

# Using Showtimes

Updated: March 24, 2015

This article will explain the benefits of using showtimes with your events as well as how to use them.

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## Using Showtimes

Showtimes are helpful when an event will only be open to the public at certain times. For example, a concert organizer might rent space for an entire day in order to set up, but only the concert is open to the public.

The screenshot displays the 'Justin Pineriver : Event (id=1041223)' interface. The 'Showtimes' section is highlighted with an orange box, showing a table with columns: Start, End, and Description. The table contains one entry: 1/14/2014 (Tue) 7:00 PM - 10:00 PM, with a description '(No Description) (3h)'. Other sections include Event Name (Justin Pineriver), Where (EB Beta Arena), When (1/14/2014 8:00 AM - 11:59 PM (Tue)), Status (Confirmed), Event Type (Concert), Decision Date (Not Set), and Avails Display (Show the event name (along with entry)). The bottom of the interface shows a navigation bar with tabs: Spaces Used, Notes, Time Line, Activities, Documents, Journal, Messages, Publicity, History, Event Info, Operations, and 2 More>>. Below the navigation bar is a 'Sort By: Calendar Rank' dropdown and a table with columns: Where, When, and Status. The table contains one entry: EB Beta Arena, 1/14/2014 8:00 AM - 11:59 PM (Tue), Confirmed.

Start	End	Description
1/14/2014 (Tue) 7:00 PM	10:00 PM	(No Description) (3h)

Where	When	Status
EB Beta Arena	1/14/2014 8:00 AM - 11:59 PM (Tue)	Confirmed

Showtimes are particularly useful when an event has multiples shows, such as matinee times.

**Birth of a Shopkeeper : Event** (id=1041224)

[Actions](#)

**Event Name**  
Birth of a Shopkeeper

**Where**  
 Event City Theater

**When** [Move](#) [View Calendar](#)  
1/25/2014 8:00 AM - 11:59 PM (Sat)

**Status**  
 Confirmed

**Event Type**  
 Theatre

**Decision Date**  
Not Set

**Avails Display**  
Show the event name (along with color)

**Showtimes**

Start	End	Description
1/25/2014 (Sat)	2:00 PM - 4:29 PM	Matinee (2h29m)
	7:30 PM - 10:00 PM	Main Show (2h30m)

**Company** [+Add](#)  
None

**Contact(s)** [+Add](#)  
None

**Sales Manager**  
Not Set

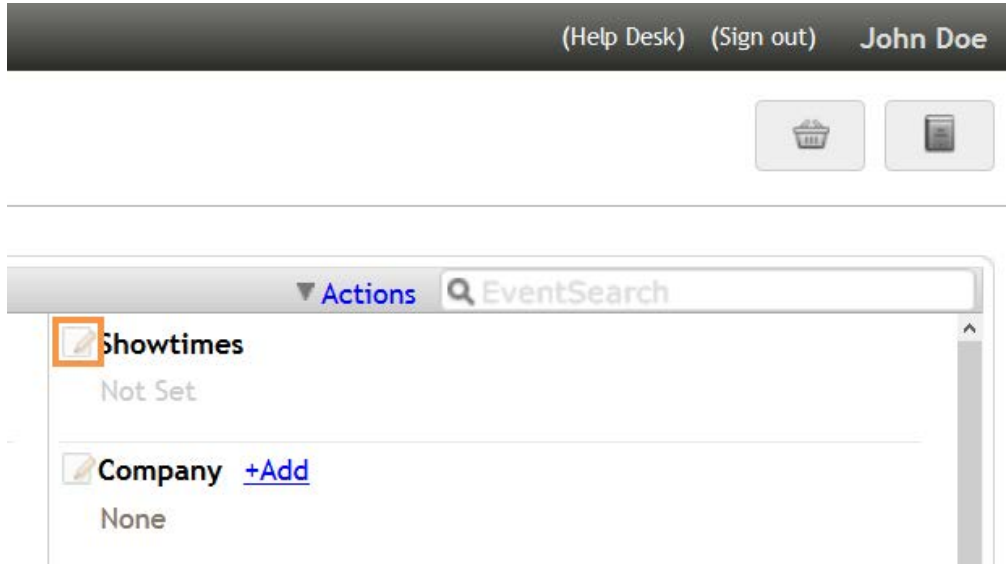
**Event Coordinator**  
Not Set

[Spaces Used](#) [Notes](#) [Time Line](#) [Activities](#) [Documents](#) [Journal](#) [Messages](#) [Publicity](#) [History](#) [Event Info](#) [Operations](#) [2 More>>](#)

