

Show Instructions

For Festivals

Show Instructions

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Tax on Top

Tax on Top

Tax on Top can be enabled as a default setting for your account, and can also be enabled/disabled on a per show basis.

To enable Tax on Top as your default account setting

- Access your account on web
- Click **Menu**
- Click **Menu**
- Click **Account Settings**
- Set the default tax method
- Click **Save**

To enable Tax on Top on a per show basis

- When adding new shows or editing existing shows, you can enable Tax on Top under **Details** which will override the default Account Settings
- You also have the ability to enable or disable Tax on Top from the Counts page or from the Settlement page



If you disable Tax on Top, once you have already started selling through atVenu Register, your prices will change, and you will no longer be collecting tax. This will result in discrepancies at Settlement due to changing prices mid-show

Things to Note

- Once Tax on Top has been enabled, your items on the Counts page will now display a Price column in addition to a Price w/Tax column
- The Register Report will display a tax breakout on the Home page. Net Sales includes a Tax field when running a Tax on Top show (*Net Sales total includes tax*)
- Tips are calculated against the transaction/cart total (Price+Tax)

For more information, please see: [Tax on Top feature overview](#)

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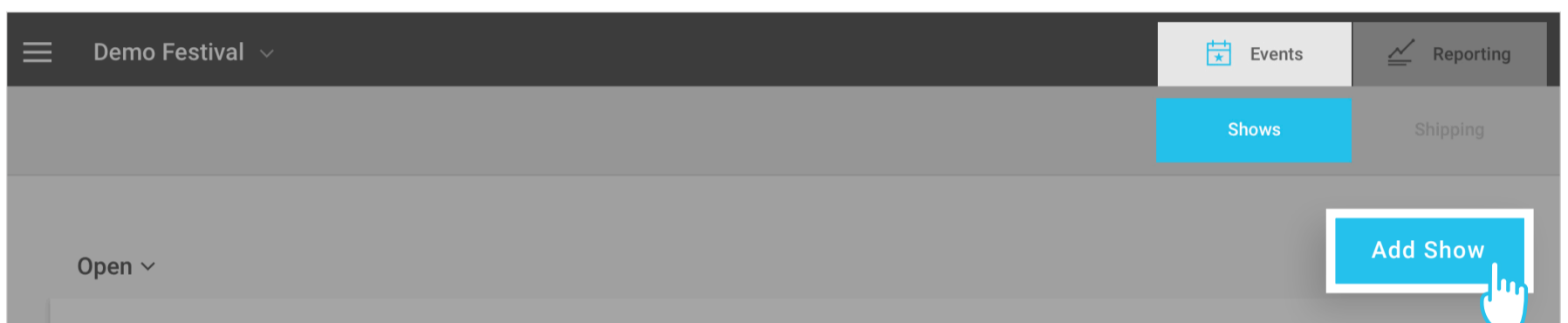
Add Shows



All included screenshots are taken from a laptop, but the experience is fully optimized for mobile as well. To work from a mobile device, just log in to your account via your device's web browser.

Create a New Show

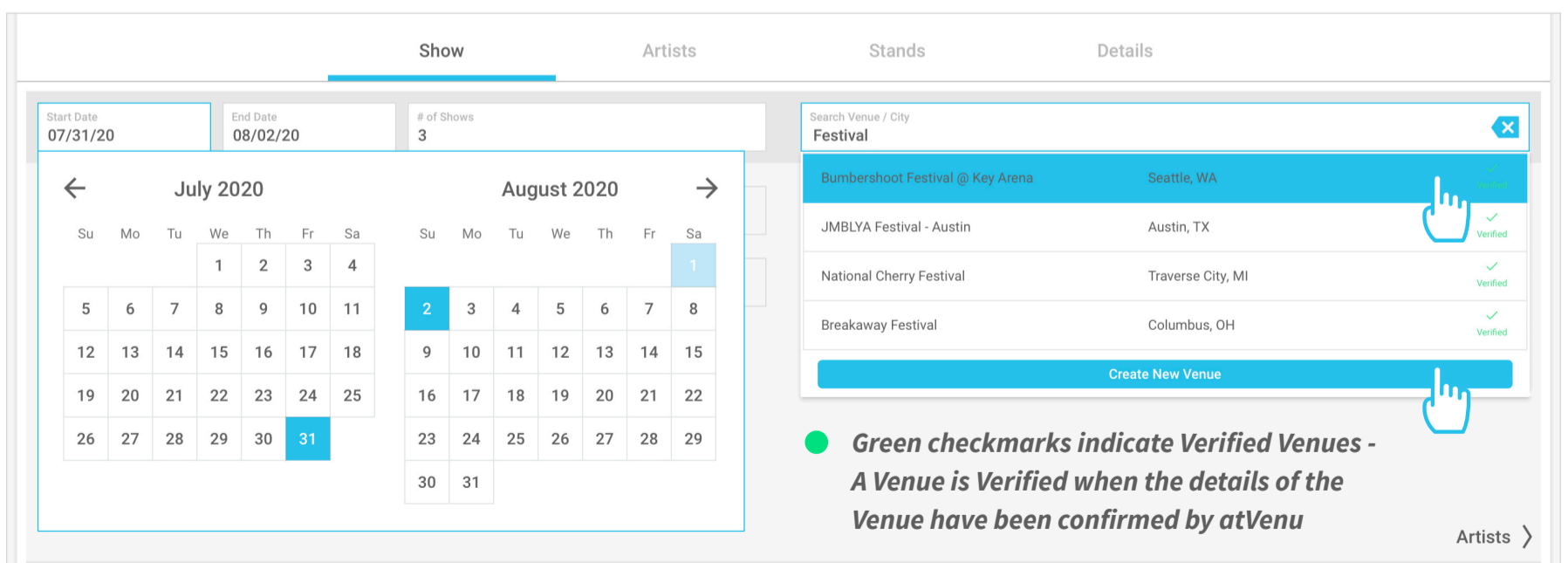
- Access the **Shows** page under **Events**
- Click on the **Add Show** button



Event Date & Location

Show Panel

- Select show date, or date range if the show is a multi-day event
- Type the city or Venue name in the **Search Venue/City** field. If the Venue already exists in the atVenu system, it will come up in the list. Select it, and the Venue details will automatically fill in
- If the Venue is not in our system, you can click the **Create New Venue** button at the bottom of the list to manually input all of the Venue details including address, phone, and capacity
- Use the **(X) Delete** button in the Search field to remove a selection and start again



Show Instructions

Add Shows *Continued*

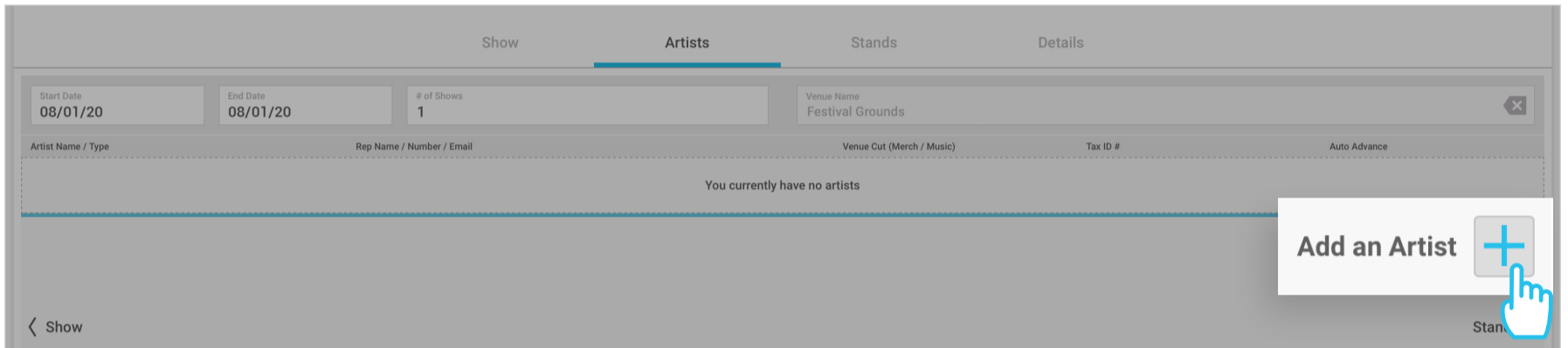
Add Artists

Artists Panel

- Click **Add an Artist**



If you sell Festival merch, be sure to create an Artist for **Event Merch** so you have a place to add your items. When adding this Artist, select **Event** from the Artist type dropdown.



