

# Building your Show Schedule with Timelines

Updated: June 8, 2018

You are able to use *Timelines* to build out the schedule of your shows and events.

Spaces Booked/Functions		Event Timeline		Notes	Activities/Journals	Custom Fields	Resources	Events
Start	End		Type	Description				
4/20/2018 (Fri)	10:00 AM		On Sale Date	(No Description)				
6/1/2018 (Fri)	4:00 AM	- 11:59 PM	6/3/2018 (Sun)	Main Event	The Who (2d19h)			
	8:30 AM			Other	Load in Begins			
	10:00 AM			Other	Rigging Call			
	12:00 PM			Lunch	(No Description)			
	6:00 PM			Dinner	(No Description)			
	8:00 PM			Other	Rehearsal #1			
6/2/2018 (Sat)	11:00 AM			Other	Staffing Call			
	2:00 PM			Other	Rehearsal #2			
	6:00 PM			Open Doors	North and west only.			
	7:30 PM			Show Time	Opener			
	9:15 PM			Show Time	The Who			
6/3/2018 (Sun)	6:00 PM			Open Doors	(No Description)			
	7:30 PM			Show Time	Opener			
	9:15 PM			Show Time	The Who			
	11:59 PM			Other	Conversion: Concert > Ice			
**The date/time is out of bounds of the event's range.								


As you can see in the example above, we have the arena booked from 4:00 am through 11:59 pm for the concert - that is the time that is contracted for this event. By using timelines, you can detail each item throughout the day so that everyone is aware of what's going on and when. These timeline items can also be pulled into reports and custom forms, and displayed on the calendar (see [this article](#) for more information on calendar display options).

## Adding a Timeline Item

1. On the event details page, go to the Timeline tab and click the paper/pencil icon.

**Grouping**  
Could not locate parent

Spaces Booked/Functions | **Event Timeline** | Notes | Activities/Journals | Custom Fields | Resources | Event Document



Start	End	Type	Description
4/20/2018 (Fri)	10:00 AM	On Sale Date	(No Description)
6/1/2018 (Fri)	4:00 AM - 11:59 PM	6/3/2018 (Sun)	Main Event
			The Who (2d19h)
	8:00 AM	Other	Load in Begins
	10:00 AM	Other	Rigging Call
	12:00 PM	Lunch	(No Description)
	6:00 PM	Dinner	(No Description)
	8:00 PM	Other	Rehearsal #1
6/2/2018 (Sat)	11:00 AM	Other	Staffing Call
	2:00 PM	Other	Rehearsal #2
	6:00 PM	Open Doors	(No Description)
	7:30 PM	Show Time	Opener
	9:15 PM	Show Time	The Who
6/3/2018 (Sun)	6:00 PM	Open Doors	(No Description)
	7:30 PM	Show Time	Opener
	9:15 PM	Show Time	The Who
	11:59 PM	Other	Conversion: Concert > Ice

\*\*The date/time is out of bounds of the event's range.

2. Click *Add*.

**Grouping**  
Could not locate parent

Spaces Booked/Functions | **Event Timeline** | Notes | Activities/Journals | Custom Fields | Resources | Event Document



Start	End	Type	Description
4/20/2018 (Fri)	10:00 AM	On Sale Date	(No Description)
6/1/2018 (Fri)	4:00 AM - 11:59 PM	6/3/2018 (Sun)	Main Event
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	8:00 AM	Other	Load in Begins
	10:00 AM	Other	Rigging Call
	12:00 PM	Lunch	(No Description)
	6:00 PM	Dinner	(No Description)
	8:00 PM	Other	Rehearsal #1
6/2/2018 (Sat)	11:00 AM	Other	Staffing Call
	2:00 PM	Other	Rehearsal #2
	6:00 PM	Open Doors	(No Description)
	7:30 PM	Show Time	Opener
	9:15 PM	Show Time	The Who
6/3/2018 (Sun)	6:00 PM	Open Doors	(No Description)
	7:30 PM	Show Time	Opener
	9:15 PM	Show Time	The Who
	11:59 PM	Other	Conversion: Concert > Ice

\*\*The date/time is out of bounds of the event's range.

Save Cancel

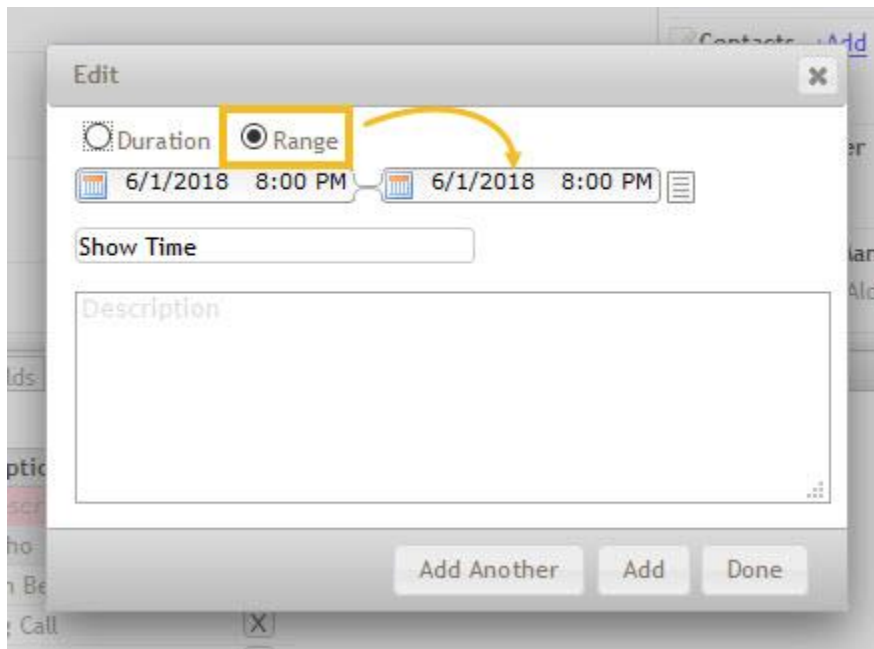
3. Add the date and start time of the item.

The screenshot shows an 'Edit' dialog box with a close button (X) in the top right corner. Below the title bar, there are two radio buttons: 'Duration' (selected) and 'Range'. Below these, there is a date and time input field. The date is '6/1/2018' and the time is '8:00 PM'. To the right of the time field is a dropdown menu currently showing '0:00'. Below this field is a 'Show Time' button. At the bottom of the dialog is a large text area labeled 'Description'. At the very bottom are three buttons: 'Add Another', 'Add', and 'Done'.

4. You may specify a duration via the drop down list, or if it is a "point in time" item (such as doors opening) the duration can be 0:00.

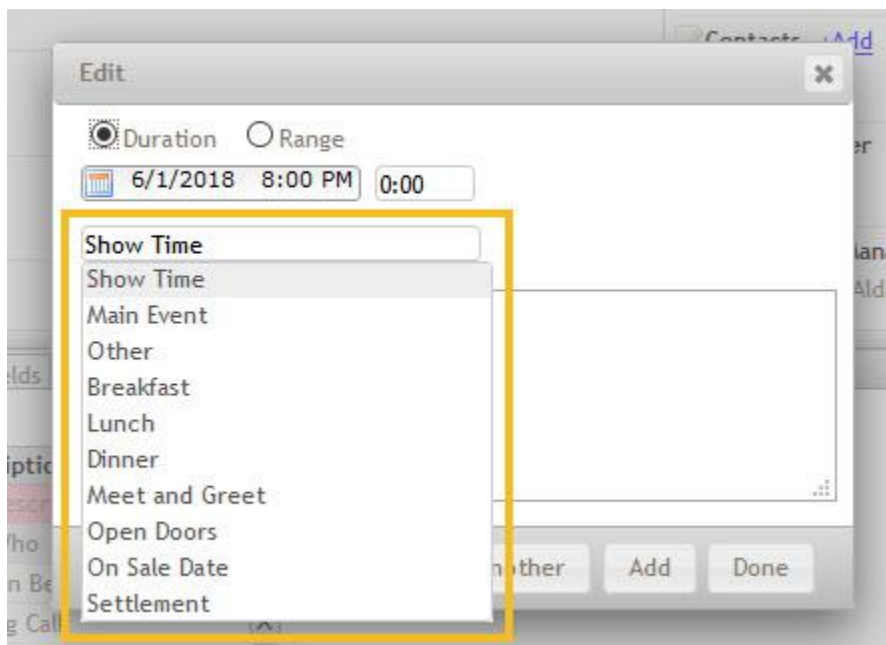
This screenshot shows the same 'Edit' dialog box as before, but with the duration dropdown menu open. The dropdown list displays a series of time intervals starting from '0:00' and increasing in 15-minute increments up to '3:15'. The '0:00' option is currently selected. The rest of the dialog box, including the 'Duration' radio button, the date/time field, the 'Show Time' button, the 'Description' text area, and the bottom buttons, remains the same.

