding the cost of delivery.

In addition, if you do not request a refund within the 30-day window, your tickets will remain valid for the rescheduled date.

For any questions regarding ticket refunds, please contact our customer service help line at 1-877-263-9372 or if you have any additional ticketing related questions, contact:

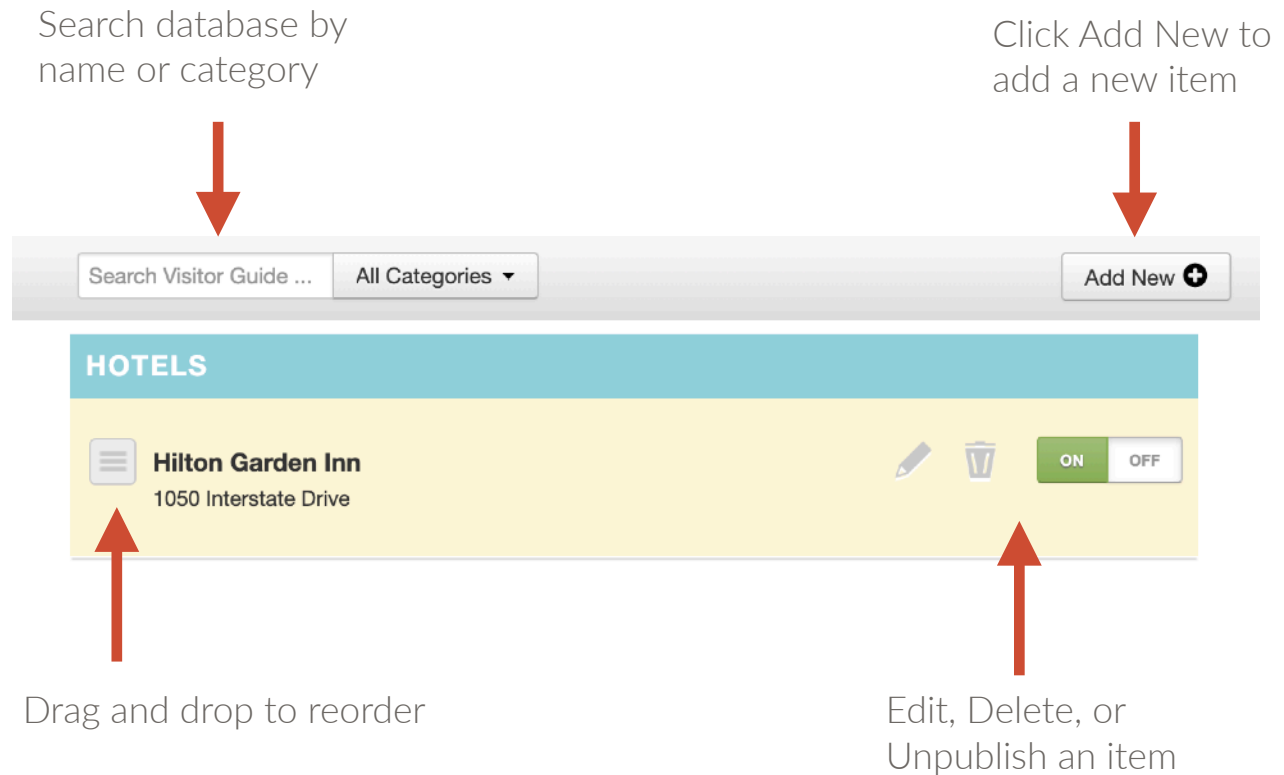
- Diana Kovacs - Ticketing Manager - diana.kovacs@spectramp.com
- Gail Smith - Assitant Ticketing Manager - gail.smith@spectramp.com

Thank you for your patience and understanding. We look forward to gathering and celebrating the live experience together again.

# VISITOR GUIDE

## Overview

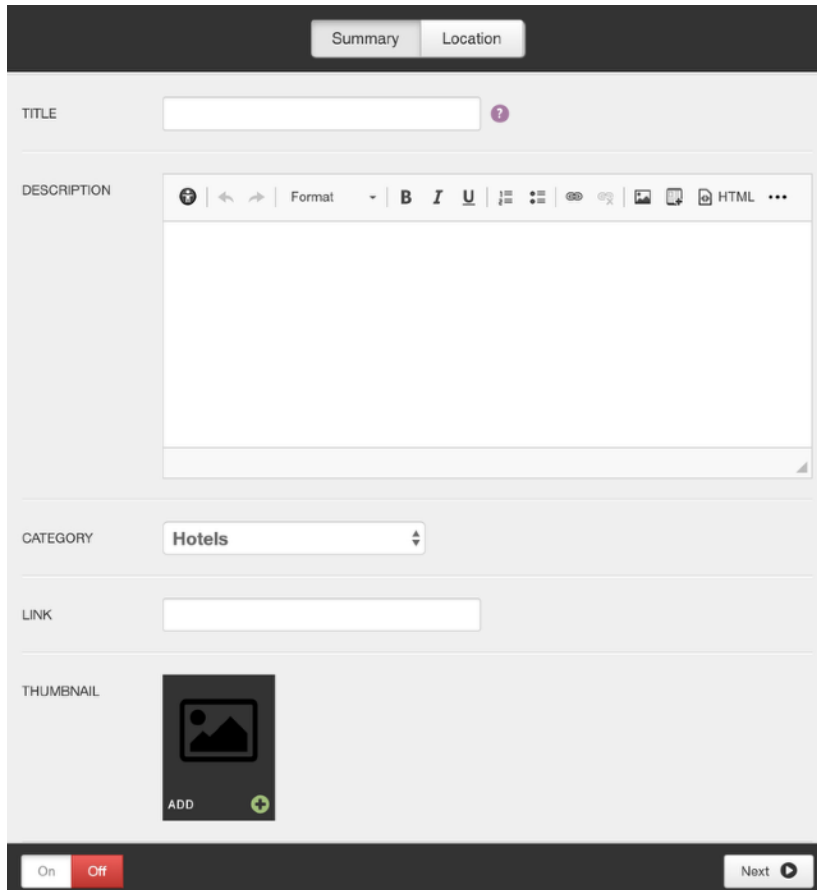
The Visitor Guide module is the database for all of the concierge items on the site. By adding them here, you'll be able to bring back a listing of these items on any page of the site.



# VISITOR GUIDE

## Summary

Click the Edit button to edit the individual Visitor Guide item.



The screenshot shows a web interface for editing a Visitor Guide item. At the top, there are two tabs: 'Summary' (selected) and 'Location'. The form is divided into several sections: 'TITLE' with a text input field and a help icon; 'DESCRIPTION' with a rich text editor toolbar (including Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Image, Video, and HTML) and a large text area; 'CATEGORY' with a dropdown menu currently set to 'Hotels'; 'LINK' with a text input field; and 'THUMBNAIL' with a placeholder image icon and an 'ADD' button with a green plus icon. At the bottom, there are two toggle switches: 'On' (white) and 'Off' (red), and a 'Next' button with a right arrow.