Enter Artist details including Artist Name, Venue Cuts, Artist Rep Name with contact info, and Tax ID Number. Be sure to select Headline, Support, or Event for all Artists you add.

- Enter the Artist Rep email address to send an **Auto-Advance** invite (*More on **Auto-Advance** on **Page 25***)
- To add an Artist to the show click **Save Artist** or click **Save & New** to save and add additional Artists
- When adding additional Artists, Venue Cuts are copied from the first saved Artist. These can be edited as needed
- When adding additional Artists, use the **Copy Artist Rep Info From Headliner** button to copy the Artist Rep details from the first Headliner saved to the show to additional Artists as needed

- All saved Artists are now listed under the Artists panel. Click to edit any Artist's details, or click the **Trashcan** to delete

Artist Name / Type	Rep Name / Number / Email	Venue Cut (Merch / Music)	Tax ID #	Auto Advance
Headliner Name Headliner	John Smith (555) 555-5555 • johnsmith@email.com	20 10	Not Entered	Invite Sent Resend Invite
Artist Name 2 Support		20 10	Not Entered	Add a Rep Email to Invite

- Edits can be made to Artist details at any time by editing the show from the **Shows** page. You can also edit Artist details from the Counts page by clicking the **Edit Artist** button, or **Edit** from the **Artist Control Panel**. *More info on **Page 07***

Show Instructions

Add Shows *Continued*

Multiple Stands and Show Details

Stands Panel

- If you have Multiple Stands enabled, select the Stands you would like to make available for the show

The screenshot shows the 'Stands' tab selected in a configuration interface. At the top, there are four tabs: 'Show', 'Artists', 'Stands', and 'Details'. Below the tabs, there are input fields for 'Start Date' (08/01/20), 'End Date' (08/01/20), and '# of Shows' (1). To the right, there is a 'Venue Name' field with 'Festival Grounds' and a close button. Below these fields, there are three radio buttons labeled 'Stand 1', 'Stand 2', and 'Stand 3', all of which are selected with blue checkmarks.

If you have **Custom Stands** enabled under Account Settings, and would like to be able to create additional Stands from atVenu Register, turn on Custom Stands for the show. This option is only available if the setting is enabled under Account Settings

- **If you have not yet created Stands, click on the Menu button in the upper left corner, then click on Account Settings, then click Stands for setup and configuration. For more information, please see: [How do I enable and configure Multiple Stands?](#)**

Details Panel

- **Show Capacity / Time Zone:** Edit the Show Capacity or Time Zone as needed
- **Taxes:** Set the show's Tax Method. Tax rates are auto-populated based on zip code but can also be edited
- **Credit Card Descriptor:** The Credit Card Statement Descriptor can be used to change what appears on the Customer's Credit Card Statement, for each individual show. If the descriptor is not set for the show it will default back to the Festival name. Credit Card descriptors are limited to 22 characters
- Click **Save Show** or **Save + New** to continue adding new shows

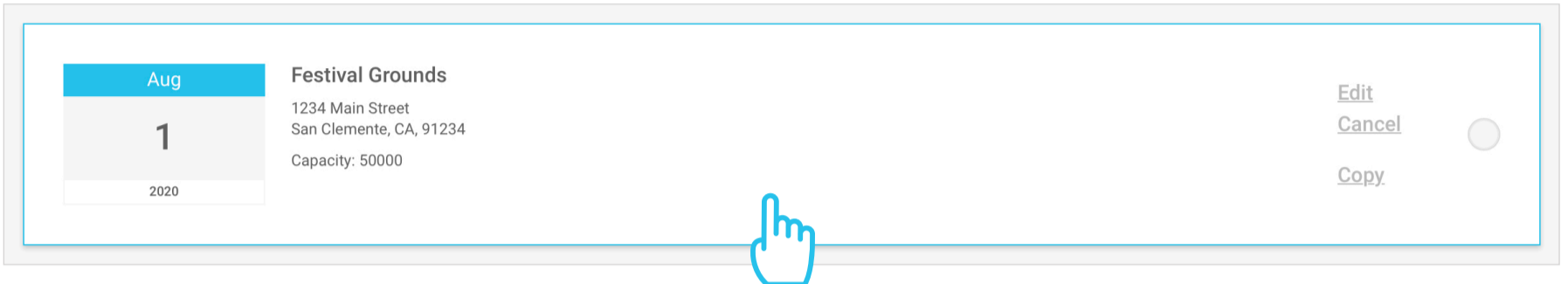
The screenshot shows the 'Details' tab selected in the configuration interface. At the top, there are four tabs: 'Show', 'Artists', 'Stands', and 'Details'. Below the tabs, there are input fields for 'Start Date' (08/01/20), 'End Date' (08/01/20), and '# of Shows' (1). To the right, there is a 'Venue Name' field with 'Festival Grounds' and a close button. Below these fields, there are several sections: 'Show Capacity' (50,000), 'Timezone' (Pacific Time (US & Canada)), 'Tax Method' (Tax Inclusive), and 'Taxes' (Apparel (%) 7.75, Other (%) 7.75, Music (%) 7.75). There is also a 'Credit Card Statement Descriptor (22 char)' field with 'FESTIVAL NAME' and a link for more information. At the bottom, there are three buttons: 'Cancel', 'Save Show' (with a hand cursor pointing to it), and 'Save + New'.

Show Instructions

Access Counts & Artist Control Panel

Access the Counts Page

- From the **Events > Shows** page, click on the show tile to access the show's Counts page