5. You may also add a time range. Select the *Range* radio button to enter an end time.



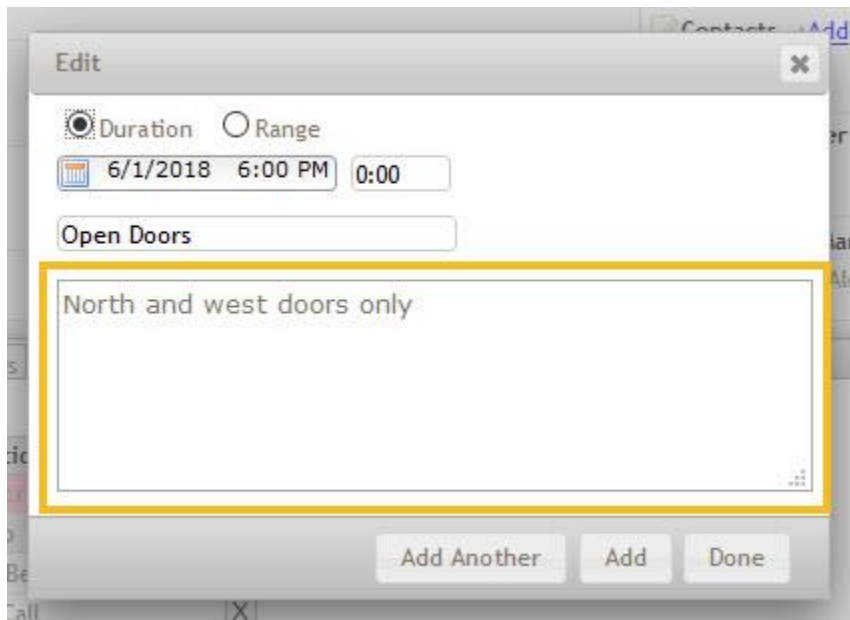
The screenshot shows an 'Edit' dialog box with two radio buttons: 'Duration' and 'Range'. The 'Range' button is selected and highlighted with a yellow box. A yellow arrow points from the 'Range' button to the date and time input fields. The input fields show '6/1/2018 8:00 PM' followed by a range icon and another '6/1/2018 8:00 PM'. Below the input fields is a 'Show Time' button and a large text area for 'Description'. At the bottom are 'Add Another', 'Add', and 'Done' buttons.

6. Select the type of item from the drop down list. This list can be customized for your venue - contact our support team at [support@eventbooking.com](mailto:support@eventbooking.com) for assistance.



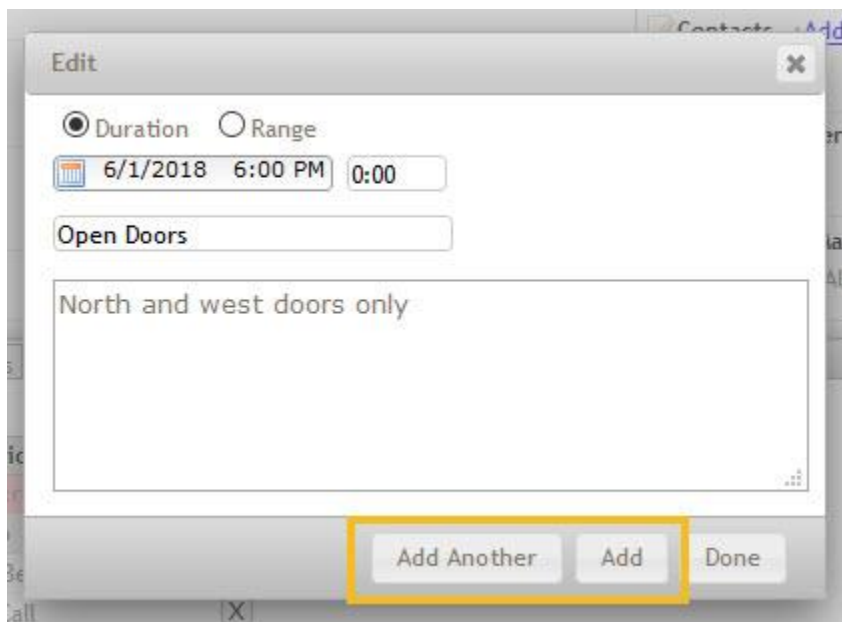
The screenshot shows the 'Edit' dialog box with the 'Duration' radio button selected. The date and time input fields show '6/1/2018 8:00 PM' and '0:00'. A dropdown menu is open, showing a list of item types: 'Show Time', 'Main Event', 'Other', 'Breakfast', 'Lunch', 'Dinner', 'Meet and Greet', 'Open Doors', 'On Sale Date', and 'Settlement'. The dropdown menu is highlighted with a yellow box. At the bottom are 'Add Another', 'Add', and 'Done' buttons.

