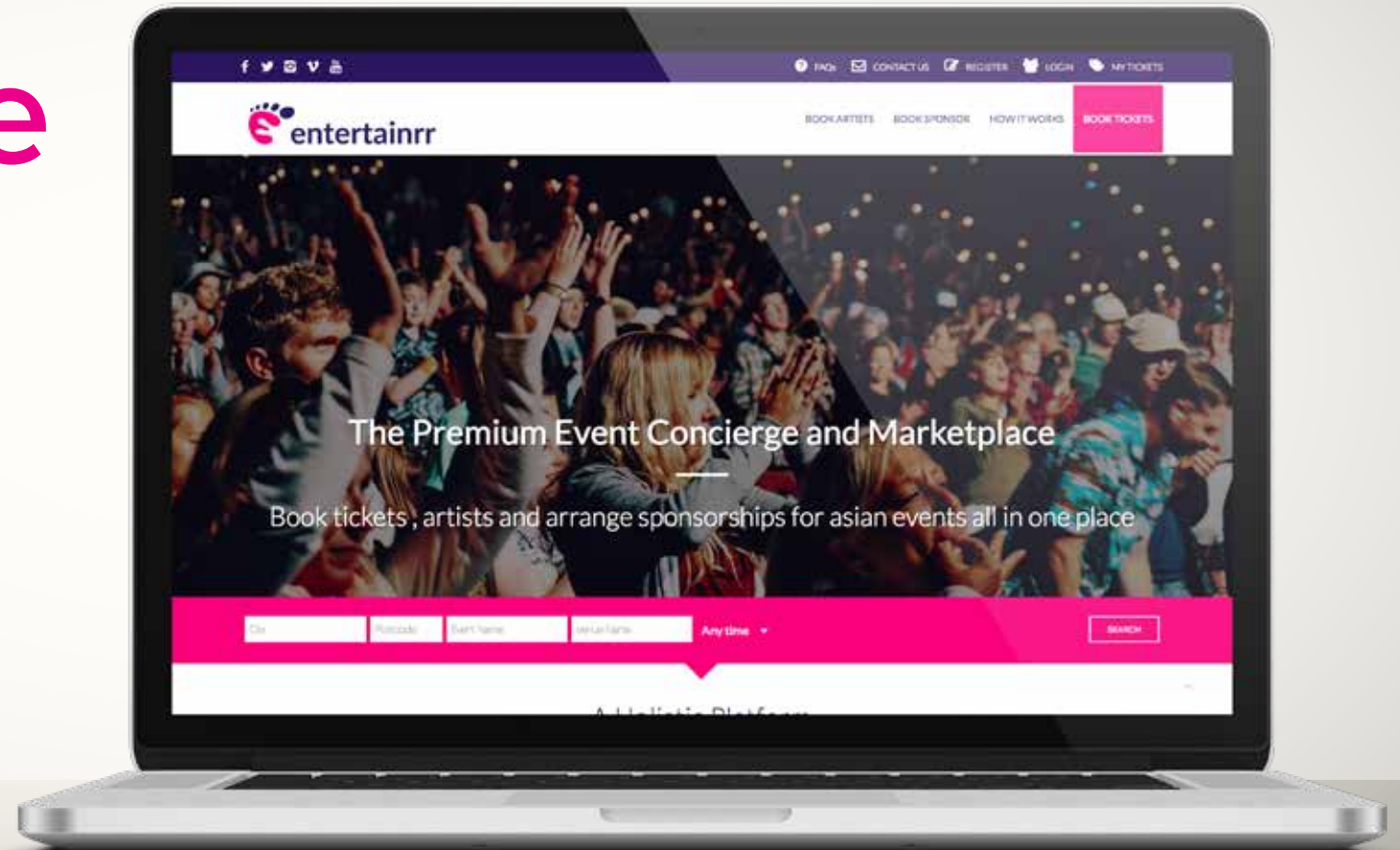




# How To Guide Customise Box Office Appearance



# You will learn About...

## Ticket Appearance

5 Minutes



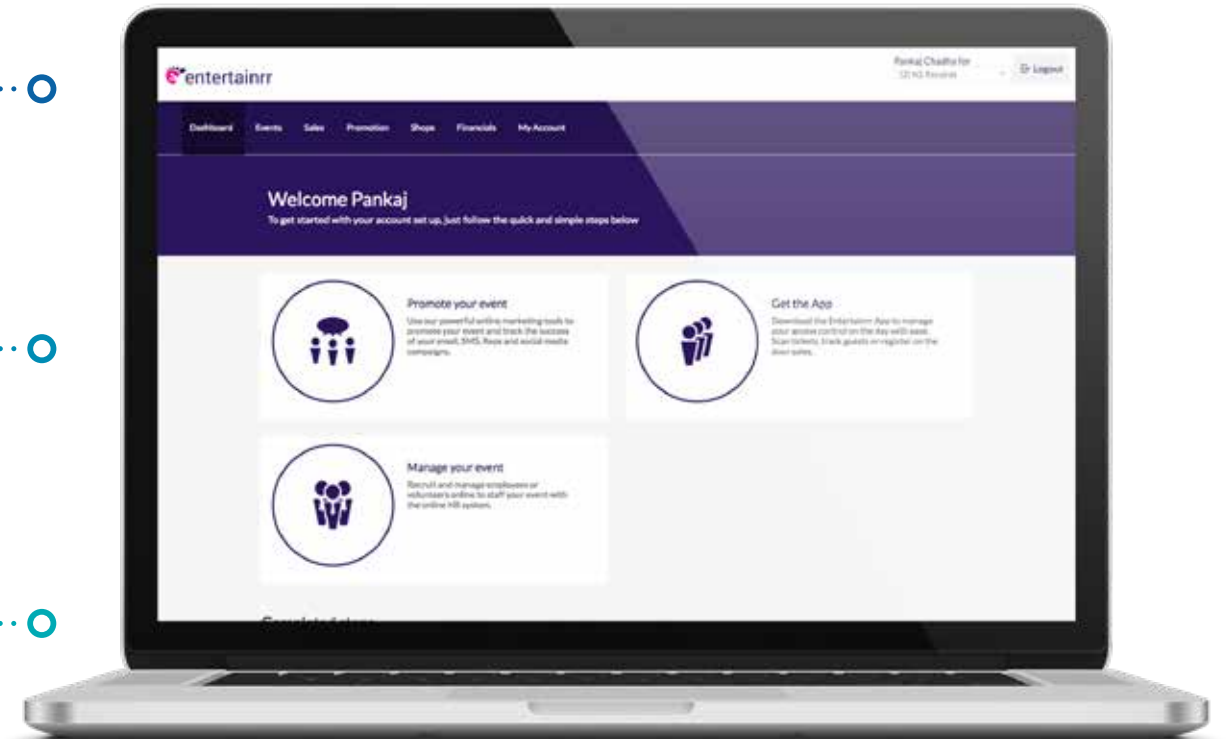
## Box Office Templates

1 Minute