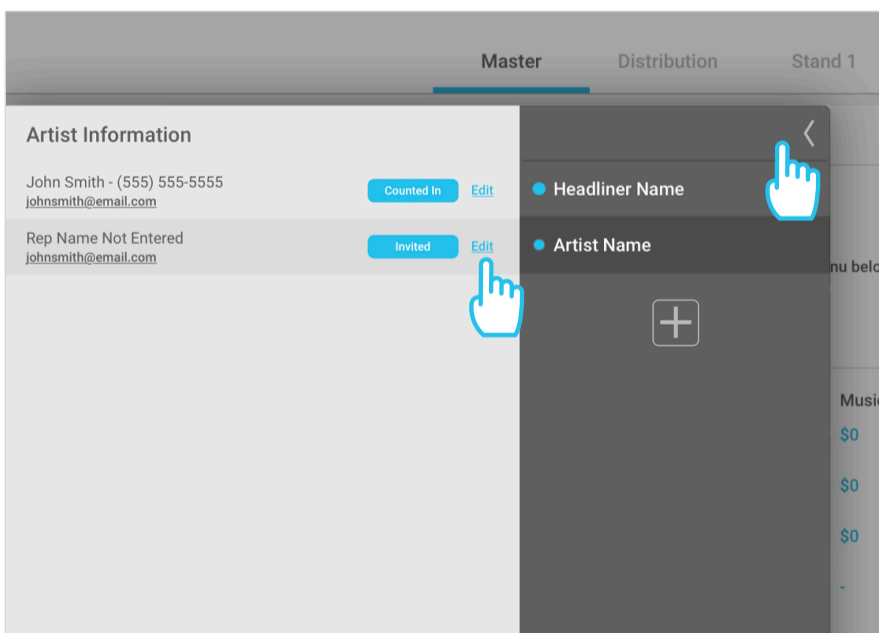


Artist Control Panel

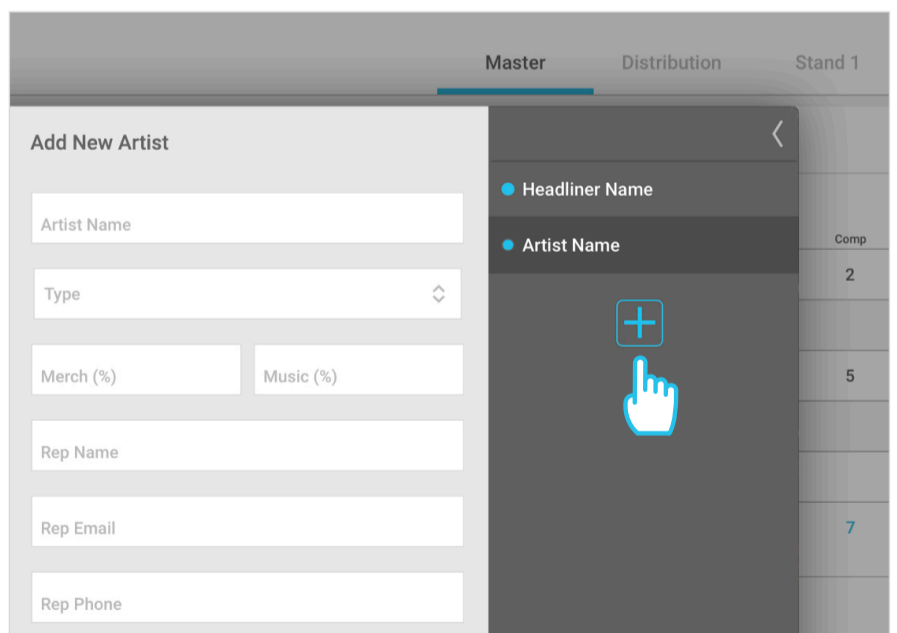
The **Artist Control Panel**, allows you to navigate between different Artist Counts or Settlement pages, edit existing Artist details, send or resend Auto-Advance invites, or add additional Artists to your show from within Counts or Settlements, without the need to go back to the Shows page.

- Use the grey tool bar on the left side of the page to access any Artist Counts, or Settlement page by clicking on an **Artist Name**
- Click the **<> Arrow** to open the **Artist Control Panel** which displays the current status for each Artist saved to the show, and allows you to quickly see which have Auto-Advanced, have merch items saved, have been Counted In or Out, or have Settled
- With the panel open, click **Edit** to the right of the Rep Info for any Artist to edit Artist details from the slide-out panel. You can also edit Artist details by clicking the **Edit Artist** button on the Counts page, to the right of the Artist Name
- Add additional Artists to your show, and invite them to Auto-Advance by clicking the **(+) Plus** button below the Artist list

Artist Status



Add Artist



Expand or collapse by clicking the Arrow above the Artist list

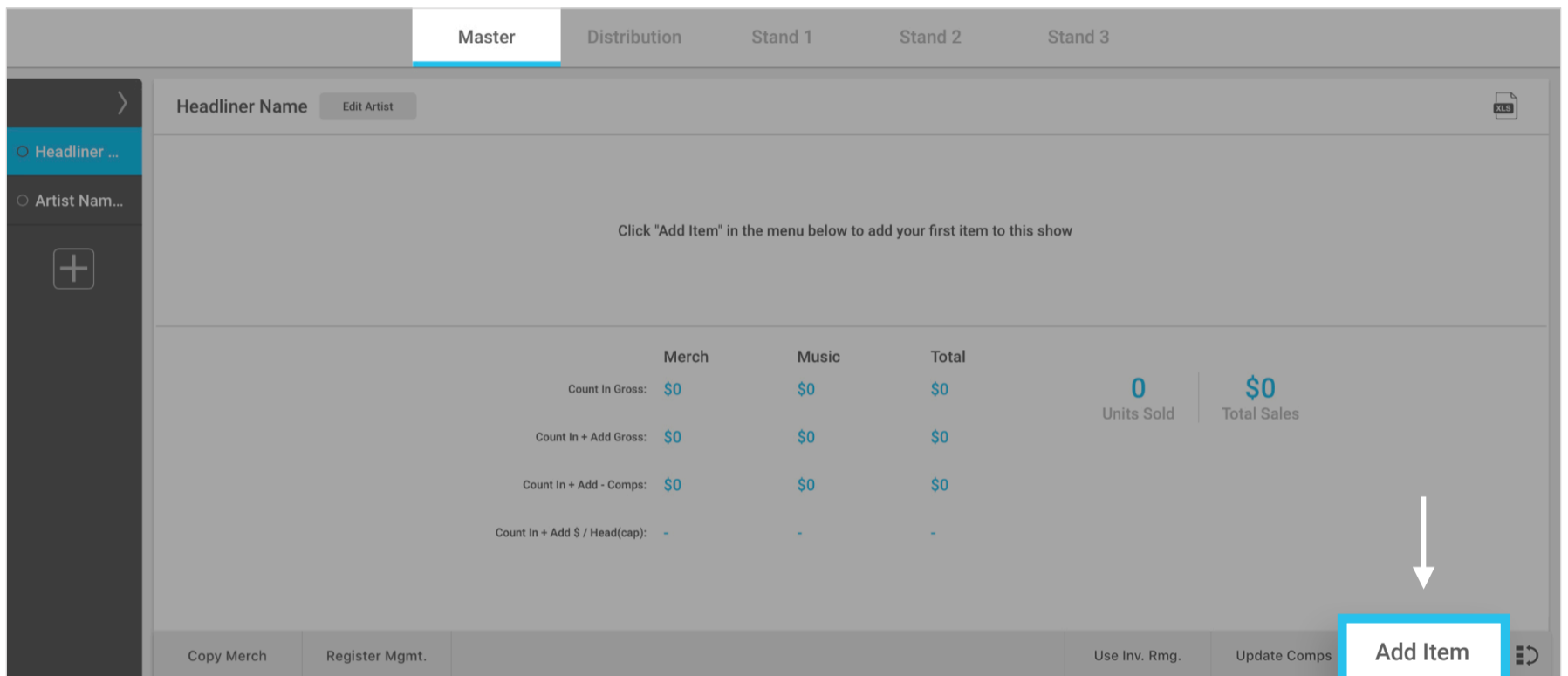
Show Instructions

Add Artist Merch

Add Items

If the Artist Auto-Advanced, the product line will already be built out for you. If the Artist has not Auto-Advanced their items, you will need to save them manually to the Counts page.

- On the Master Counts page, from the utility bar at the bottom of the screen, click the **Add Item** button

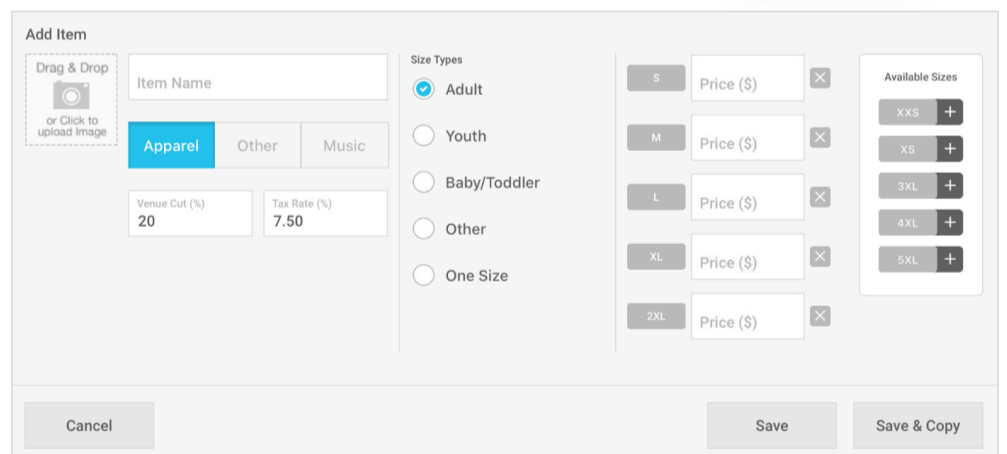


The screenshot shows the 'Master' tab of the Master Counts page. The utility bar at the bottom contains buttons for 'Copy Merch', 'Register Mgmt.', 'Use Inv. Rmg.', 'Update Comps', and 'Add Item'. The 'Add Item' button is highlighted with a blue box and a white arrow pointing to it. The main content area shows a table with columns for 'Merch', 'Music', and 'Total', and summary statistics for 'Units Sold' and 'Total Sales'.

