# *Creating a Show*

1. Enter your credentials on the main page and click Event Setup

2. Click Add Show

| |
|---|
| Refresh Page |
| **Add Show** |
| Create/Edit Setup File |
| Custom Qualifiers |
| Users Management |
| Download Zone |
| Help Setup |
| Barcode Setup Managem |

3. Select Regular
   Under Description, enter the desired show name
   Pick a start date and click submit start date
   Leave Trans life at 90 days
   Click Submit

<< Return

○ Demo   ● Regular

Note: If "Demo" is checked, the number of viewable transactions will be limited to five per device. If "Regular" is checked all transactions will be viewed and your event will be considered billable.

Description *
Start Date *
End Date
Trans life    90   days (# days leads will be accessible)

Submit

| May | June 2017 | | | | | Jul |
|---|---|---|---|---|---|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Submit Start Date

Note: only the transactions that have been received by the system between the Start Date and End Date will be viewable or downloadable. The End Date is automatically set 1 month after the Start Date.