## Advance Customisation

5 Minutes

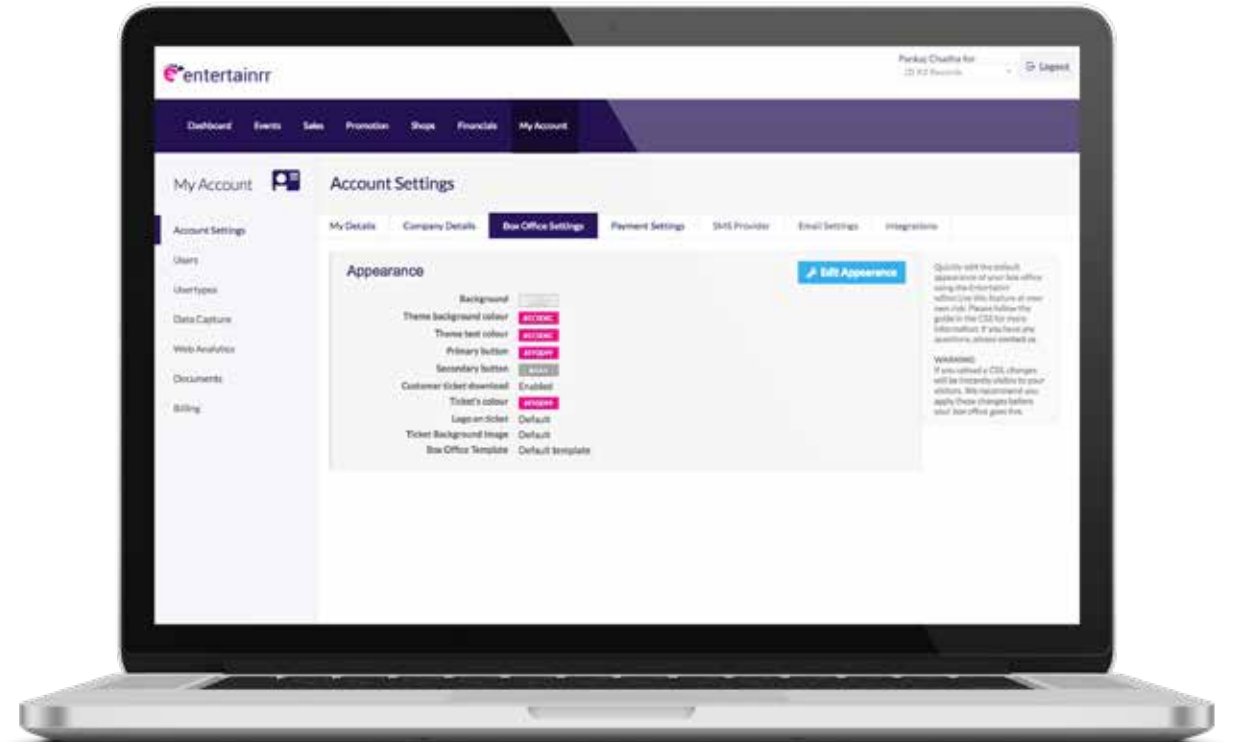


# 1. Ticket Appearance

- Log in to the entertainrr dashboard via [admin.entertainrr.com](http://admin.entertainrr.com)
- Select **My Account > Account Settings**