	Merch	Music	Total
Count In Gross:	\$0	\$0	\$0
Count In + Add Gross:	\$0	\$0	\$0
Count In + Add - Comps:	\$0	\$0	\$0
Count In + Add \$ / Head(cap):	-	-	-

Summary: 0 Units Sold, \$0 Total Sales

- **Item Name:** Enter a name for the item (*Required*)
- **Category:** Select a category for your item (Apparel, Other, Music). The category of an item is how atVenu applies the Merch or Music Cut at Settlement
- **Cut/Tax %:** Adjust or override the Cut or Tax Rate as needed for the item
- **Size Types:** Select the type(s) of sizes you would like to select from. By default, only Adult sizes are enabled. The Available Size list to the right will update depending on which Size Types are enabled
- **Add Sizes:** By default, Apparel items include S, M, L, XL, 2XL. To add additional sizes to the item, click the **(+)** Plus button next to the size from the scrollable, Available Size list on the right
- **Remove Sizes:** Click the **(X)** Delete button next to the size in the size list



The 'Add Item' form includes the following fields and options:

- Item Name:** Text input field.
- Category:** Radio buttons for Apparel (selected), Other, and Music.
- Venue Cut (%):** Input field with value 20.
- Tax Rate (%):** Input field with value 7.50.
- Size Types:** Radio buttons for Adult (selected), Youth, Baby/Toddler, Other, and One Size.
- Available Sizes:** Scrollable list with sizes S, M, L, XL, 2XL, 3XL, 4XL, 5XL, 6XL, 7XL, 8XL, 9XL, 10XL, 11XL, 12XL, 13XL, 14XL, 15XL, 16XL, 17XL, 18XL, 19XL, 20XL. Each size has a plus (+) button to add it.
- Price (\$):** Input fields for each size with a delete (X) button.
- Buttons:** Cancel, Save, and Save & Copy.

Quick Tips:

- **Item Names** are required in order for products to be available for sale in atVenu Register
- **Apparel** and **Other** categories fall under the **Merch Cut**
- **Music** falls under the **Music Cut**

Show Instructions

Add Artist Merch *Continued*

Add Prices

- Begin entering prices for available sizes. The first price entered will auto-populate all other price cells but these can be edited as needed
- **The list will scroll if there are too many sizes to fit in the available space**

Add Images

Images can be added at any time from a computer or mobile device.

- From within the **Add Item** window drag & drop an image from your desktop to the Image thumbnail which will open the image uploader. From there you can crop, position, and save
- Or - Click on the **image thumbnail** which will open the image uploader
- Within the image uploader you can drag & drop an image file, choose a local file, or access the camera on your device
- Your image will load in the preview area and you can crop and position as desired. This is handy if using grab sheets for creating item images
- When finished, click the **Done** button in the lower right corner

- **Learn more about using your mobile device's camera for item images on Page 26**

Save Items

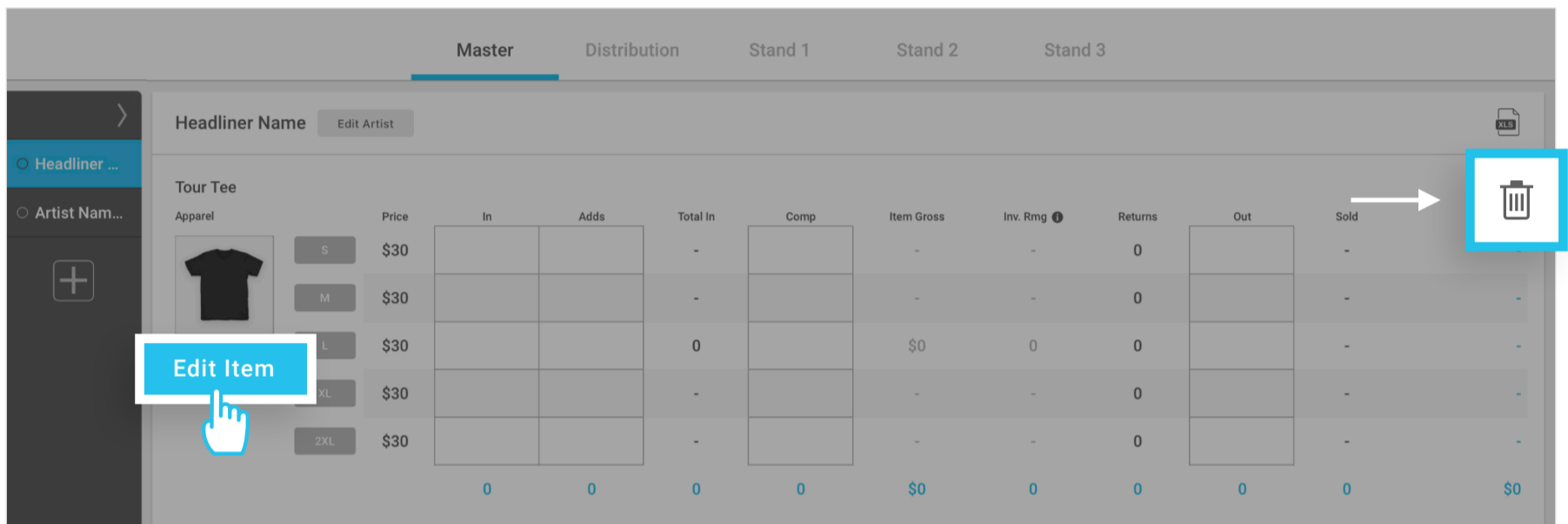
- Click **Save** to save the item and exit the Add Item window
- Click **Save & Copy** to save the item without closing the Add Item window. Sizes and prices will be retained for quickly adding new items with similar sizes and prices

Show Instructions

Manage Artist Merch

Edit or Delete Items

- To edit an item, click the **Edit Item** button under the image thumbnail
- To delete an item, click the **Trashcan** located to the upper right of each item

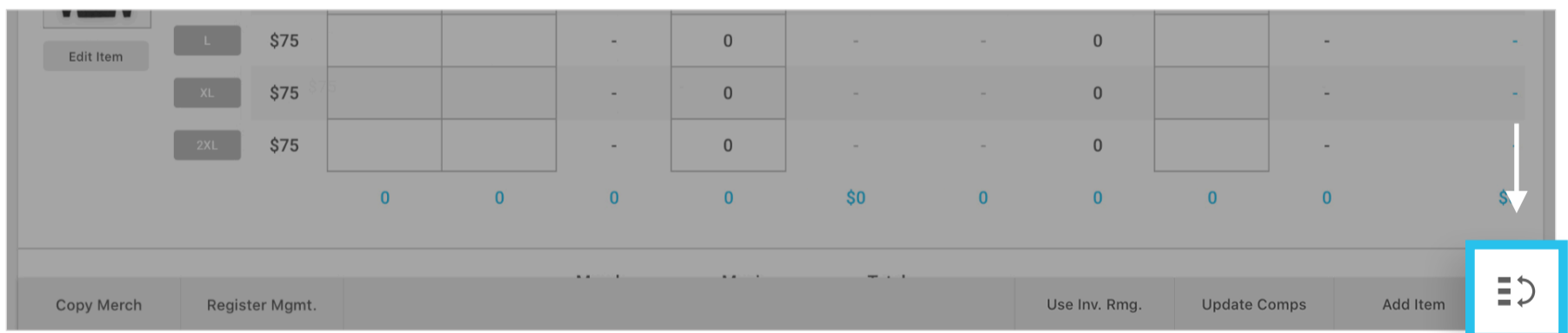


The screenshot shows the 'Master' tab of the 'Master Counts' page. A table lists items with columns for 'Apparel', 'Price', 'In', 'Adds', 'Total In', 'Comp', 'Item Gross', 'Inv. Rmg', 'Returns', 'Out', and 'Sold'. A 'Tour Tee' item is highlighted, and a blue 'Edit Item' button is overlaid on its image. A trashcan icon is highlighted in the top right corner of the table row.

Apparel	Price	In	Adds	Total In	Comp	Item Gross	Inv. Rmg	Returns	Out	Sold
S	\$30			-		-	-	0		-
M	\$30			-		-	-	0		-
L	\$30			0		\$0	0	0		-
XL	\$30			-		-	-	0		-
2XL	\$30			-		-	-	0		-
		0	0	0	0	\$0	0	0	0	0

Sort Item List


- On the Master Counts page, from the utility bar at the bottom of the screen, click the **Sort** button to rearrange the order of items



The screenshot shows the bottom of the 'Master Counts' page. A utility bar contains buttons for 'Copy Merch', 'Register Mgmt.', 'Use Inv. Rmg.', 'Update Comps', and 'Add Item'. A 'Sort' button, represented by a circular arrow icon, is highlighted in a blue box. A table of items is visible above, with a downward arrow pointing to the bottom right corner.

