LOS PORTALES THEATER SOFTWARE USER MANUAL
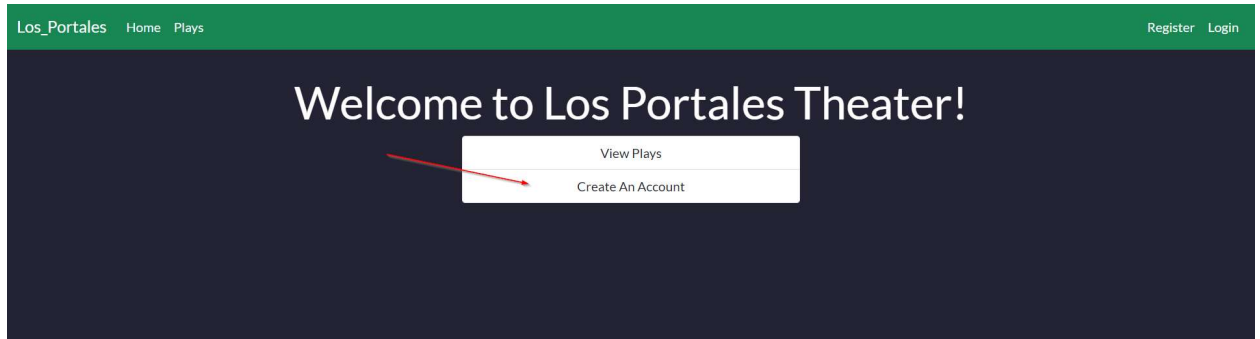
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User / Customer Guide

1. **Create Account**
   a. **In order to create an account as a user, navigate to https://localhost:7012/**
   b. **Click "Create An Account" as shown below:**

   c. **Enter the relevant information on the following page, and click "Register"**

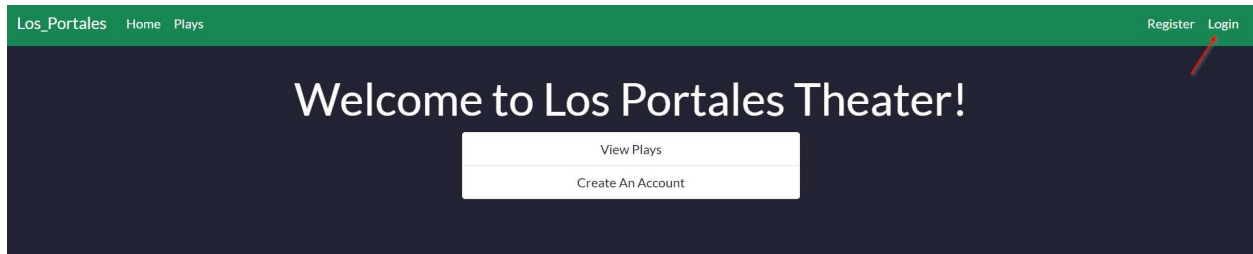## 2. To login to an already existing account:
   a. Navigate to https://localhost:7012/
   b. Click "Login"

   c. Enter your username and password on the following page, and click "Login"

   d. If you have forgotten your password, click on "Forgot your password?"
   e. If you do not have an account, click "Register as a new user"

