# Adding Theatrefest Shows

Details of all this years shows have already been entered on the main Theatrefest web site but need to be copied into the ticketing web site as follows:

1. Open the main Theatrefest web site at <http://theatrefest.co.uk> and:
   1. Display list of shows.
   2. Scroll to the show you want to add.
   3. Right click on the show image, select Save Image As and save the image.
2. Open the ticketing web site at <http://theatrefest.ukwest.cloudapp.azure.com> and:
   1. Logon as [admin@tf.com](mailto:admin@tf.com) (password ‘barnum99’).
   2. Select Admin from the logged on drop-down menu.
   3. Shows (in the Program section).
   4. Click on Add Show (top right).
3. Enter details of the new show as follows:
   1. Title
   2. Select the image saved in 1.c above
   3. Select the company
   4. Select the venue
   5. Description and Long Description (see below)
   6. Age range (enter as it should be displayed)
   7. Duration (number only which is assumed to be in minutes)
   8. Leave the Theatrefest ID blank
   9. Genres – click Show to open and then select as appropriate (Bill will probably adjust these so just get close)
   10. Social media - not required
   11. Perfromance – click Show to open and add performances (from the Theatrefest web site show details page)
   12. Reviews – not required
4. Select Save to save the new show (or Save and add another to repeat to enter another show).

## Descriptions

Each show has three pieces of descriptive text used as follows:

* A short description displayed when the show listing page is viewed on a small device such as a smartphone. On a desktop PC this description can be displayed by reducing width of the browser window.
* A longer description displayed when the show listing page is viewed on a desktop PC when the browser window is maximised.
* A full description (which may include images and links) displayed on the show details page.

The ticketing web site needs the first two of these for each show.