Apparel	Price	In	Adds	Total In	Comp	Item Gross	Inv. Rmg	Returns	Out	Sold
L	\$75			0		-	-	0		-
XL	\$75			0		-	-	0		-
2XL	\$75			0		-	-	0		-
		0	0	0	0	\$0	0	0	0	0

- Drag and drop the order of items using the (=) symbols on the left, or use the **Up/Down Arrow** buttons on the right to reorder your items. Click **Done** at the bottom of the page when finished



The screenshot shows a list of items in the 'Master Counts' page. Each item has a drag handle (=) on the left and up/down arrow buttons on the right. A hand icon is shown dragging the 'Tour Tee' item, and another hand icon is shown clicking the up arrow button for the 'Hoodie' item.

Headliner Name	Item	Order
Tour Tee		1
Hoodie		2

- Changes to the order of items made here will auto-sync to atVenu Register. The updated order will also sync to any Stands the items are distributed to

Show Instructions

Count In & Adds



- Use your arrow keys or tab key to move through rows, columns, and cells
- atVenu auto-saves your entries. There is not a save button on the page
- At the top of the Counts page, you have the ability to filter. the page to view All Items or only Items Counted In

Count In

- Enter your **Count In** quantities for each Artist on the Master Counts page into the column labelled **In**
- The Master Counts page will display your **Item Gross In** by size and item
- The **Total Count In Gross** for the Artist is listed at the bottom of the page
- Totals for each column on the Counts page will be represented in the persistent Totals Bar at the bottom of the page

Apparel	Price	In	Adds	Total In	Comp	Item Gross	Inv. Rmg	Returns	Out	Sold	Gross
Tour Tee	\$30	60		60		\$1,800	60	0		-	-
	\$30	72		72		\$2,160	72	0		-	-
	\$30	144		144		\$4,320	144	0		-	-
	\$30	144		144		\$4,320	144	0		-	-
	\$30	60		60		\$1,800	60	0		-	-
		480	0	480	0	\$14,400	480	0	0	0	\$0

Adds

- Enter Adds into the **Adds** column
- If more than 1 Add is required, click any cell again and the **Modify Adds** panel will load. When additional adds are entered new columns will automatically load in place. Enter additional Adds, then click **Done** when finished to save your changes

Adds	1st	2nd	3rd
24	12	12	
24	12	12	0

● *Previously entered Adds can be edited at any time*

Show Instructions

Distribution



If you are not running Multiple Stands, there is no distribution of items required. **Please skip ahead to Page 14**

Distribute Items

If you are running Multiple Stands, once you've Counted In, you need to distribute your items to your Stands in order for them to be available for sale in atVenu Register. There are multiple options and time saving features available for distributing your items.

- Click on the **Distribution** tab

Apparel	Total In	Stand 1	Stand 2	Stand 3	Remaining
S	60				60
M	72				72
L	168				168
XL	144				144
2XL	60				60

- Distribute your items manually by clicking into any cell to enter inventory quantities. Additional entries can be added by clicking on any cell to open the **Issues** panel. Similar to the **Modify Adds** panel, you can save multiple entries and see a history of activity
- *Or* - Distribute your items automatically by percentage using our **Distribute By Percentage** feature to quickly distribute your items across all, or select stands, and then refine quantities as needed. The feature allows you to distribute all items by percentage, or distribute items individually by percentage

Distribute All Items by Percentage:

- From the utility bar at the bottom of the screen, click the **Distribute All** button on the right
- Edit the **Round Down** quantities as needed. By default, atVenu will round your distributions **down** to the nearest 12 for Apparel, or 10 for Other and Music items so you do not distribute more product than you have available
- Enter a percentage to distribute to all, or select stands. The total percentage cannot be greater than 100%
- Click the **Distribute** button in the lower right corner

Distribute All Items

Round Down

Apparel	Music	Other
12	10	10

Stand Distributions

Stand 1	Stand 2	Stand 3
50	25	25

Distribution Percentage: 100%

Cancel Distribute

Show Instructions

Distribution *Continued*

Distribute Individual Items by Percentage:

Now that you've distributed all of your items by percentage, you may wish to override distributions by percentage on an individual item basis.

- Click the **Distribute by %** button located under the image thumbnail for each item
- Click **Continue** - *Your previous distributions for this item will be overwritten*
- Edit the **Round Down** quantity as needed, and enter your distribution percentages
- Click **Distribute**

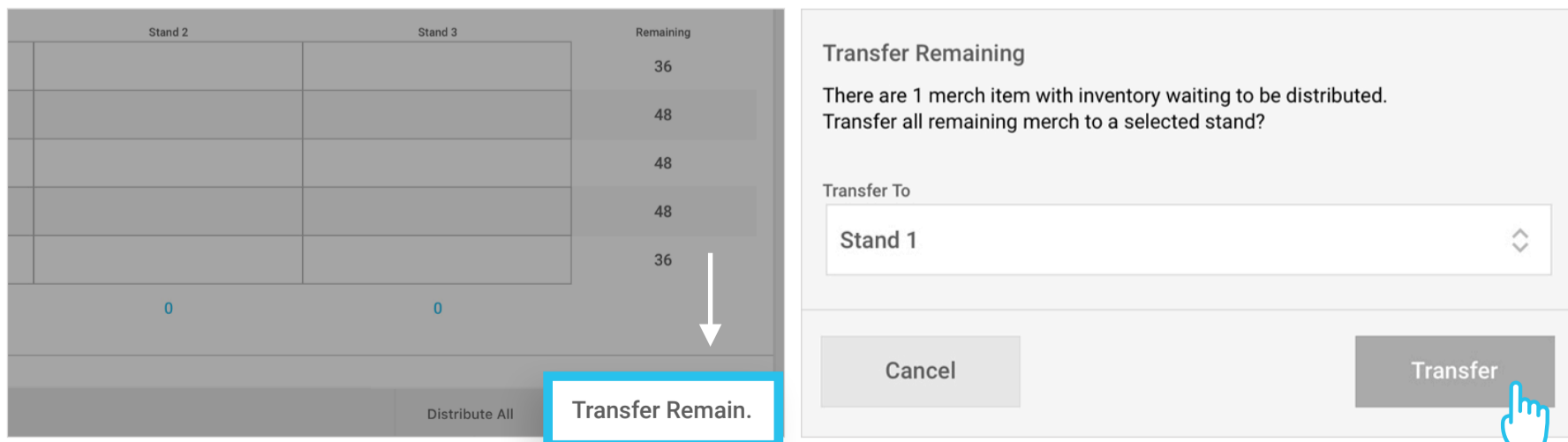


- **Distributions can be reset, overwritten, or edited at any time. For more info on the Distribution by Percentage feature, please see: [Stand distributions by percentage \(Venue & Festival\)](#)**

Transfer Remaining Inventory

You may be left with remaining inventory quantities that were not able to be distributed due to rounding. Remaining inventory is listed in the **Remaining** column to the right of the Stand Issues.

- To distribute all remaining inventory to a specific location, click the **Transfer Remaining** button in the bottom utility bar
- Select the location to **Transfer To**
- Click **Transfer**

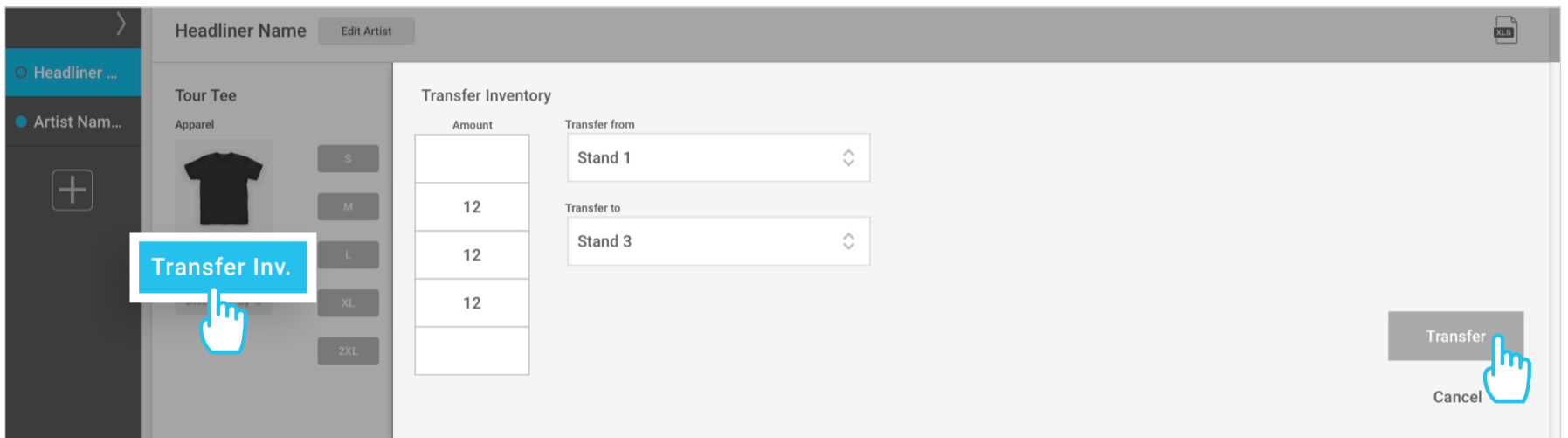


Show Instructions

Distribution *Continued*

Inventory Transfers Between Stands

- To transfer inventory between Stands, click the **Transfer Inventory** button located under the image thumbnail for each item on the Distribution page
- Enter quantities, then select **Transfer From** and **Transfer To** locations
- Click **Transfer**

