



ARCHTICS INTEGRATION INSTRUCTIONS

SpinzO provides a complete white-label platform to process group, promotional, and complimentary tickets for sports teams and venues on Archtics. Seats and Buyer data are pushed into Archtics and buyers are invited to immediately access their tickets through Account Manager.

SpinzO processes the credit card payment itself but under the white label branding of the client. It can sell into any Archtics price code and target any combination of hold classes (including DIST-OPEN) or a set of reserved seats instead. By default, tickets are paid off with the SZ method of payment but SpinzO has the ability to pass a custom price into Archtics (using "Variable/Set" price method) with a custom split of another method of payment – great for subsidized offers. SpinzO also has the ability to split an order across multiple event codes (if offering a bonus T-shirts or Clinic Event for example). SpinzO can pass in a sales source, sales rep at the order level, and other info fields.

Money gets sent to the client's bank account at the frequency of choice (daily, weekly, or monthly). Everything is automatically reported on the SpinzO management dashboard.

PREREQUISITES

- 1) Send an email to **Nexus_Help@ticketmaster.com** granting SpinzO granting permission to "connect" to your Archtics. Ticketmaster will process the request in about 1 week. Email format:

I, [Name], [Position], at [Client Name], hereby approve Ticketmaster to connect SpinzO to [Client Name]'s Archtics database in order to access and transact ticket inventory via Archtics APIs. The [Client Name]'s Archtics database name/DSN is [name] and site ID is [name]. Please let me know if you have any questions. Thank you, [Name] [Date].

- 2) Send an email to your Ticketmaster rep (CSS) asking them to ensure both "variable pricing" is enabled on the database as well as "INET Allow Zero Dollar Payments".

BOX OFFICE OPERATIONS TASKS

1. MAKE A PAYMENT TYPE

Payment Type: **SZ**

Description: **SpinzO**

Payment Category: **Other**

Online Authorization: **No**

Allow Refund: **Selected**

2. CREATE AN ITEM SET

Name: **Spinzo**

Check the following: **Sell – Report – Batch – Internet Account Manager – Privileging.**

Finally, add all upcoming events to the item set.

3. ASSIGN A TICKET TYPE (AND PRICE CODES) FOR SPINZO

You can either:

- a) Grant Spinzo access to an existing ticket type (in step 5) or
- b) Make a new one. If making a new one, recommended to use _SZ or _SP but it doesn't matter. If you make a new ticket type, you'll want to create price codes for all events:

For the next upcoming event, create a new price code (using the Spinzo ticket type) for each parent price level that Spinzo may sell into. Make sure that the price code is on sale by going to the **INET Information Tab** and selecting "**Use Event Date**". The price of the price code doesn't matter because Spinzo assigns prices (using the "set price" method) on a per-order basis. Copy the prices codes from that event to all remaining events.

4. MAKE 3 (OR MORE) HOLD CLASSES

SPINZO1, SPINZO2, SPINZO3

5. UPDATE INET SELL LOCATION RULE

Find out which INET Sell Location Rule is used by your events. To find this, you can open the event details screen (edit event) and look in the "INET Rule" section. Look for an "INET Rule Override". If there's one listed, that's the one to update. If there is nothing listed, the one to update is "Default INET Rule"

- a) Within "Valid Sell Locations", click to highlight **INET Buy**
- b) Within "AMGR Users", add user **SPZ818** then click to highlight it
- c) Add the 1 Spinzo Ticket Type (or existing ones that you'd like Spinzo to sell into)
- d) Add the 3 Spinzo Hold Classes PLUS any standard open classes (e.g., DIST-OPEN, OPEN, GROUPS)
- e) Add all Price Levels
- f) Add Account Manager delivery methods