**Title:** Enter title

**Description:** Add a description of the item

**Category:** Choose a category

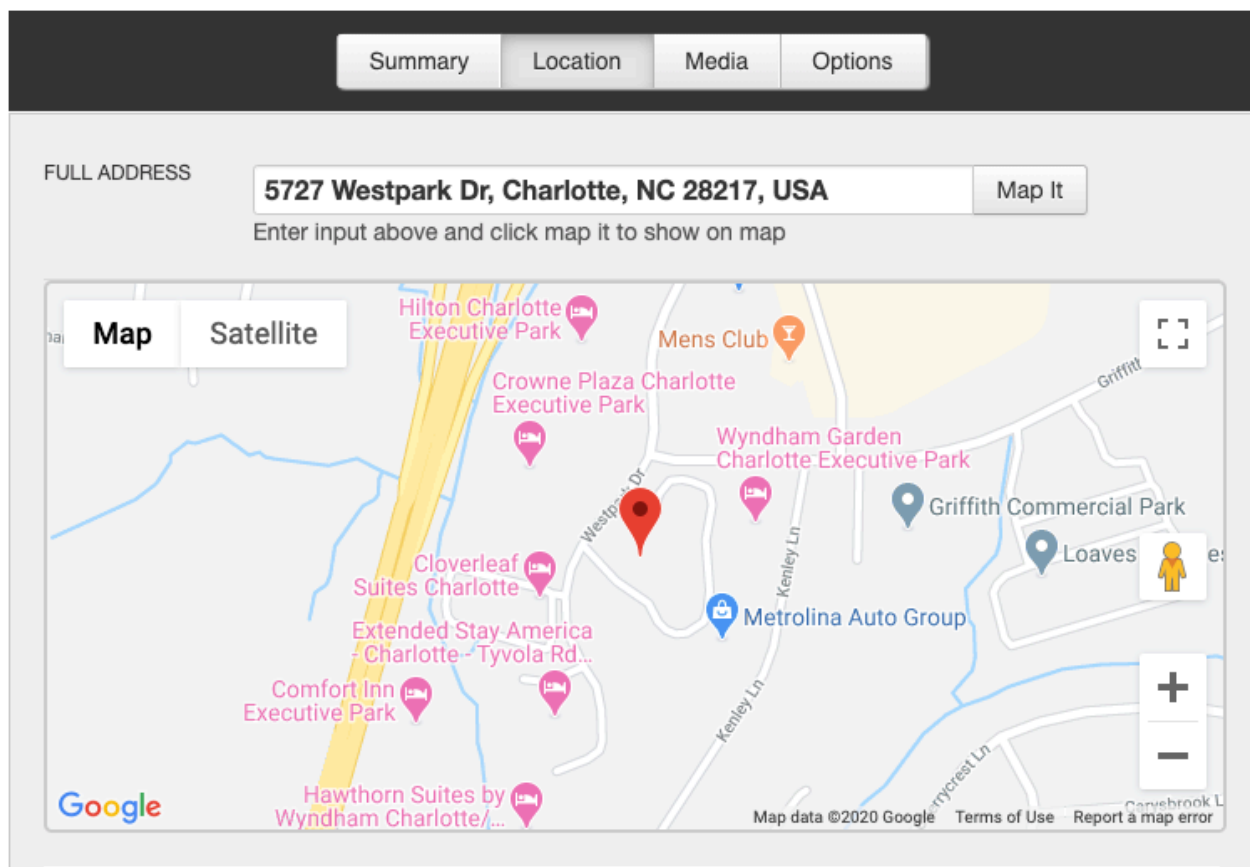
**Link:** Enter the link

**Thumbnail:** Upload an image to be displayed next to the item

# VISITOR GUIDE

## Location

Enter the address and click “Map It.” A map will appear with a pin at the location. The pin is where GPS will send people. Google controls the pin, so it will drop the pin where Google believes the location is. But you know your neighborhood better than Google, so if the pin isn’t precisely where you’d like to send people, go ahead and move the pin to the exact location.



# VISITOR GUIDE

## Location

The address fields below the Full Address field and map are how the address will display on the site. These fields will automatically fill in based on how the address is listed with Google, but you can update it however you'd like. Example: You could change Southwest to SW or Road to Rd.

The pin placement determines the Lat and Long fields. If you move the pin, these fields will update automatically.

Add a fax number and/or email address if desired.

The screenshot shows a web form with a dark header bar containing two tabs: "Summary" and "Location". The "Location" tab is active. Below the header, the form is organized into several sections. The first section is labeled "FULL ADDRESS" and contains a text input field with the value "6270 Sunset Boulevard , Los Angeles California" and a "Map It" button. Below this input is a small instruction: "Enter input above and click map it to show on map". The second section is labeled "ADDRESS" and contains a text input field with the value "6270 Sunset Boulevard". The third section is labeled "ROUTE" and contains an empty text input field. The fourth section is labeled "CITY" and contains a text input field with the value "Los Angeles". The fifth section is labeled "STATE" and contains a text input field with the value "California". The sixth section is labeled "ZIP" and contains a text input field with the value "90028". The seventh section is labeled "LAT" and contains a text input field with the value "34.0977801". The eighth section is labeled "LONG" and contains a text input field with the value "-118.325984". The ninth section is labeled "PHONE NUMBER" and contains a text input field with the value "323-467-2882" and a small purple question mark icon to its right. The tenth section is labeled "FAX" and contains an empty text input field and a small purple question mark icon to its right. The eleventh section is labeled "EMAIL" and contains an empty text input field and a small purple question mark icon to its right. At the bottom of the form, there is a dark bar with two buttons: "On" (highlighted in green) and "Off".

Field Label	Value
FULL ADDRESS	6270 Sunset Boulevard , Los Angeles California
ADDRESS	6270 Sunset Boulevard
ROUTE	
CITY	Los Angeles
STATE	California
ZIP	90028
LAT	34.0977801
LONG	-118.325984
PHONE NUMBER	323-467-2882
FAX	
EMAIL	

# VISITOR GUIDE

## Front End Reference - Visitor Guide

[EVENTS & TICKETS](#)
[PLAN YOUR VISIT](#)
[SUITES & CATERING](#)
[VENUE INFO](#)
[ICE & REC HOCKEY](#)
[HOST AN EVENT](#)
[CONNECT WITH US](#)

[Join Cyber Club](#)
[My Account](#)

[Home](#) | [Plan Your Visit](#) | [Hotels](#)

## HOTELS

Sleep well.

Finding the right place to stay can be an integral part of your visit to the Tribute Communities Centre whether it is for a live event, convocation, or sporting event. Stay at one of our hotel partners, the Courtyard by Marriott or Towneplace Suites by Marriott, or expand your search using our extensive list of accommodation options.

**COURTYARD BY MARRIOTT**  
1101 Bloor Street East  
Oshawa, Ontario L1H 7W3  
Phone: 905-576-5101  
(4.5km away)  
[More Info](#)

**TOWNEPLACE SUITES BY MARRIOTT**  
1011 Bloor Street East  
Oshawa, Ontario L1H 7K6  
Phone: 905-215-1093  
(4.5km away)  
[More Info](#)

## OTHER AREA HOTELS

**LA QUINTA INN & SUITES BY WYNDHAM**  
63 King Street East  
Oshawa, Ontario L1H 1B4  
Phone: 905-571-1333  
(400m away)  
[More Info](#)



# VENUE

## Overview

The Venue module controls the venue information that displays in the footer, such as address and phone numbers.

## Managing Footer Information

Only a handful of fields are used to control the footer information.

**Title:** Name of the venue, only shows in Showtime

**Phone Numbers:** Update phone numbers as needed

**Box Office Hours:** Update box office hours as needed

Continue to the [Location](#) tab.

The screenshot displays the 'Venue' management interface with the 'Location' tab selected. The interface includes the following fields and sections:

- TITLE:** A text input field with a help icon.
- SEATING:** A section with an 'ADD' button and a help icon.
- PHONE NUMBER:** A text input field with a help icon.
- TICKET PHONE NUMBER:** A text input field with a help icon.
- DESCRIPTION:** A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, image, video, HTML) and a large text area.
- DIRECTIONS:** A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, image, video, HTML) and a large text area.
- BOX OFFICE HOURS:** A text input field.