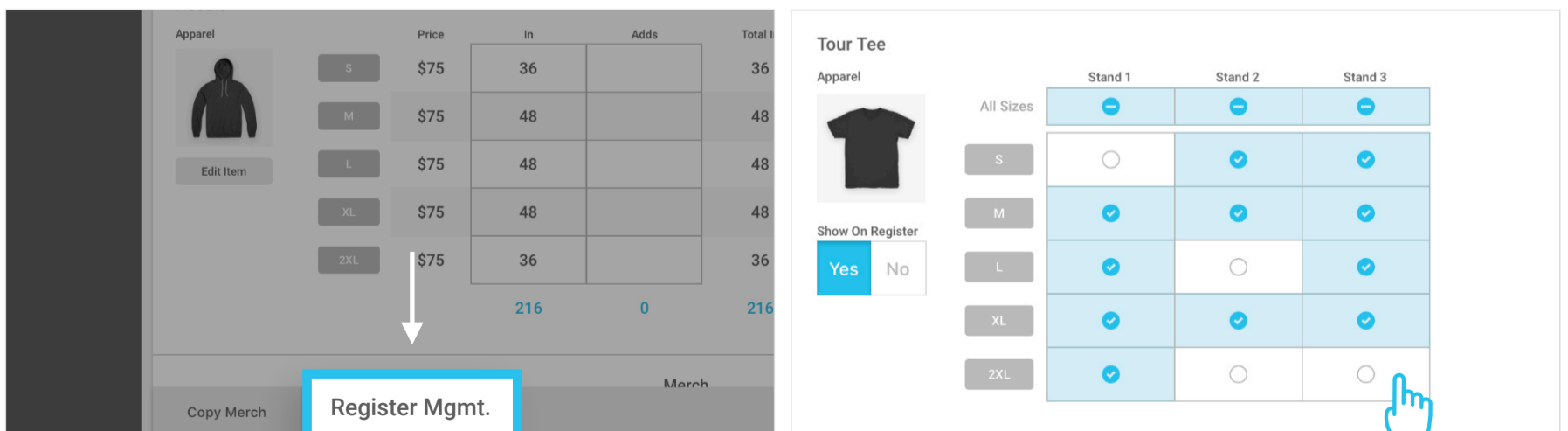


Register Management

From the Master Counts page, use the **Register Management** feature to hide sold out items or specific sizes from atVenu Register by location. Inventory levels can be monitored on the Register Report, or from Counts or Stand Sheets in the **Inv. Rmg** column.

The Register Management feature can also be used to make items available to Stands without inventory actually being distributed to those locations. For example, this is useful if you need to quickly make items available for sale prior to completing your distributions. When you are **not** running Multiple Stands, there is no need to distribute your items to specific locations, so Register Management will default items to **Show on Register**, meaning they will appear on atVenu Register by default, even without being Counted In.

- From the utility bar at the bottom of the screen, click the **Register Mgmt** button
- Hide or show entire items across all locations using the **Show on Register (Yes/No)** buttons
- Click into the **All Sizes** header row to hide or show all sizes for an item at a specific location
- Hide or show items by size at specific locations using the clickable grid
- Click **Done** when finished to save your changes



Show Instructions

Comps & Count Out

Comps

- Enter Comps into the **Comp** column on the Master Counts page

Apparel	Price	In	Adds	Total In	Comp	Item Gross	Inv. Rmg	Returns	Out	Sold	Gross
S	\$30	60		60	2	\$1,740	58	0		-	-
M	\$30	72		72		\$2,160	72	0		-	-
L	\$30	144	24	168	5	\$4,890	163	0		-	-
XL	\$30	144		144		\$4,320	144	0		-	-
2XL	\$30	60		60		\$1,800	60	0		-	-
		480	24	504	7	\$14,910	497	0	0	0	\$0

Count Out

- Enter Count Out quantities into the **Out** column
- Or - Click **Use Inv. Rmg.** to automatically sync all atVenu Register inventory remaining quantities into the **Out** column



The column labelled '**Inv. Rmg**' (Inventory Remaining) calculates your current show inventory less Comps and units sold through atVenu Register (Count In + Adds - Comps - atVenu Register sales). With atVenu Register, these quantities can be compared to your physical Count Out quantities to help quickly identify discrepancies. This column is also available at the Stand level, on the individual Stand Sheets

- The Master Counts page will display your **Total Units Sold** and **Total Gross \$** by size and item for each Artist
- The **Total Sold Units** and **Gross \$** for the Artist is listed at the bottom of the page

Apparel	Price	In	Adds	Total In	Comp	Item Gross	Inv. Rmg	Returns	Out	Sold	Gross
S	\$30	60		60	2	\$1,740	58	0	6	52	\$1,560
M	\$30	72		72		\$2,160	72	0	12	60	\$1,800
L	\$30	144	24	168	5	\$4,890	163	0	6	157	\$4,710
XL	\$30	144		144		\$4,320	144	0	24	120	\$3,600
2XL	\$30	60		60		\$1,800	60	0	24	36	\$1,080
		480	24	504	7	\$14,910	497	0	72	425	\$12,750

Show Instructions

Stand Sheets

Individual Stand Sheets

You also have the option to Count Out and/or Settle individual Stands as needed. Access Counts and Settlements for individual Stands as follows:

- From Counts, click on the tab for any Stand to the right of the Distribution tab
- Enter Comps, or Count Out Quantities
- Comps entered into a Stand sheet can be synched back into the Master Counts page by clicking the **Update Comps** button
- Count Out quantities or returns entered into a Stand sheet will automatically sync into the **Returns** column on Master Counts
- Once you have Counted Out, if you wish to perform a Stand Settlement, click on **Settlement** from the navigation in the upper right while viewing a Stand sheet

Headliner Name (08/01/20) - USD		Counts	Register Report	Settlement	Worksheets				
		Master	Distribution	Stand 1	Stand 2	Stand 3			
Headliner Name <input type="text" value="Edit Artist"/>									
Tour Tee									
Apparel		Price	Total In	Comp	Item Gross	Inv. Left	Count Out	Sold	Gross
	S	\$30	36		\$1,080	36		-	-
	M	\$30	48		\$1,440	48		-	-
	L	\$30	96		\$2,880	96		-	-
	XL	\$30	84		\$2,520	84		-	-
	2XL	\$30	36		\$1,080	36		-	-
			300	0	\$9,000	300	0	0	\$0
Hoodie									
Apparel		Price	Total In	Comp	Item Gross	Inv. Left	Count Out	Sold	Gross
	S	\$75	36		\$2,700	36		-	-
	M	\$75	24		\$1,800	24		-	-
	L	\$75	24		\$1,800	24		-	-
	XL	\$75	24		\$1,800	24		-	-
	2XL	\$75	36		\$2,700	36		-	-
			144	0	\$10,800	144	0	0	\$0