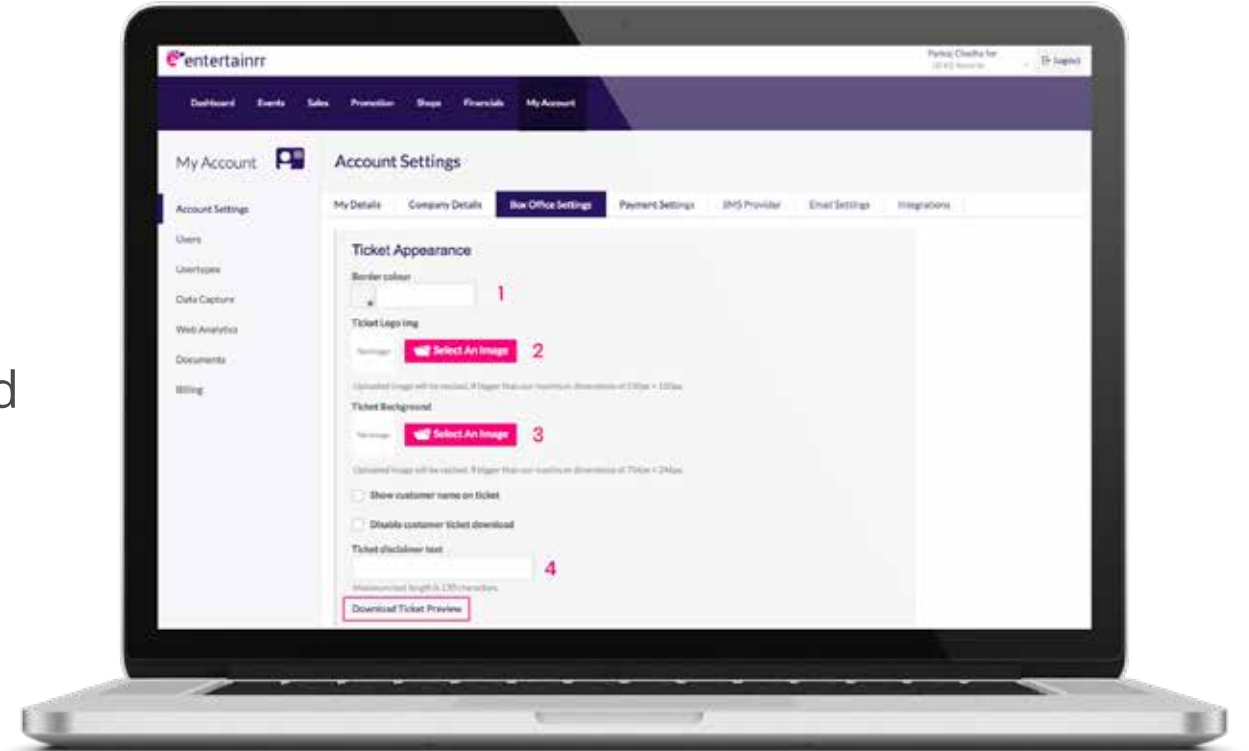


- Press, “Box Office Settings”
- Then, press “Edit Appearance”



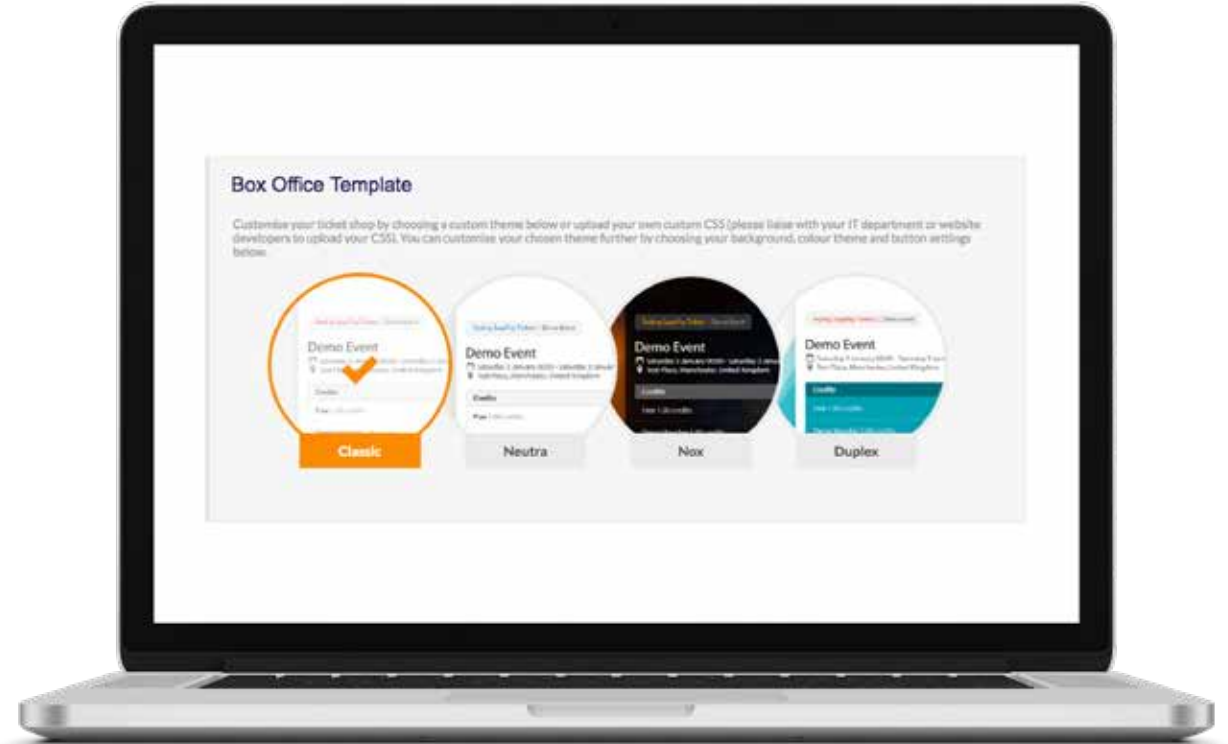
- **Fill out Ticket Appearance**

- Select a border colour
- Add a ticket logo
- Upload a ticket background
- Add ticket disclaimer text
- Press **“Download Ticket Preview”** to view your changes