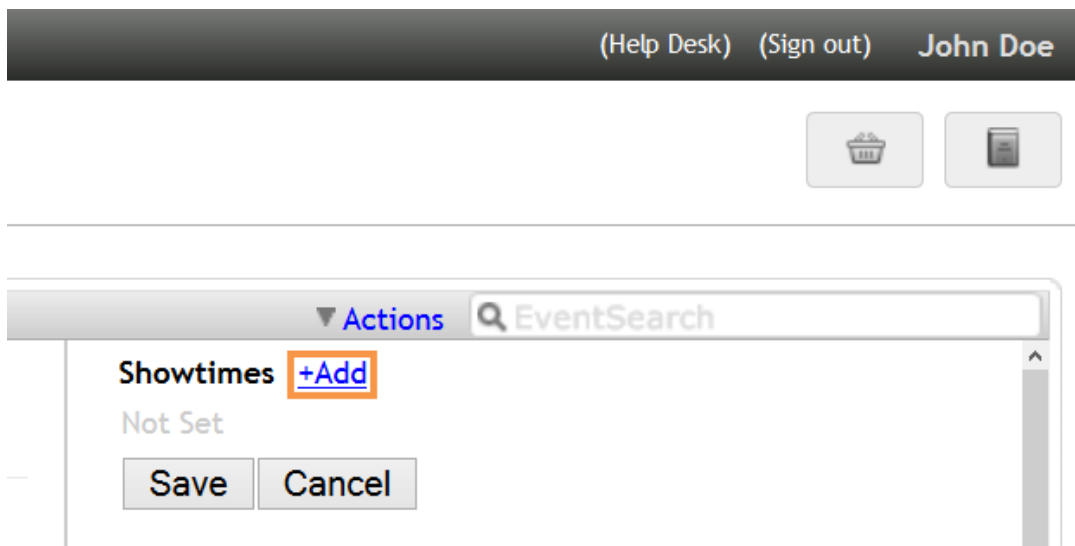
Start	End	Type	Description
1/25/2014 (Sat) 8:00 AM	11:59 PM	Main event	Birth of a Shopkeeper (15h59m)
2:00 PM	4:29 PM	Show Time	Matinee (2h29m)
7:30 PM	10:00 PM	Show Time	Main Show (2h30m)

## Add a Showtime

1. Navigate to the event's details page.
2. Click the pencil-and-paper icon next to **Showtimes** in the upper-right corner.




3. Click **Add**.  
Note: This step will not be necessary if this is the first Showtime being added to the event.



4. You can set the time and date for the Showtime by:
  - **Duration:** Set the start time and date, then select the duration of the show from the drop-down.

Edit ✕

☒ Duration ☐ Range




 1/14/2014 7:00 PM 3:00 ▼

Add Another Add Done

- **Range:** Set the start time and date on the left, then the end time and date on the right.