At the bottom, there are 'On' and 'Off' toggle buttons and a 'Next' button with a play icon.

# VENUE

## Location

Enter the address in the Full Address field and click Map It. A map will appear with a pin at that location. Drag and drop the pin to change the location and latitude and longitude, which will edit the location for GPS. The address fields below the map are for display purposes only and control how the address reads in your footer.

SummaryLocationMediaOptions

FULL ADDRESS

Map It

Enter input above and click map it to show on map

ADDRESS

ROUTE

CITY

STATE

ZIP

LAT

LONG

OnOff

Next

## VENUE

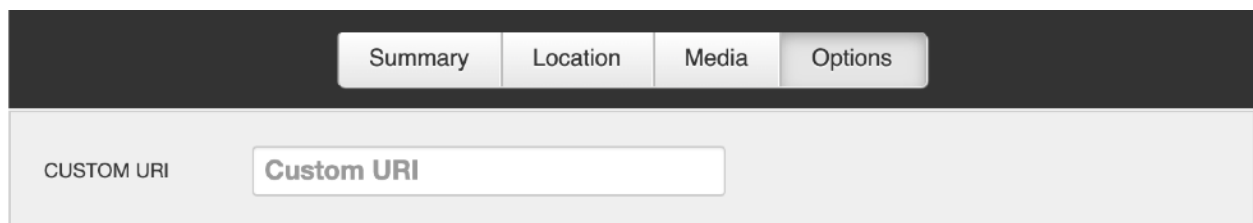
### Media

Not used

### Options

**Custom URI:** The default URI is based on the venue name. This field allows you to override the default URI. Use caution when editing this field on existing venues, as this may affect existing functionality.

**Meta Data:** Not used



The screenshot shows a web interface for editing a venue. At the top, there is a dark navigation bar with four tabs: 'Summary', 'Location', 'Media', and 'Options'. The 'Options' tab is currently selected. Below the navigation bar, the main content area is light gray. On the left, the label 'CUSTOM URI' is displayed. To its right is a text input field with the placeholder text 'Custom URI'.

# SEATING CHARTS

## Overview

The Seating Charts module controls the seating charts that appear on your Seating Charts page. They are not tied to your Event Detail Pages. To add seating charts to your Event Detail Pages, please refer to the [Events](#) section.

Choose a Display View:

- Display On Date - default
- Event Date - Each seating chart must be tied to an event.
- Manual Sort - Hamburger icon appears so you can drag and drop into order

Add a new item

The screenshot shows the Seating Charts interface. At the top, there is a grey bar with an 'Add New +' button on the right. Below this is a 'Display by' dropdown menu set to 'Manual Sort' with a 'Save' button next to it. The main area displays a seating chart titled 'Sample Seating Chart' with the subtitle 'Displays on Wednesday, Jun 10, 2020'. To the right of the title is a 'Schedule' link. Further right are icons for editing (pencil), deleting (trash), and a status toggle (ON/OFF). Red arrows point to these elements: one to the top bar, one to the 'Add New +' button, one to the 'Manual Sort' dropdown, one to the 'Schedule' link, one to the hamburger menu icon, and three to the edit, trash, and status toggle icons.

Display by **Manual Sort** Save

**Sample Seating Chart** Displays on Wednesday, Jun 10, 2020 Schedule

Reorder (when set to Manual Sort)