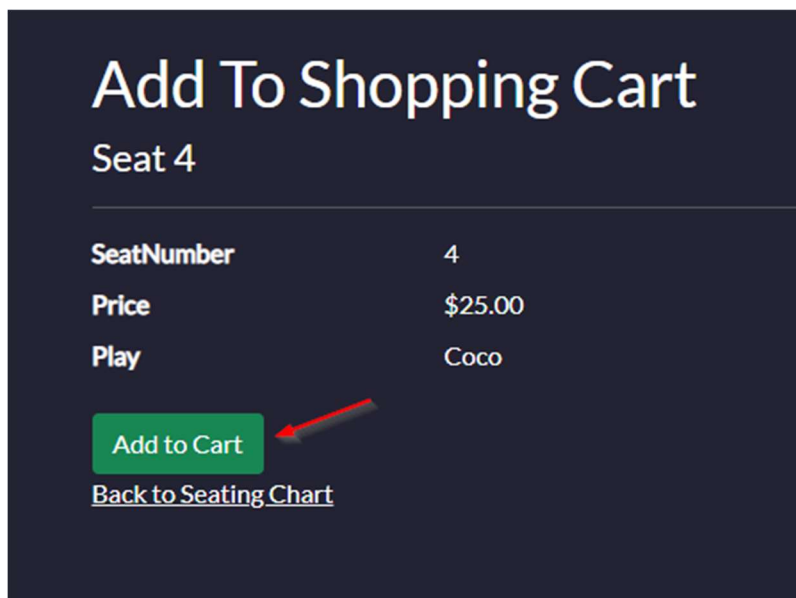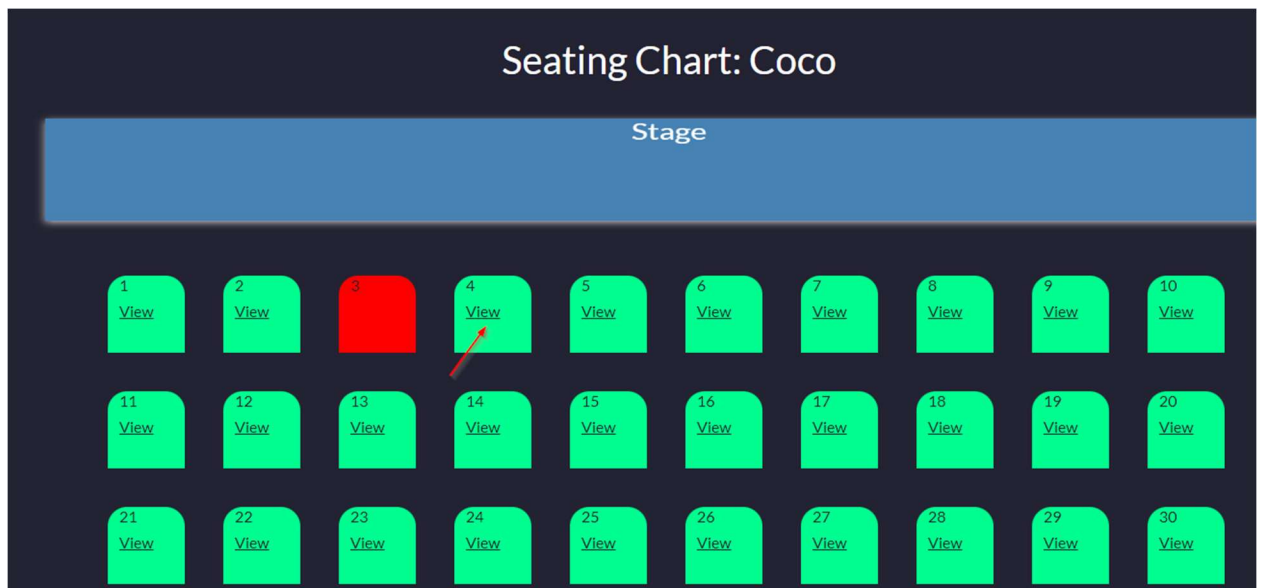> f.   You can click "remember me" if you would like the site to remember your information for future login attempts.

3. **To view the available plays, whether logged in our not, click "View Plays"**
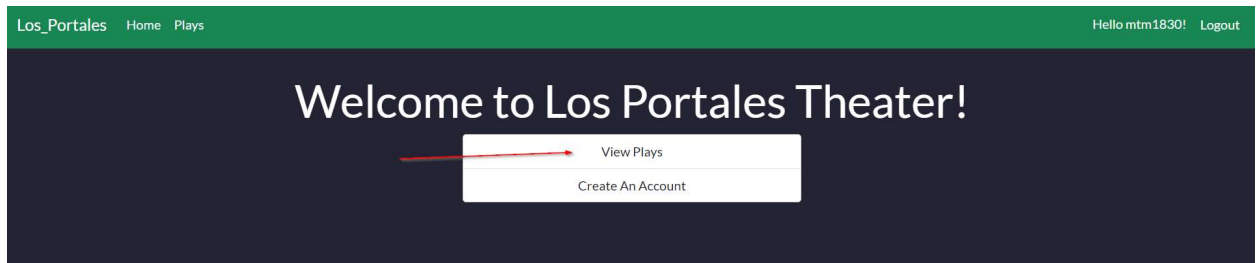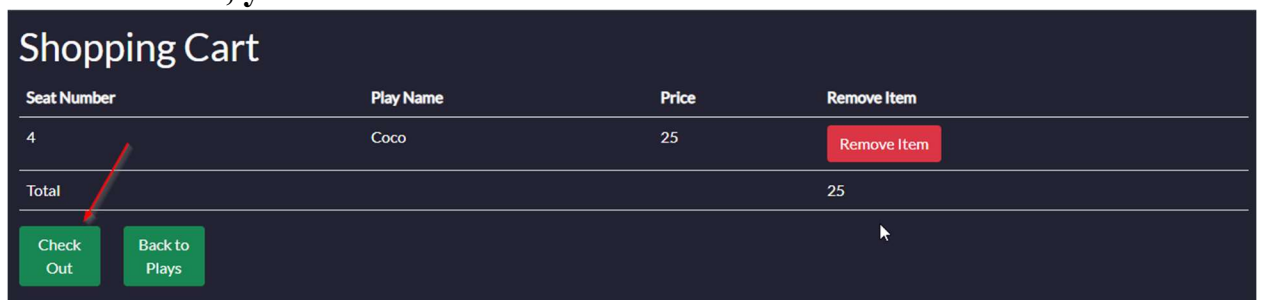

4. **To purchase tickets for a play:**

   a. Login to your account.

   b. Select a play you want to buy tickets for

   c. Click "Seats"

   d. Choose the seat(s) you want by clicking "View" and then "Add To Cart"

Seating Chart: Coco

Stage

1 View	2 View	3	4 View	5 View	6 View	7 View	8 View	9 View	10 View
11 View	12 View	13 View	14 View	15 View	16 View	17 View	18 View	19 View	20 View
21 View	22 View	23 View	24 View	25 View	26 View	27 View	28 View	29 View	30 View