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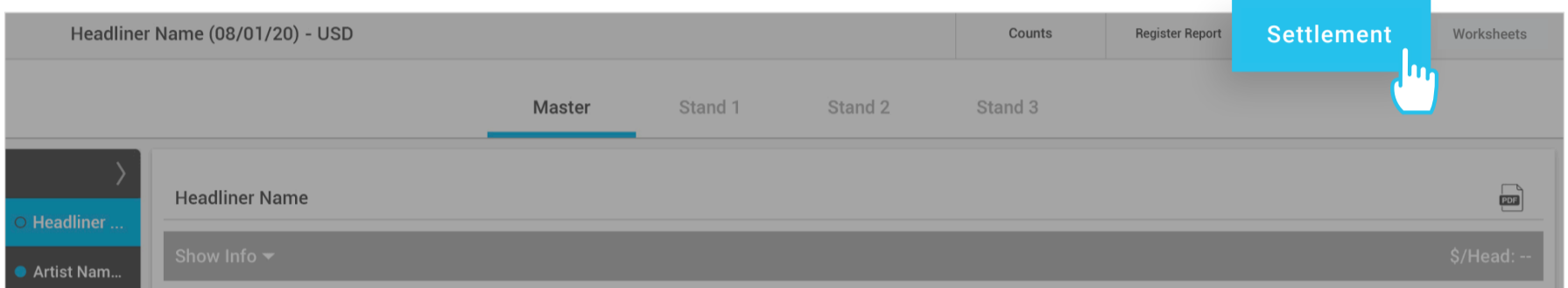
Settlements



All items Counted In must have a Count Out quantity entered, even if it's 0(zero) to complete the show Settlement

Access the Settlement Page

After Count Out is completed, click the **Settlement** button from the navigation in the upper left of the screen. Clicking the **Settlement** button takes you to the Settlement page. It does not complete the show and you can still return to the Counts page to make edits if needed.



Settlement Page Functionality Notes

- Click on any section header to expand or collapse section details
- When you click **Settle**, any missing required data will be highlighted in red

Show Info

All details for the Artist and the Show are still editable. Simply click into any field to edit.

- Confirm Artist Rep name, phone, and email (*Name and phone number are required to complete the Settlement*)
- Enter Paid Attendance to calculate **\$/Head**, which is listed on the right side of the Show Info section header
- Enter **Tax ID** if available and check **W9 Received** if you have received it from the Artist
- Confirm the Merch and Music Cuts or edit as needed
- Verify the Tax Rates and click the **Account Details** link if a change is required
- Select Venue or Artist for **Tax Retained By**

Rep Name John Smith		Rep Email johnsmith@email.com	Rep Phone (555) 555-5555	Paid Attendance 2,500	Tax ID	<input type="radio"/> W9 Received
Venue Cut Merch (%) 20.0		Music (%) 10.0	Tax (%) Apparel 7.500		Other 7.500	Music 7.500
Tax Retained By Venue						

Taxes may be updated on [Account Details](#)

Show Instructions

Settlements *Continued*



Credit Card receipts do not auto-sync and must be manually entered into the Settlement, along with the CC Fee %

Credit Card / Cash

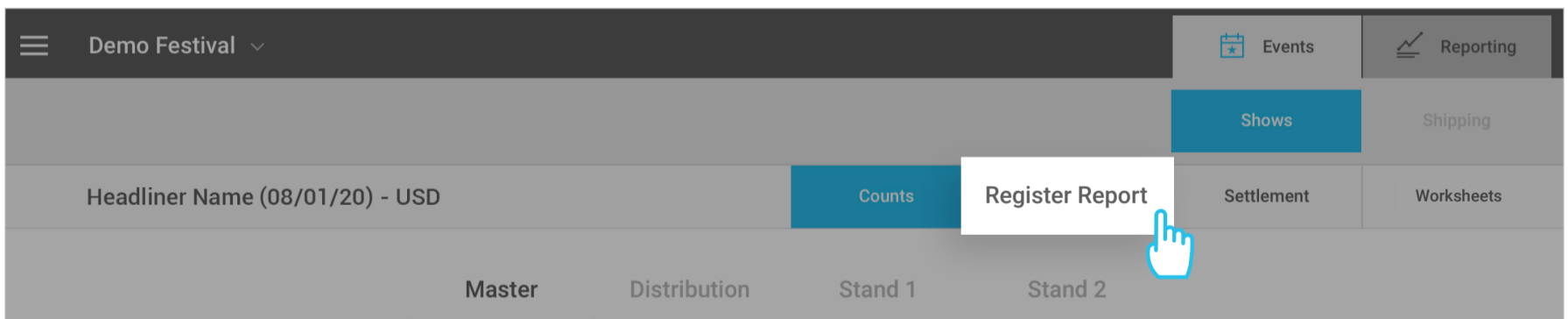
- Select Artist or Venue for **Cash Collected By**
- Enter a description in the **CC Payment Type** field
- Select Artist or Venue for **Credit Cards Collected By**
- Enter total **Receipts(\$)** from the **Register Report > Artists** page
- **Enter Fee(%)**
- **Total Fee(\$)** will calculate automatically

Credit Card/Cash ▾		Total Payments: \$15,000		
Payment Type Cash	Collected By Artist Venue			
Payment Type atVenu Register CC	Collected By Artist Venue	Receipts (\$) 15,000.00	Fee (%) 5.00	Total Fee (\$) 750.00
Total Payments: \$15,000		\$15,000		+

Locating atVenu Register CC Totals

Credit Card totals for the show and for each Artist are located within the show's **Register Report**.

- Click the **Register** button in the navigation from any Counts or Settlement page to access the show's Register Report

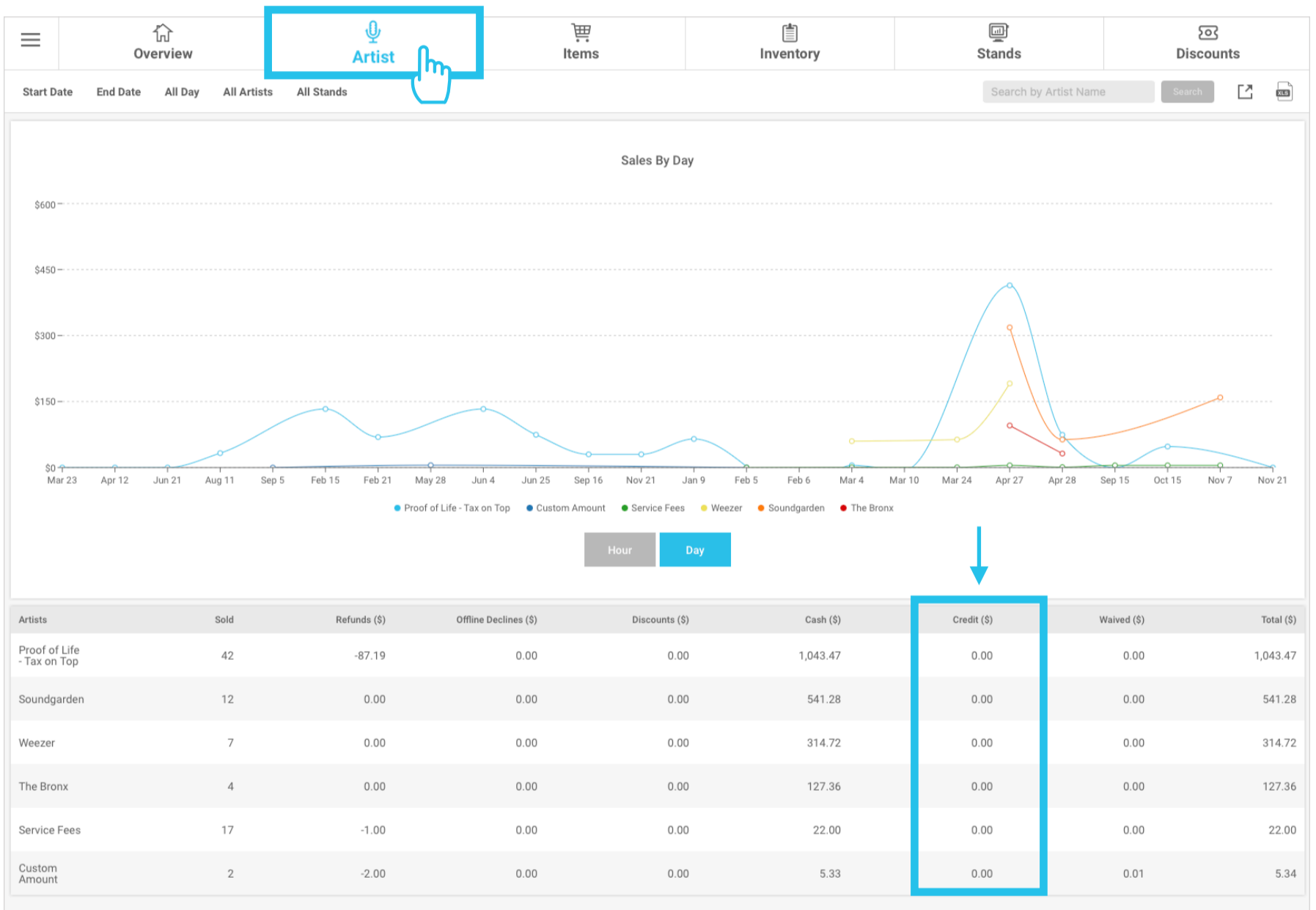


Show Instructions

Settlements *Continued*

atVenu Register CC Totals by Artist

- Click on the **Artists** button at the top of the page
- Scroll down to see a breakdown of **Net Credit (\$)** listed by Artist