Edit, trash, and status

## SEATING CHARTS

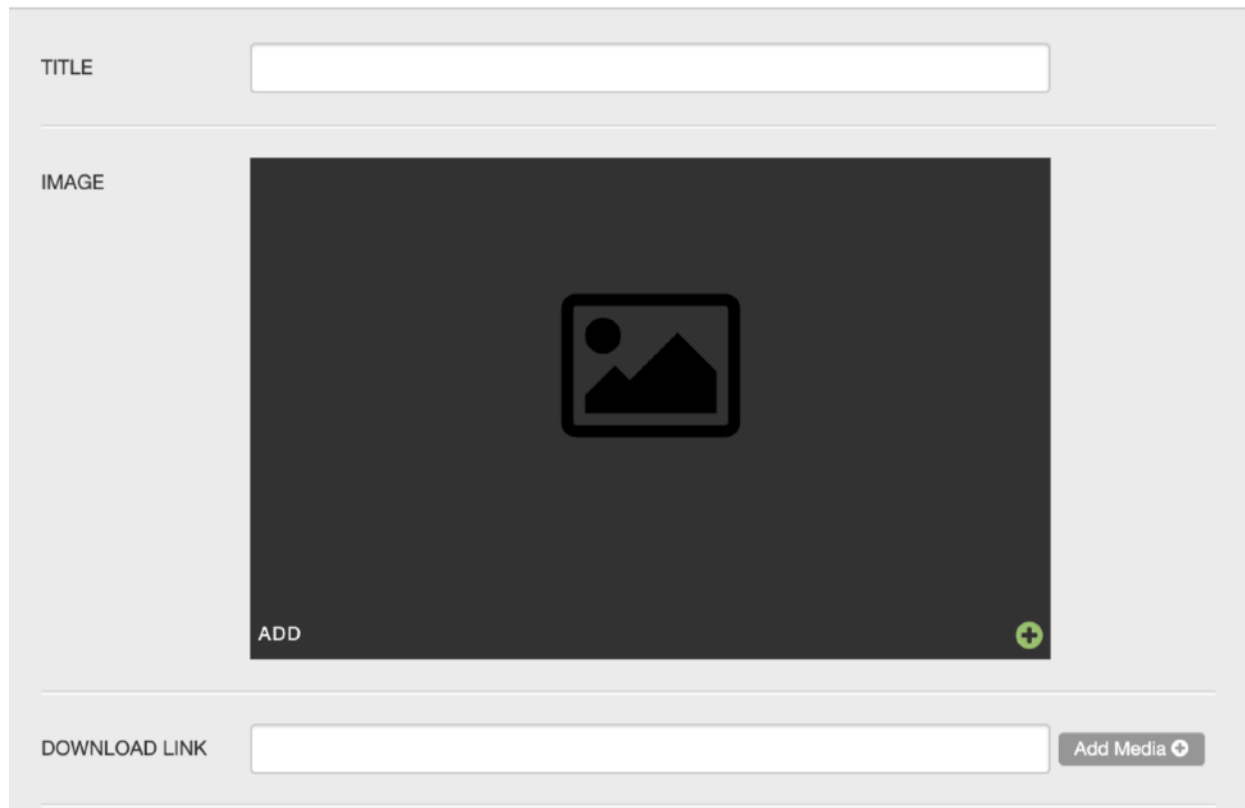
### Adding a New Seating Chart

Click Add New to add a new seating chart

**Title:** Used in Showtime and on Seating Charts page.

**Image:** Upload image

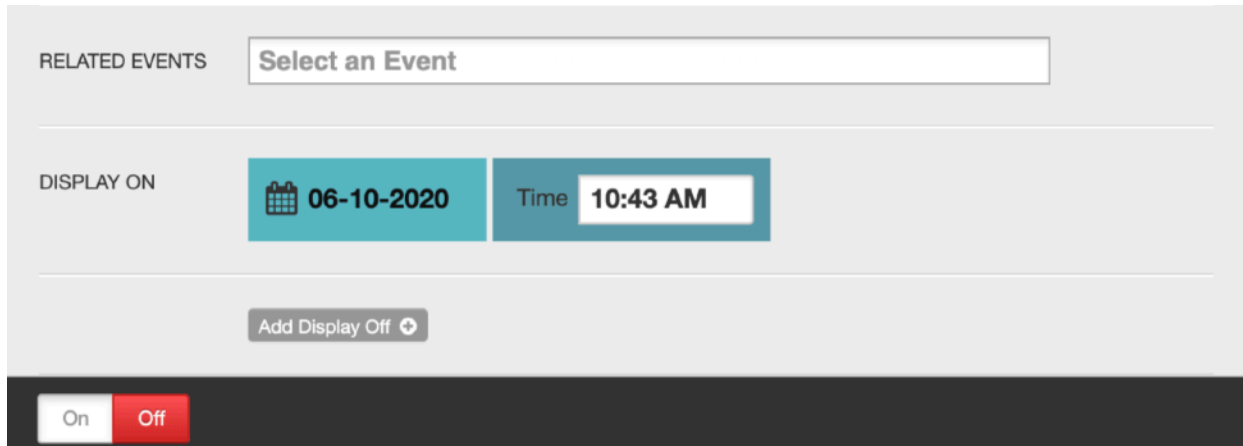
**Download Link:** Add a link to the PDF version for easy download. Use the Add Media button to select the PDF from the Media Gallery.



The form is a light gray rectangular box with three main sections. The top section is labeled 'TITLE' on the left and contains a white text input field. The middle section is labeled 'IMAGE' on the left and contains a large dark gray rectangular area. In the center of this area is a white icon of a picture frame with a mountain and a sun. In the bottom-left corner of the dark area is the word 'ADD' in white, and in the bottom-right corner is a small green circular button with a white plus sign. The bottom section is labeled 'DOWNLOAD LINK' on the left and contains a white text input field. To the right of this field is a gray button with the text 'Add Media' and a small green circular button with a white plus sign.

# SEATING CHARTS

## Adding New Seating Chart



The screenshot shows a web form for adding a new seating chart. It features three main sections: 'RELATED EVENTS' with a dropdown menu labeled 'Select an Event'; 'DISPLAY ON' with a date field set to '06-10-2020' and a time field set to '10:43 AM'; and a toggle switch at the bottom currently set to 'On'. There is also a button labeled 'Add Display Off' with a plus icon.

**Related Events:** If a related event is assigned, the seating chart will automatically display on the Seating Charts page according to the Event display on date and time and automatically come off of the Seating Charts page when the event is over. If multiple events are selected, it will stay on the page until the last event plays off.

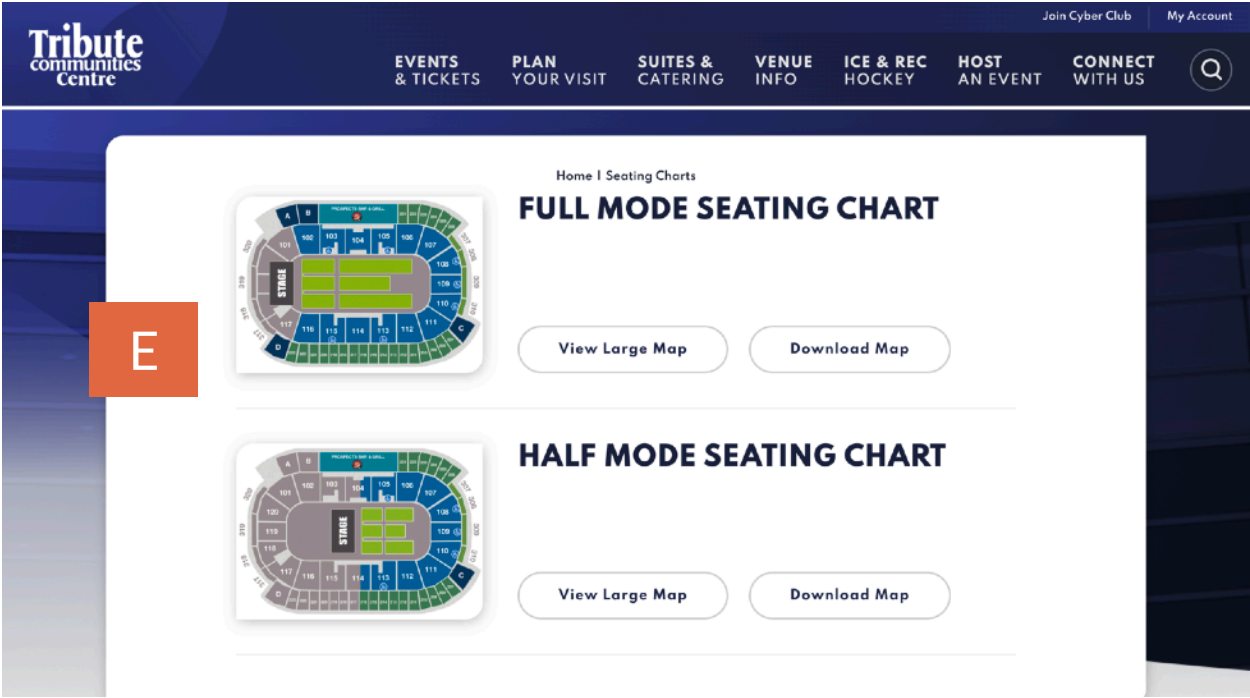
**Display On:** Select when you would like the Seating Chart to display on the Seating Charts page. It will remain on the page unless you choose to add a Display Off date and time.



The Seating Chart must be ON for the Display On date and time to register.

# SEATING CHARTS

## Front End Reference - Seating Charts Listing



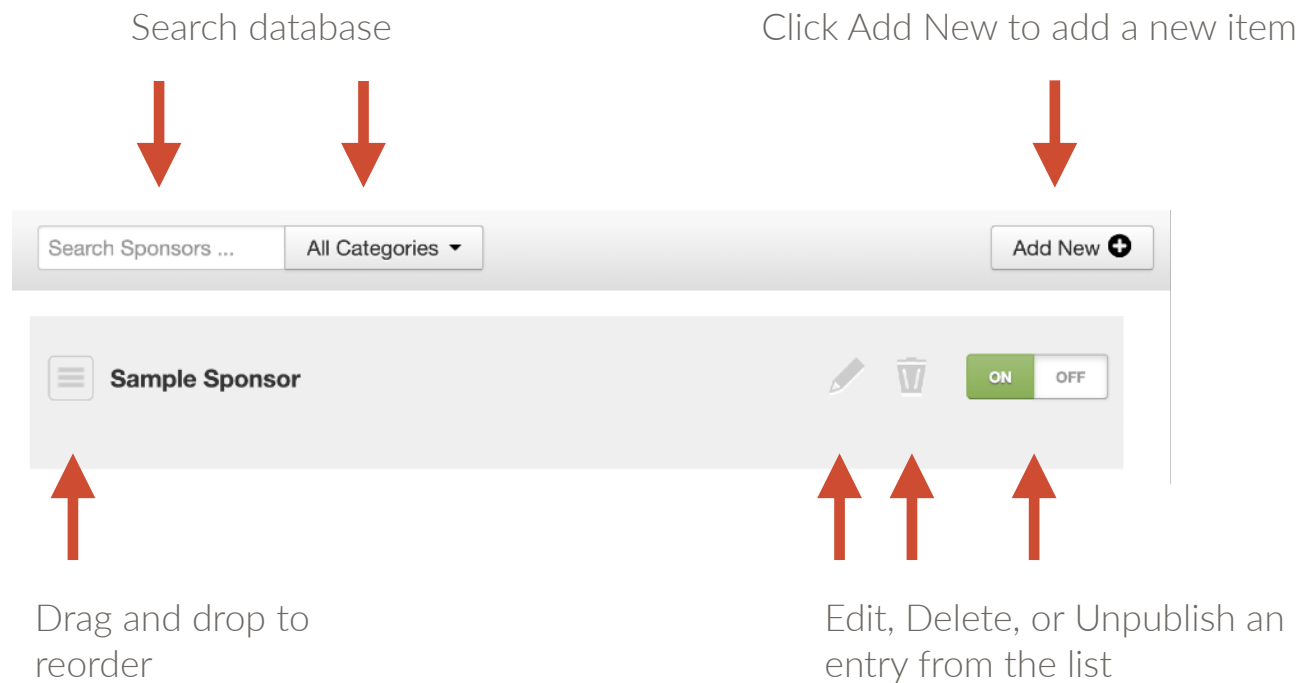
## Front End Reference - Seating Chart Lightbox



# SPONSORS

## Overview

For sites with a hardcoded sponsor section (usually in the footer), this module will control which sponsors show and the order they display.











# SPONSORS




## Ordering




The order within Showtime is the order they will display on the front end of the site.

To reorder, click on the hamburger icon and drag and drop them into the desired order.

 **Ohio Logistics**  

 **Visit Findlay!**  

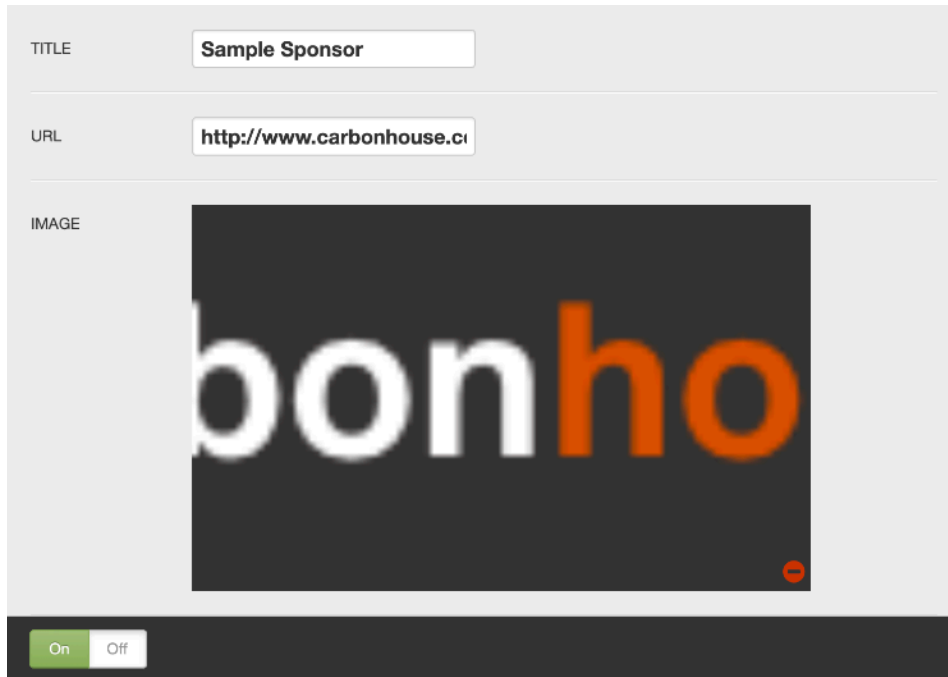
 **Ohio Arts Council**  

 **Findlay-Hancock Community Foundation**  

## SPONSORS

### Adding New Sponsors

Click on the Add New button to create a new Sponsor.

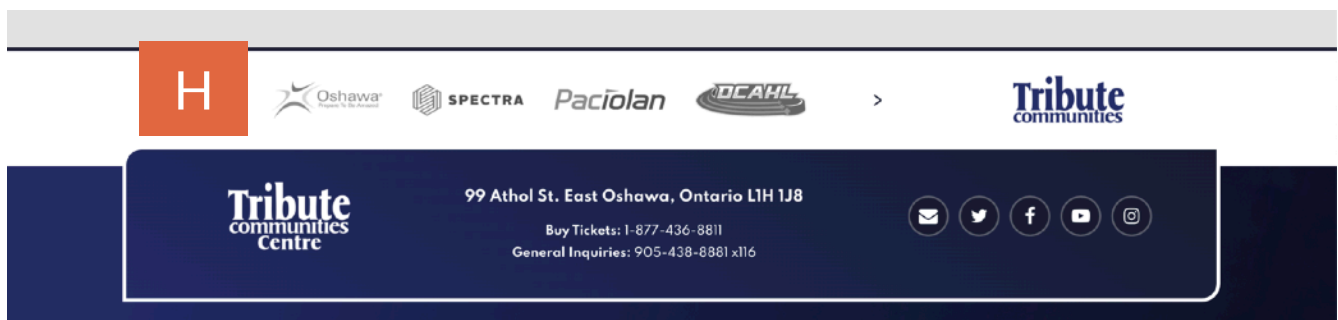


**Title:** Enter title. Does not display on the front end. Used for Showtime reference only.

**URL:** Enter a URL to make the logo clickable.

**Image:** Add an image.

### Front End Reference - Sponsors



# ALERTS

## Overview


The Alerts module is where you can view old alerts, update alerts currently running, and set up new alerts to run in the future.

Search database by  
alert name

Create a new alert

Search ...




Add Alert +




Active from Sat, Apr 11, 2020 through Sat, Jun 21, 2025

**Sample Alert**

home overlay






SCHEDULED  
OVERLAY




Active from Wed, Mar 11, 2020 through Sun, May 31, 2020

**Patron Information Regarding COVID-19**

home alert






TEXT-BASED  
ALERT  
CURRENTLY  
RUNNING



Active from Wed, Dec 18, 2019 through Wed, Dec 18, 2019

**Save 25% with the Stocking Stuffer Sale! Coupon Code: MCPA25 - Look for the 🎁 to save**

home alert



PAST TEXT-  
BASED ALERT

Overlays will  
display image  
preview

Schedule



Active from Mon, Oct 14, 2019 through Mon, Oct 21, 2019

**Welcome, new site**

home overlay



Type

Title

Edit/Trash

Status

# ALERTS

## Managing Alerts

Two types of Alerts are available on the site: Text-Based Alerts and Overlays (aka Splash Pages). Additional alerts are available as add-ons.

## Creating Text-Based Alerts

Text-Based Alerts are a great way to alert patrons to on sales, relevant news items, or other announcements, such as inclement weather.

In Showtime, navigate to the Alerts module and click on the Add Alert button in the top right corner.

The screenshot shows the 'Alert' creation interface. At the top, there is a 'Summary' button. The form contains the following sections:

- TITLE:** A text input field.
- ALERT TYPE:** A dropdown menu currently set to 'Alert'.
- START DATE:** A date picker set to '12-19-2018' and a time picker set to '04:56 PM'.
- END DATE:** A date picker set to '12-19-2018' and a time picker set to '04:56 PM'.
- LINK:** A text input field.
- BUTTON TITLE:** A text input field with the value 'Read More'.
- DESCRIPTION:** A rich text editor with a toolbar containing options for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color, and image insertion.

At the bottom of the form, there are two toggle buttons labeled 'On' and 'Off'.

**Title:** Displays within the Alert itself.

**Alert Type:** Choose Alert for Text-Based Alerts

**Start and End Date:** Schedule when you would like the Alert to appear.

**Link:** Add a URL to make the Alert clickable.

**Button Title:** If you add a link, assign appropriate text for the call to action.

**Description:** Enter additional details.

Turn the Alert ON to schedule.

# ALERTS

## Creating Overlays

Overlays, or splash pages, are a visually dramatic way to bring attention to patrons about exciting things happening at your venue.

Selecting Overlay for the Alert Type will reveal a new field for Image.

The screenshot shows a web form for creating an alert. At the top is a 'Summary' button. The form fields are as follows:

- TITLE:** A text input field.
- ALERT TYPE:** A dropdown menu with 'Overlay' selected.
- IMAGE:** A large dark rectangular area with a placeholder image icon (a mountain and sun) in the center. An 'ADD' button is at the bottom left, and a green plus icon is at the bottom right.
- START DATE:** A date picker set to '12-19-2018' and a time picker set to '04:56 PM'.
- END DATE:** A date picker set to '12-19-2018' and a time picker set to '04:56 PM'.
- LINK:** A text input field.
- BUTTON TITLE:** A text input field with 'Read More' entered.

At the bottom of the form are two toggle buttons: 'On' (white) and 'Off' (red).

**Title:** Does not display on the front end.

**Alert Type:** Choose Overlay

**Start and End Date:**  
Schedule when you would like the Alert to appear.

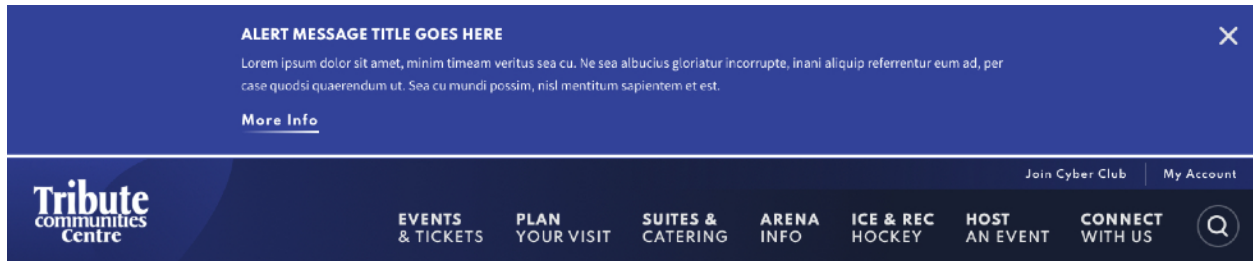
**Image:** Click the Add button to choose an image from your media gallery or to upload a new image.

**\*\*Button Title:** If you add a link, assign appropriate text for the call to action.

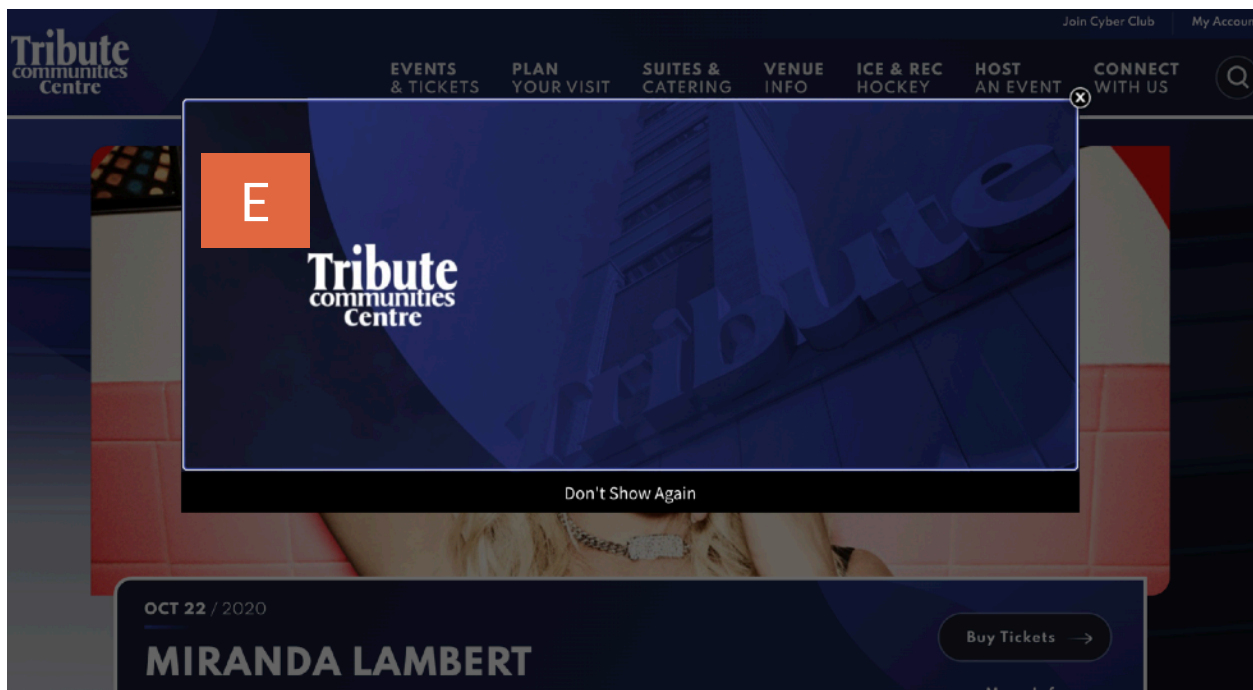
**\*\*Add on feature.** Standard Overlay does not include a button.

## ALERTS

### Front End Reference - Text-Based Alert



### Front End Reference - Homepage Overlay



# FRIENDLY URLS

## Overview

A friendly URL is a Web address that is easy to read and includes words that describe the webpage's content. This type of URL can be "friendly" in two ways.

1. It can help visitors remember the Web address, and
2. It can help describe the page to search engines.

### EXAMPLE:

**Actual URL:** `venue.com/events/detail/bruce-springsteen-and-the-e-street-band`

**Friendly URL:** `venue.com/springsteen`

## Setting up Friendly URLs

Click Add Friendly URLs

**Title:** Enter your friendly URL. What you want the link to be.

**URL:** Enter the URL of the page where the friendly will redirect.

Click Save.

TITLE	<input type="text" value="springsteen"/>
URL	<input type="text" value="/events/detail/bruce-springsteen-and-the-e-street-band"/>

Once set up, if a user goes to [venue.com/springsteen](http://venue.com/springsteen) they will automatically be redirected to the full event detail page URL.

## FRIENDLY URLS

### Using Friendly URLs for Hard Coded Elements

Some elements on the site aren't content managed, such as logos in the header and footer and other custom design elements. For these items, we've set up friendly URLs so you can update their links whenever needed.

ITEM	LOCATION	FRIENDLY
Email Icon in Social Bar	Footer	footer-contact-email
Tribute Logo	Footer	orlando-magic
Oshawa Generals Logo	Footer	oshawa-generals-footer
My Account link	Header	header-account
Join Cyber Club link	Header	header-join



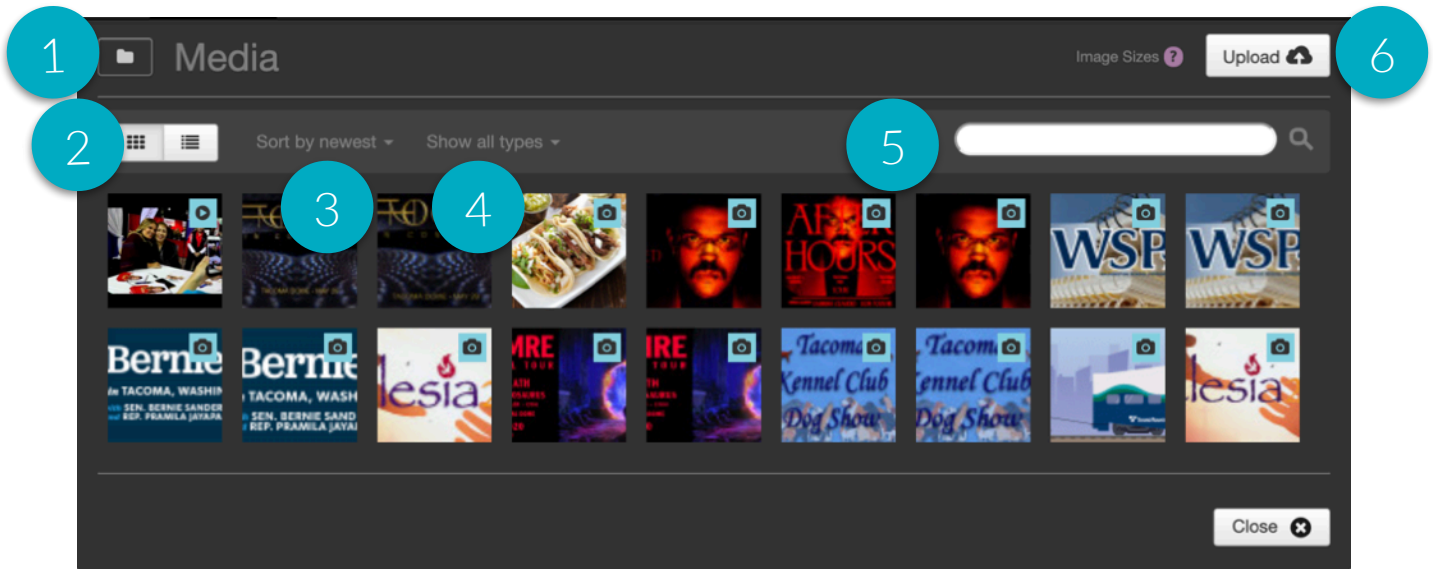
A photograph of a male musician with short, spiky hair, wearing a yellow t-shirt with a graphic and dark pants. He is playing a dark-colored electric guitar on a stage. A microphone on a stand is positioned in front of him. The background is slightly out of focus, showing stage equipment and a bright light source. The entire image is covered with a semi-transparent teal overlay. The word "MEDIA" is centered in white, bold, sans-serif capital letters.

**MEDIA**

# MEDIA

## Summary

All of the assets on your site are listed in the media gallery. You can click on the Media button from anywhere on the site, and it will display as an overlay on top of the page you are on so you will not lose your work.



## Filtering

1. **Folders:** The folder button allows you to view images based on tags.
2. **View:** The default is grid view, but you can sort by list view as well. On list view, the name of the file displays. On grid view, the name is available on hover.
3. **Sort:** The media gallery defaults to being sorted by the newest, meaning the most recently uploaded assets will show first. You can also sort by the file name alphabetically or by the oldest item.
4. **Type:** The default setting is to show all types, but you can sort by file type to show only one type of asset: images, videos, audio, or documents.
5. **Search:** Use the search field to find the exact item you're looking for by typing some or all of the file name.

# MEDIA

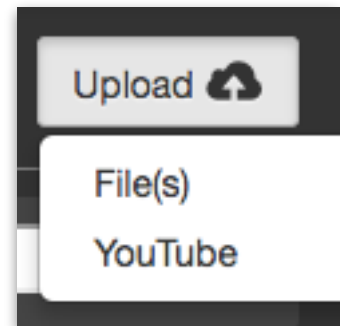
## Image Sizes

6. **Image Sizes:** Click here to view the image sizes used on your website. The dimensions will appear in an overlay on top of the media gallery. Click the Close button to go back to the gallery.
7. **Upload:** Click here to add new files or videos

## Uploading New Assets

To upload new assets to the media gallery, go to the Media button in the navigation and click on the Upload button. You will have two options: File(s) or YouTube.

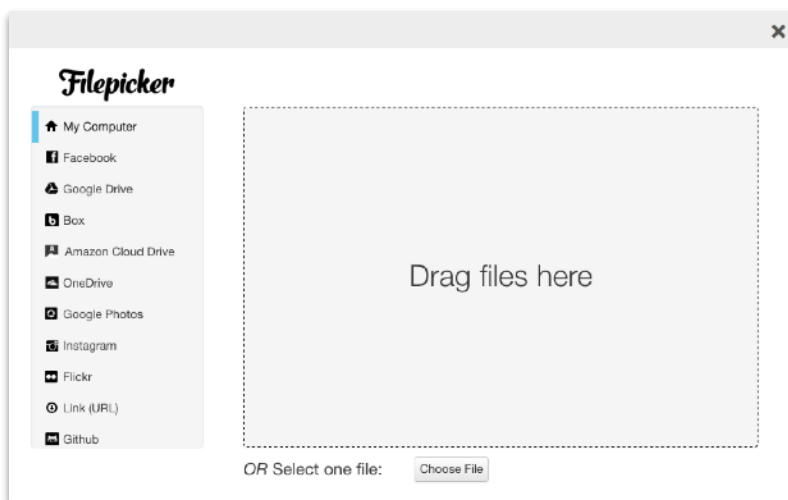
- Files(s): Images, documents, or audio files
- YouTube: Videos



## Files

If you choose File(s), Filepicker will open, giving you multiple ways to find the assets you would like to bring into the site.

1. Social feeds and shared drives
2. Dragging files from your computer
3. Selecting files from your computer



# MEDIA

## Video

1. Upload your video to YouTube or Vimeo
2. Copy the link to the video
3. In the Showtime media gallery, click on the Upload button and choose "YouTube"
4. Paste the URL you just copied from YouTube/Vimeo into the field labeled "URL."
5. Related Image: You **MUST** assign a related image to each video. It appears in place of the video when added to slideshows. The system will automatically add a play button on top of the image.

ACCEPTED FORMATS:




Video isn't playing? Check to see if the link contains "&feature." If so, remove &feature and everything that comes after it. The link will still work, but it removes any of that additional tagging. YouTube tends to tack on.