Add To Shopping Cart

Seat 4

SeatNumber	4
Price	$25.00
Play	Coco

Add to Cart

Back to Seating Chart
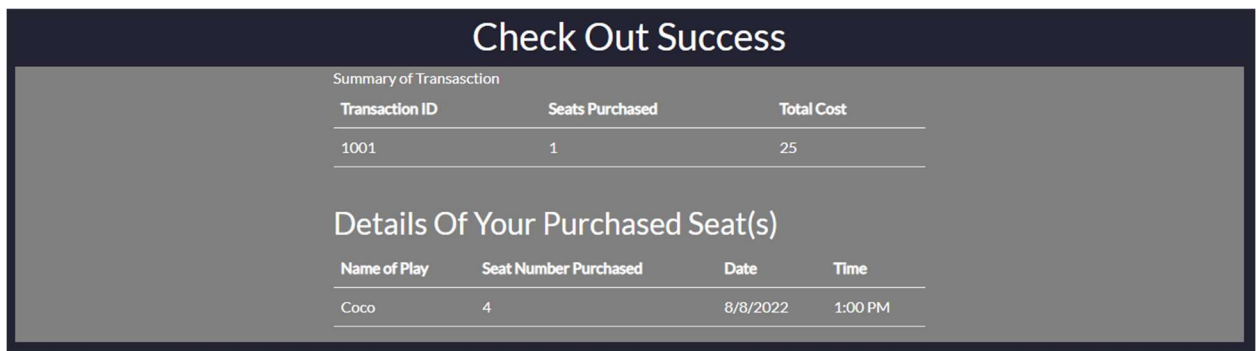
e. From there, you can choose to checkout

Shopping Cart

Seat Number	Play Name	Price	Remove Item
4	Coco	25	Remove Item
Total		25	

Check Out **Back to Plays**

f. Once you are on the checkout page, you are going to want to enter all information for your payment that is requested, and then click "Checkout"

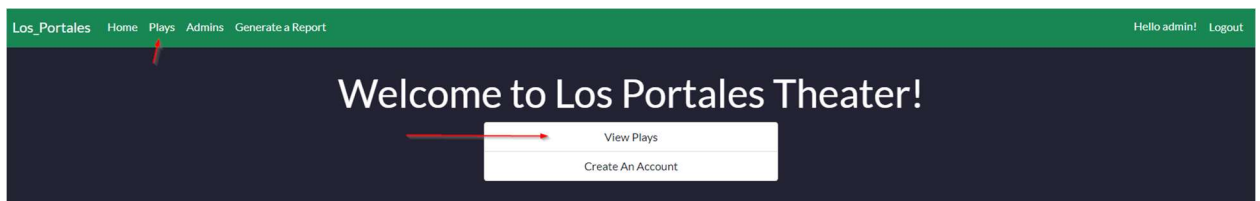**g. After your checkout is successful, you will be presented with a receipt**

Administration Instructions:

1. **To Create a Play:**
   a. **Login as an admin user**
   b. **Navigate to "Plays" or "View Plays" as shown below:**

c. **Click on "Create New"**

d. **Enter the relevant information for the new play, and click "create"**

Create
Play

PlayName

PlayDate
mm/dd/yyyy

PlayTime
--:-- --

Create
Back to List

2. **To edit an existing play:**
   a. **Click on "Plays"**
   b. **Click on edit to edit the name date and time of an existing play, click "assign seat prices" to assign pricing for the play, and click "Delete" to remove the play.**

Current Plays
Create New

PlayName	PlayDate	PlayTime	
TestPlay1	1/1/2023	6:45 PM	Edit | Assign Seat Prices | Delete
TestPlay1	1/1/2023	6:45 PM	Edit | Assign Seat Prices | Delete
TestPlay3	5/6/2022	7:02 PM	Edit | Assign Seat Prices | Delete

3. To run reporting on play Data:
a. Click on "Generate a report"
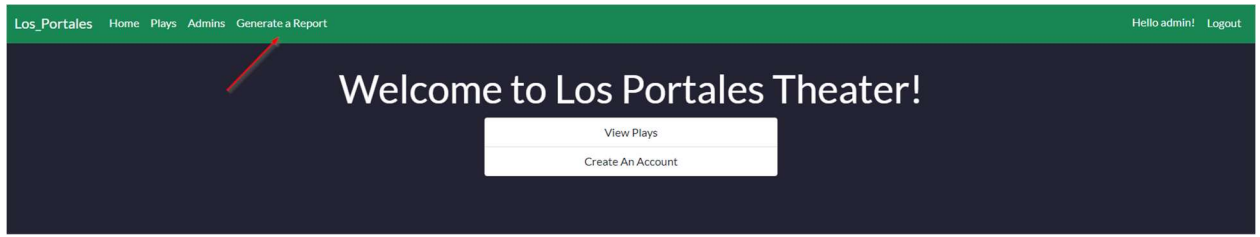
b. Click on the corresponding play in the dropdown menu, and then choose to report on Seats sold, or seats available, or both: