



Getting Started Guide

V-Tix

Vista Entertainment Solutions
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About this document

This guide will run through the initial setup for **V-Tix** (Veezi Internet Ticketing).

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V-Tix (Veezi Internet Ticketing)

Welcome to the latest development for **Veezi**, **V-Tix** Internet Ticketing. This manual is designed to guide you through all the necessary steps to enable your cinema to use V-Tix successfully.

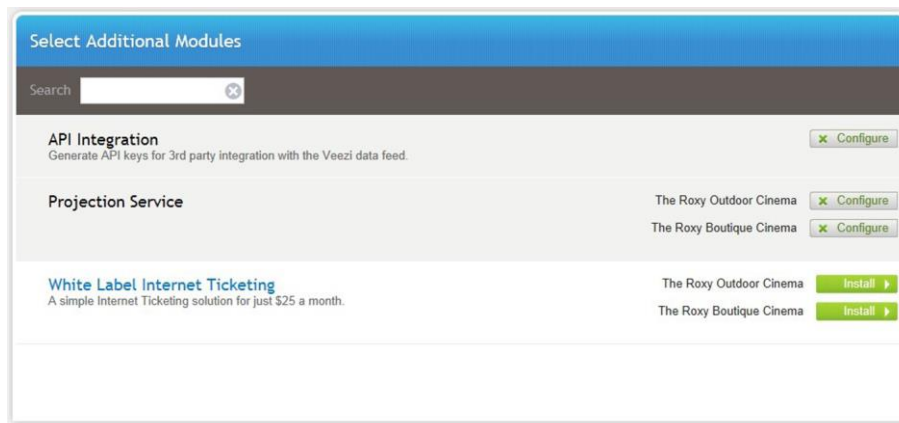
Enabling V-Tix will create a website that you can use to sell tickets online. This website is customizable with your branding. You will need your web developer to integrate with this website. There is a small monthly cost to use this service as well as a small charge per ticket sold. These costs will be added to your monthly Veezi fees.

Getting started

1. Firstly, login to your **Veezi Back Office**, and then click on **Additional Modules** at the top of the main menu page (see the illustration below).

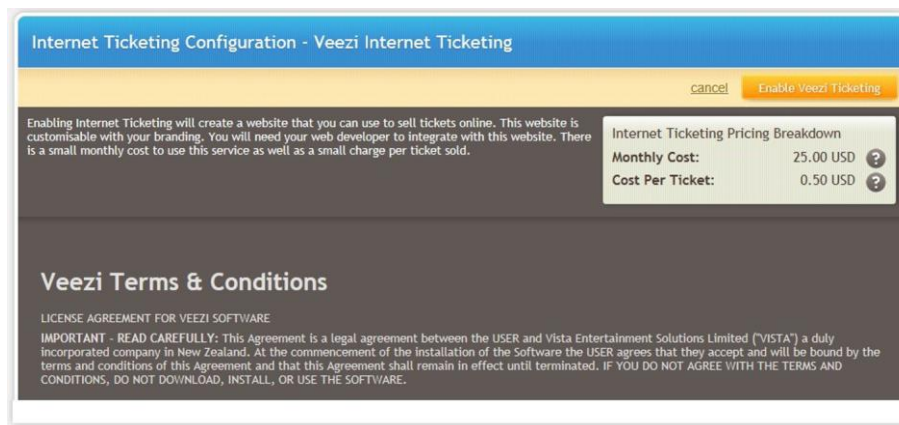


This will bring up the following screen displaying the various options that are available to use in your cinema.