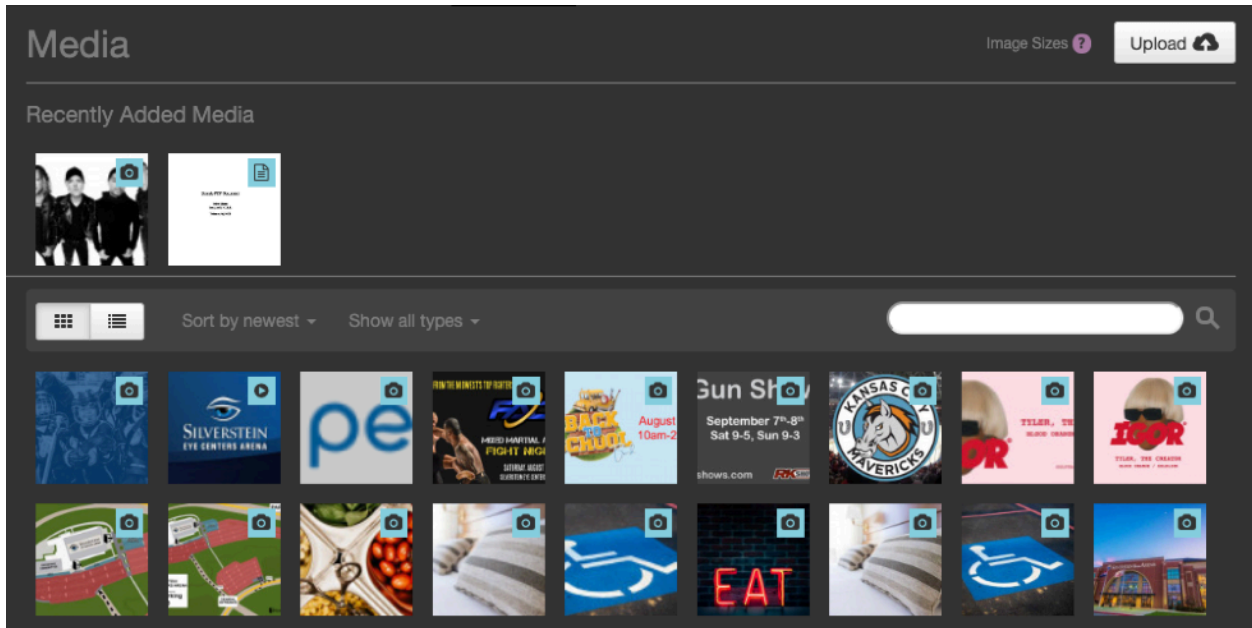


**Related Media:** Upload your related media first before you upload the video. Type the name of the related media item in the Related Media field and it will auto-populate with matches.

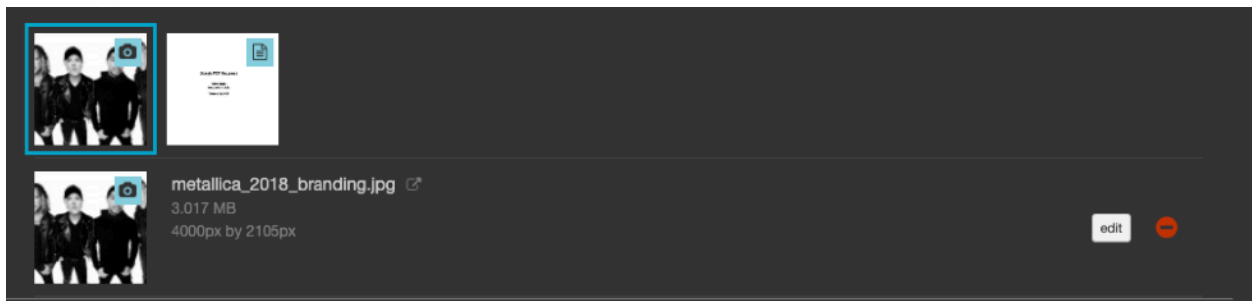
# MEDIA

## Settings

Once you have uploaded your assets, the system will display them at the top under Recently Added Media to highlight them for you in case you are going to use them right away.



Click on any item to reveal additional details, including size and dimensions, and to reveal the edit and trash buttons.



The Edit button will take you to the settings for that particular media item.

If you click on the Trash button, it will ask you if you are sure before deleting it.

# MEDIA

## Settings

The screenshot shows a media settings form with the following elements and callouts:

- 1**: Image Editor icon (top left of the image preview area).
- 2**: URL field with a "CLICK HERE TO DOWNLOAD" link.
- 3**: Title field containing "metallica\_2018\_branding.jpg".
- 4**: Tags field with an "add tag" button.
- 5**: Warning box: "Warning: This image is too large (1mb+)" (next to the image preview).
- 6**: Caption field.
- 7**: Size and Dimensions section showing "Size: 3.017 MB" and "Dimensions: 4000px by 2105px".
- 8**: Link field.
- 9**: Related Media field.

Buttons: "Save Asset" (top right) and "Cancel" (bottom right).

- Image Editor:** Quick tool to crop, resize, and general alterations
- URL:** Link for the asset on the servers
- Title:** Image file name.
- Tags:** Use tags to help you find your assets in the media gallery.
- Image Size Warning:** Displays if an asset is larger than 1mb.
- Caption:** Description that appears on top of the image in slideshows
- Size and Dimensions:** Image specifications
- Link:** Add a link to make asset clickable in slideshows.
- Related Media:** Used for placeholder image on Videos

# MEDIA

## Sizing Images

Use the image editor to crop your images to the exact specifications for your site. Here are some helpful tips:

- **Saving Changes:** If you make changes using the image editor, the system will not override the original image. It will create a new image.
- **Cropping:** The larger your original image, the more options you'll have. The smaller the original image, the less options you'll have.



The bigger your images, the longer your page will take to load. It is imperative that everyone on your team sizes your images correctly and optimizes them for the website.



# SETTINGS



# SETTINGS

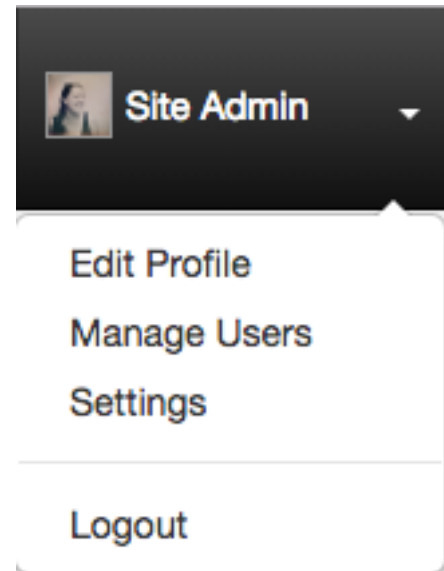
## Manage Users Overview

Anyone who is a site administrator or is a site editor with permission to create new users can add and manage users.

## User Settings

Any site administrator can manage users. When you sign in to Showtime, your username will appear in the top right corner with a little arrow just to the right of it. If you click on your username, a menu will drop down with the options:

- Edit Profile: Click this to edit your account settings.
- Manage Users: Click this to change or delete existing users or to add new users.
- Log Out: Click this to log out of your account.



## Editing and Deleting Existing Users

When you click on the Manage Users button, a new screen will appear with a list of current users. To search for an existing user, you can either type the person's name or scroll through the list to find the user.

- To edit an existing user's account, click on the EDIT button next to the person's name to open their permissions settings.
- To delete an existing user, click on the TRASH button.

# SETTINGS

## Adding New Users

When you click on the Manage Users button, a new screen will appear with a list of current users under the highest permission level (Site Administrators).

Click on the Add User button in the top right to grant access to a new user. Once you click the Add User button, you will be asked to fill in the following fields:

- First and Last Name: Enter the new user's first and last name.
- Email: Enter the new user's email address.
- Username: Choose a new username. They will be able to change their username if desired.
- Password: Choose a password and encourage the new user to change the password the first time they log in.

Now you have to assign the user permissions. First, start by selecting which role you want them to have. There are two choices:

**Site Admin:** Full permission to access, read, and edit any section of the site, including managing other users as mentioned above.

**Site Editor:** Have specific access granted by the admin. Access can include managing other users as well, but only if they're assigned that permission level.

If you grant Site Admin permission, there is nothing more you need to do. The user will automatically get access to everything. If you grant Site Editor permission, you have to assign them permission to at least one item before the system lets you save.

Click the save button. The user will now be able to access Showtime with only the permissions you've granted.