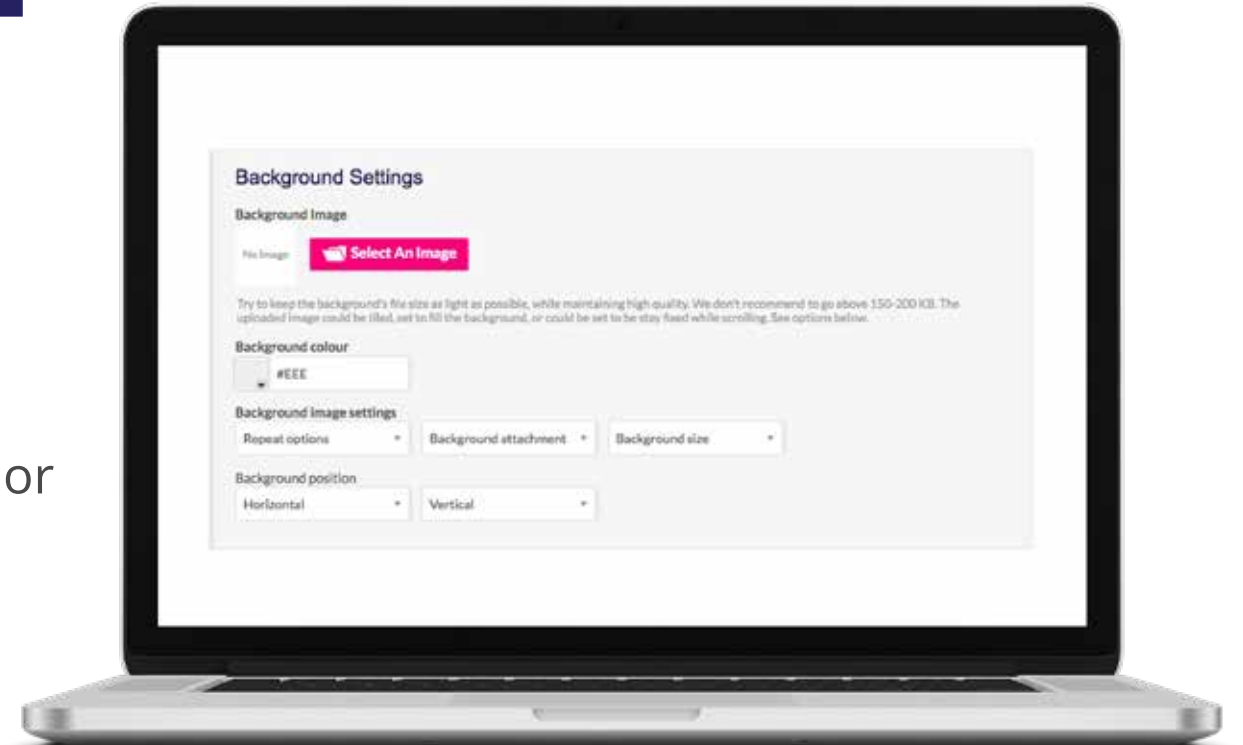
# 2. Box Office Templates

- **Select one of our custom, per-made Box Office Templates**



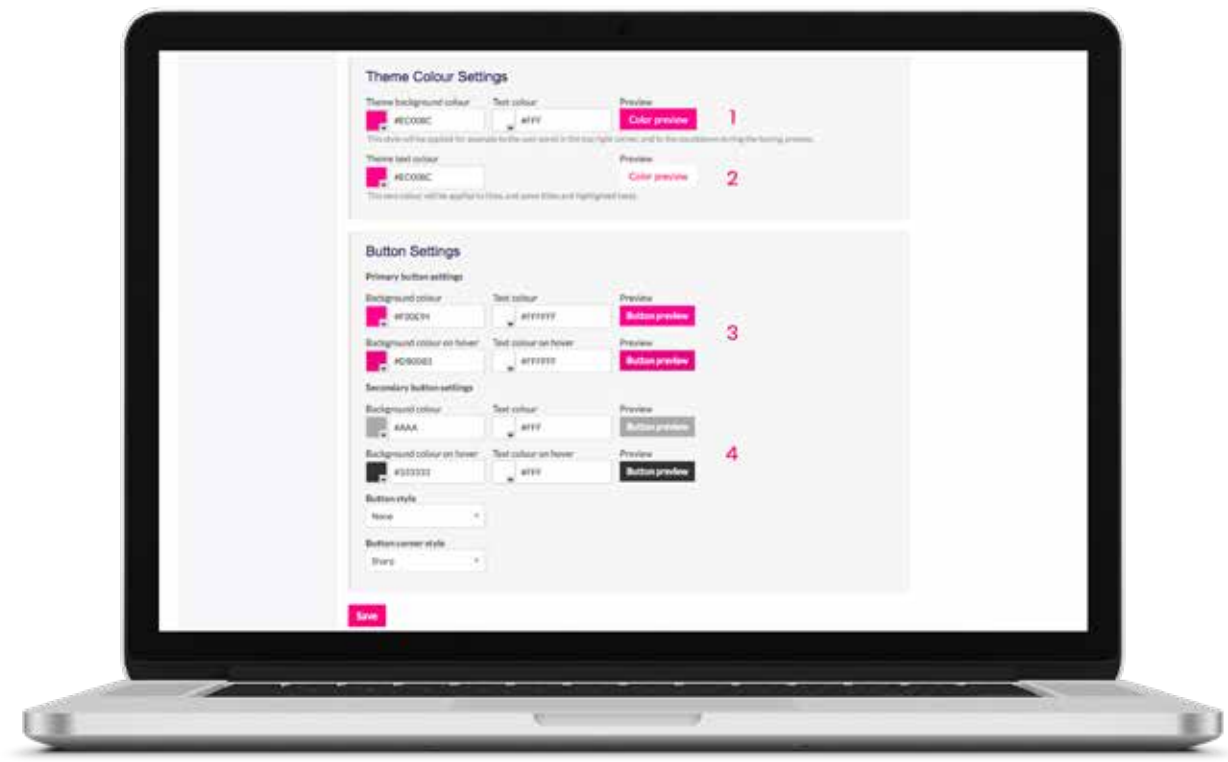
# 3. Advance Customisation

- **Edit background settings**
  - Add a “Background Image” or
  - Set a “Background colour”
  - If you add an image, you can customise the image settings to your liking