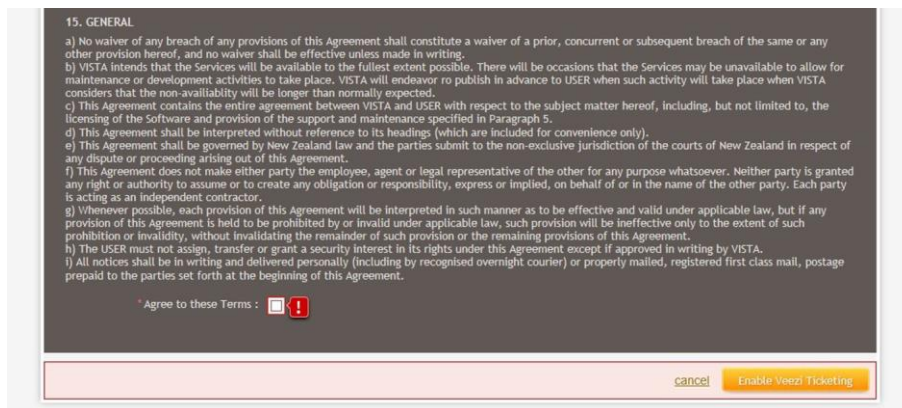


2. To start the installation process, click on **Install** (on the bottom right hand side) which then brings up the next screen – **Veezi Terms & Conditions**.

Note: the cinemas listed above are just an example! They're not 'real'.



- Once you've read through the terms and conditions, then you need to agree to them by 'checking' the box provided. If you do not agree, you will be unable to progress any further! After completing that task, then click on **Enable Veezi Ticketing** on the bottom right hand corner of the page.



Now that you've agreed to the terms and conditions, you'll be taken into the configuration page, which we'll discuss in more detail in the next section.

Internet Ticketing Configuration

With this section, we'll go and delve into all the various details, explaining each individual parameter available and the range of options within each of them. Please note the fields that have a **red asterisk** next to them. These fields are mandatory, you must complete them.

- Background Color:** This option gives you the ability to choose the exact RGB color needed to show as the background for the booking pages and also the email confirmation. **Note:** Both this and the following **Highlight Color** are RGB color options only.
- Highlight Color:** This option gives you the ability to choose the exact RGB Color needed to highlight some of the key text that we populate pages with.
- Payment Currency:** This option gives you the ability to select the currency that you wish to charge your customers in. If you don't see the appropriate currency for your market, contact us

straight away so we can make the necessary changes to enable this for you.

- **Booking Fee:** This is the booking fee that you charge your customer per ticket. That specific amount, of course, is entirely your choice!
- **Booking Fee Sale Tax:** If appropriate, select the tax band best suited for your cinema.
- **Completion Redirect URL:** This is the URL that your customer will click on the **Transaction Complete** page. It can be anywhere you like, but your home page is probably just fine.
- **Terms and Conditions URL:** Your customers will have to accept your terms and conditions in order to complete the transaction, so it probably makes sense to publish some on your website.
- **Internet Ticketing Pricing Breakdown:** There are two components to the pricing that Veezi charges for use of this service - a **Monthly Cost** (\$25.00 USD) and a **Cost Per Ticket** (\$0.50 for each Internet ticket sold).
- **Banner Image:** This is the banner that will appear at the top of your customer's transaction, so it is important to note that the size of the banner is critical to how it will look for the end user, taking into account the types of devices they may use to make an Internet Ticket Purchase. We are referring to devices such as Smartphones and Tablets, where the screen size is typically much smaller compared with either a Laptop or a Desktop computer. The width we recommend for this banner is 940px wide. That is our guideline, but if the image you select is smaller, the banner will automatically be centered on the transaction page. If it's wider than 940px, it will be shrunk accordingly, but it may look naff! To load a banner, click on **Browse** and then load the image you want to use for the banner.
- **Paypal Setup Details:** You can find these credentials by logging in to your PayPal account, going to **Profile**, selecting **My selling tools** and choosing **API access**. You can then select **Request API** credentials and choose the **Request API signature** option. Once you've done that, it will give you the necessary credential information to load into the API fields required to enable Paypal on your website.
- **Save Changes/Save and Preview:** We've given you the option at the final stage of the setup to **save and preview** – so you can be absolutely sure you've done everything correctly – before you save your setup permanently. Of course, you can change any aspect at any point in the future if needed.
- **Disable Veezi Ticketing:** If for any reason you want to disable V-Tix, then the **Disable Veezi Ticketing** button on the bottom left-hand part of the setup page will allow you to do this.

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