7. Add any additional information in the *Description* box.



The screenshot shows an 'Edit' dialog box with a close button (X) in the top right corner. It features two radio buttons: 'Duration' (selected) and 'Range'. Below these are three input fields: a calendar icon followed by '6/1/2018', '6:00 PM', and '0:00'. There is a text field labeled 'Open Doors'. A large text area below this contains the text 'North and west doors only'. At the bottom are three buttons: 'Add Another', 'Add', and 'Done'. A yellow rectangular box highlights the 'Description' text area.

8. If you would like to continue adding timeline items, click *Add Another*. When you are finished, simply click *Add*.



This screenshot is identical to the one above, showing the 'Edit' dialog box with the same fields and text. However, a yellow rectangular box highlights the 'Add Another' and 'Add' buttons at the bottom of the dialog.

9. Click *Save* to save your additions.

**Grouping**  
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Spaces Booked/Functions | **Event Timeline** | Notes | Activities/Journals | Custom Fields | Resources | Event Documents

[+Add](#)

Start	End	Type	Description	
4/20/2018 (Fri) 10:00 AM		On Sale Date	(No Description)	X
6/1/2018 (Fri) 6:00 PM		Open Doors	North and west doors only	X
6/1/2018 (Fri) 4:00 AM - 11:59 PM	6/3/2018 (Sun)	Main Event	The Who (2d19h)	
	8:00 AM	Other	Load in Begins	X
	10:00 AM	Other	Rigging Call	X
	12:00 PM	Lunch	(No Description)	X
	6:00 PM	Dinner	(No Description)	X
	8:00 PM	Other	Rehearsal #1	X
6/2/2018 (Sat) 11:00 AM		Other	Staffing Call	X
	2:00 PM	Other	Rehearsal #2	X
	6:00 PM	Open Doors	(No Description)	X
	7:30 PM	Show Time	Opener	X
	9:15 PM	Show Time	The Who	X
6/3/2018 (Sun) 6:00 PM		Open Doors	(No Description)	X
	7:30 PM	Show Time	Opener	X
	9:15 PM	Show Time	The Who	X
	11:59 PM	Other	Conversion: Concert > Ice	X

\*\*The date/time is out of bounds of the event's range.

**Save** **Cancel**

## Editing a Timeline Item

1. On the timeline tab, click the paper/pencil icon.

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Could not locate parent

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2. Click the paper/pencil icon by the item you wish to edit.

**Grouping**  
Could not locate parent

Spaces Booked/Functions | **Event Timeline** | Notes | Activities/Journals | Custom Fields | Resources | Event Document

[+Add](#)

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 6/1/2018 (Fri)	4:00 AM - 11:59 PM 6/3/2018 (Sun)	Main Event	The Who (2d19h)	
	8:00 AM	Other	Load in Begins	X
	10:00 AM	Other	Rigging Call	X
	12:00 PM	Lunch	(No Description)	X
	6:00 PM	Dinner	(No Description)	X
	8:00 PM	Other	Rehearsal #1	X
 6/2/2018 (Sat)	11:00 AM	Other	Staffing Call	X
	2:00 PM	Other	Rehearsal #2	X
	6:00 PM	Open Doors	(No Description)	X
	7:30 PM	Show Time	Opener	X
	9:15 PM	Show Time	The Who	X
 6/3/2018 (Sun)	6:00 PM	Open Doors	(No Description)	X
	7:30 PM	Show Time	Opener	X
	9:15 PM	Show Time	The Who	X
	11:59 PM	Other	Conversion: Concert > Ice	X

\*\*The date/time is out of bounds of the event's range.

Save Cancel



3. Make the changes in the popup and click *Save*.

Edit

☒ Duration ☐ Range

6/1/2018 8:30 AM 0:00

Other

Load in Begins

Save Cancel

4. Be sure to click *Save* at the bottom of the tab to save your edits!

Grouping

Could not locate parent

Spaces Booked/Functions | **Event Timeline** | Notes | Activities/Journals | Custom Fields | Resources | Event Docu

[+Add](#)

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	8:00 PM	Other	Rehearsal #1	X
6/2/2018 (Sat) 11:00 AM		Other	Staffing Call	X
	2:00 PM	Other	Rehearsal #2	X
	6:00 PM	Open Doors	North and west only.	X
	7:30 PM	Show Time	Opener	X
	9:15 PM	Show Time	The Who	X
6/3/2018 (Sun) 6:00 PM		Open Doors	(No Description)	X
	7:30 PM	Show Time	Opener	X
	9:15 PM	Show Time	The Who	X
	11:59 PM	Other	Conversion: Concert > Ice	X

\*\*The date/time is out of bounds of the event's range.

Save Cancel