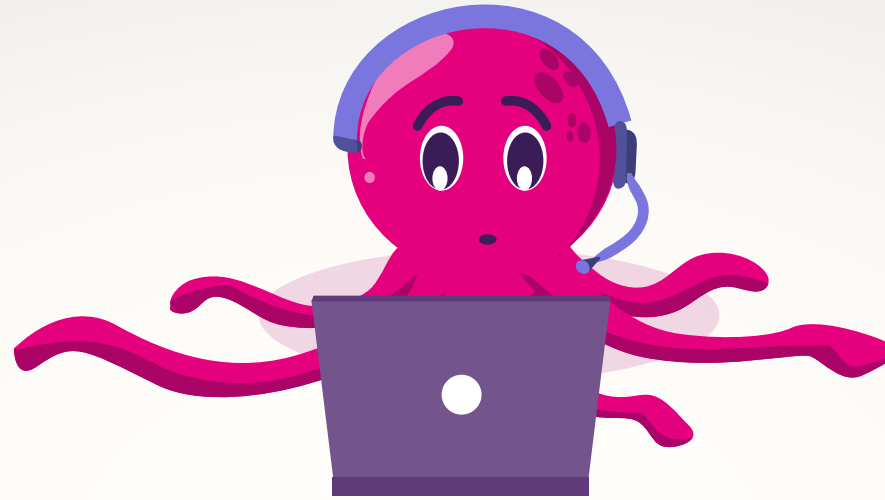


- **Fill out Theme & Button settings**

- Theme background colour (header box)
- Theme text colour (links)
- Primary button colour
- Secondary button colour
- You can also edit the button style
- Press, "Save"







# Thank You

**If you've got any more questions  
drop us a line or call:**

 **0800 368 7709** Mon-Fri (9:30am – 5:30pm)

 **support@entertainrr.com**