Edit ✕

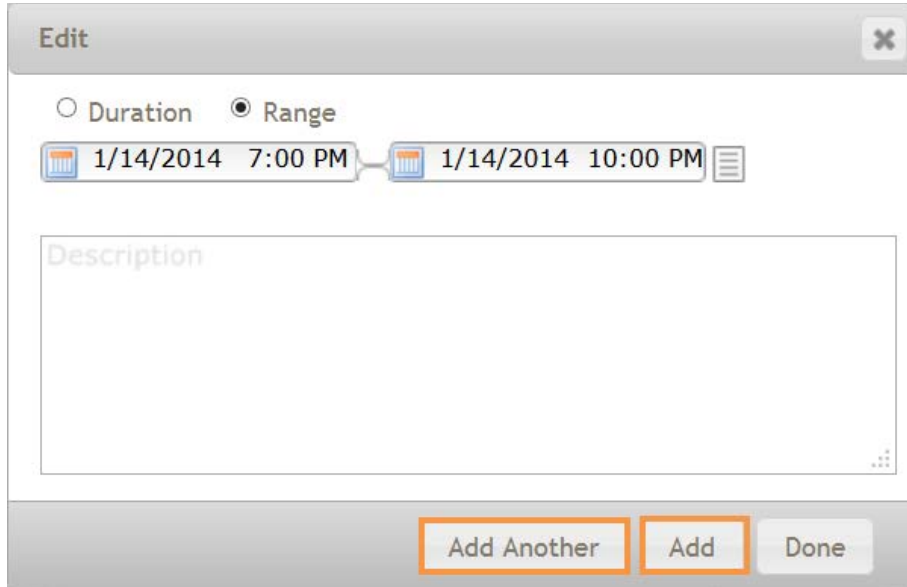
☐ Duration ☒ Range

 1/14/2014 7:00 PM  1/14/2014 10:00 PM 

Description

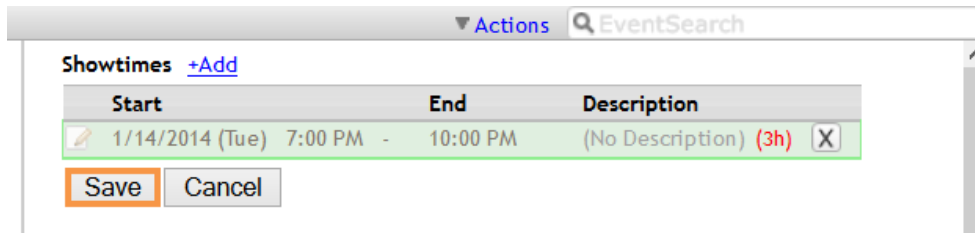
Add Another Add Done

5. Click **Add** to add the entry to your list of Showtimes. You can also click **Add Another** if you need to enter additional Showtimes.  
Note: Your changes have not been finalized. You need to complete the next step in order to update your event.



The 'Edit' dialog box has a title bar with a close button. It contains two radio buttons: 'Duration' (unselected) and 'Range' (selected). Below them is a date and time range selector showing '1/14/2014 7:00 PM' to '1/14/2014 10:00 PM'. A large text area labeled 'Description' is below the range selector. At the bottom, there are three buttons: 'Add Another', 'Add', and 'Done'. The 'Add Another' and 'Add' buttons are highlighted with orange boxes.

6. Click **Save** to finalize the changes you have made to your Showtimes.




The 'Showtimes' section shows a table with columns 'Start', 'End', and 'Description'. The first row shows '1/14/2014 (Tue) 7:00 PM - 10:00 PM' and '(No Description) (3h)'. Below the table are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with an orange box. Above the table, there is a search bar labeled 'EventSearch' and a '+Add' link.

Start	End	Description
1/14/2014 (Tue) 7:00 PM	- 10:00 PM	(No Description) (3h)

## Remove a Showtime

1. Navigate to the event's details page.
2. Click the pencil-and-paper icon next to **Showtimes**.

**Showtimes**

Start	End	Description
1/25/2014 (Sat) 2:00 PM	- 4:29 PM	Matinee (2h29m)
7:30 PM	- 10:00 PM	Main Show (2h30m)


3. Click the **X** button next to the Showtime(s) you want to remove. This will mark the Showtime(s) for deletion.
4. Click **Save**.

**Showtimes** [+Add](#)

Start	End	Description	
1/25/2014 (Sat) 2:00 PM	- 4:29 PM	Matinee (2h29m)	X
7:30 PM	- 10:00 PM	Main Show (2h30m)	X

**Save** **Cancel**

5. Your changes have now been saved.

**Showtimes**

Start	End	Description
1/25/2014 (Sat) 7:30 PM	- 10:00 PM	Main Show (2h30m)