Total Show atVenu Register CC Receipts

- The Total Show CC receipts can be found in the **Tenders** column on the **Overview** page
 - The CC Fee amount displayed under the **Tenders > Credit** total is included in the total CC receipts
- **You can also view Register Reports on your mobile device by visiting atVenu.com, logging in, and accessing the Reports as detailed above. For a complete overview of the atVenu Register Report, please see: [Understanding the atVenu Register Report](#)**

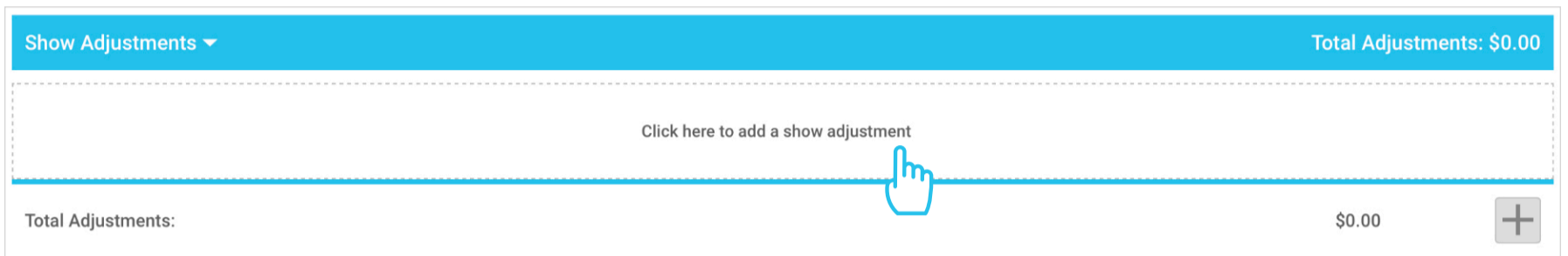
Show Instructions

Settlements *Continued*

Show Adjustments

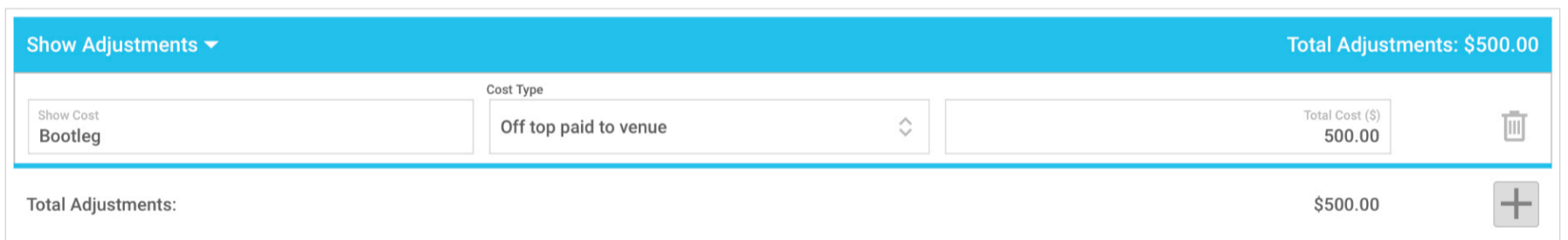
Here you can enter any **Show Adjustments** (Show Costs) to be included in the Settlement.

- Click to add a Show Adjustment



The screenshot shows a blue header bar with "Show Adjustments" on the left and "Total Adjustments: \$0.00" on the right. Below the header is a large dashed box containing the text "Click here to add a show adjustment" with a hand cursor icon pointing to it. At the bottom of the dashed box, there is a "Total Adjustments:" label, the value "\$0.00", and a plus sign button.

- Click into the **Show Cost** description field and enter a description
- Next, select where the cost should be applied. Use the **Cost Type** dropdown to select the correct option
- Enter the actual cost associated in the **Total Cost (\$)** field
- Click the **(+) Plus** button to add additional adjustments
- Click the **Trashcan** button to delete



The screenshot shows the same interface as above but with one adjustment added. The "Show Cost" field contains "Bootleg". The "Cost Type" dropdown is set to "Off top paid to venue". The "Total Cost (\$)" field contains "500.00". A trashcan icon is visible to the right of the cost field. The "Total Adjustments:" at the bottom now shows "\$500.00" and a plus sign button.

The following show cost types are available from the **Cost Type** dropdown selector:

- **Off Bottom:** Pulls the cost out of the total cash, after the Adjusted Gross and all splits have been calculated
- **Off Top:** Deducts the cost from the total gross. Select this cost type if neither party (Artist / Venue) should be reimbursed for the expense. When a cost is deducted from the gross, it is as if the funds were never collected
- **Off Top Paid to Venue or Artist:** Select if the cost should be deducted from the total gross but is reimbursed/paid back to either the Artist or Venue to recoup the incurred expense. In this instance, the cost will be pulled from the Gross to calculate the Adjusted Gross, splits are calculated, and then the cost is added back into the Artist or Venue Settlement
- **Paid to Venue:** Select if the cost is to be paid to the Venue out of the Artist settlement
- **Paid to Artist:** Select if the cost is to be paid to the Artist out of the Venue settlement
- **Shipping:** Select if there are shipping costs incurred by the Venue that must be recouped. Selecting the Shipping cost type will pull the cost from the Artist Settlement and apply it to the Venue Settlement
- **Tax Withholding:** Select if the Venue is retaining additional taxes in addition to the Sales Tax. Selecting the Tax Withholding cost type will pull the cost from the Artist Settlement and apply it to the Venue Settlement
- **Venue Adjustment:** Venue can adjust the Total Due Venue by selecting a Venue Adjustment cost type. This is useful for rounding to even numbers

Show Instructions

Settlements *Continued*

Gross Sales

All financial details are now calculated below and broken down by Merch and Music with Adjusted Gross Totals for each.

- Confirm your **Gross Sales**
- Off the Top costs, Venue retained Credit Card fees, and Taxes are automatically backed out of the Gross Sales, yielding the Adjusted Gross

Gross Sales ▼				Gross Sales: \$24,450.00	
Merchandise Sales			Music Sales		Total Sales
	Apparel	Other	Total	Total	Total
Gross Sales	\$24,450.00	\$0.00	\$24,450.00	\$0.00	\$24,450.00
Sales Tax	(\$1,705.81)	\$0.00	(\$1,705.81)	\$0.00	(\$1,705.81)
Fee: atVenu Register CC	(\$750.00)		(\$750.00)		(\$750.00)
Cost:	\$0.00		\$0.00		\$0.00
Adjusted Gross	\$21,994.19	\$0.00	\$21,994.19	Adjusted Gross	\$21,994.19

Settlement

- Confirm the **Total Due Artist** and the **Total Due Venue** amounts
- Expand the section to see detailed calculations for each party

Settlement ▼				Total Due Artist: \$17,595.35		Total Due Venue: \$6,854.65	
Artist				Venue			
	Cuts	Fees	Taxes		Cuts	Fees	Taxes
Apparel (80%)	\$17,595.35		\$0.00	Apparel (20%)	\$4,398.84		\$1,705.81
Other (80%)	\$0.00		\$0.00	Other (20%)	\$0.00		\$0.00
Merch Subtotal	\$17,595.35		\$0.00	Merch Subtotal	\$4,398.84		\$1,705.81
Music (90%)	\$0.00		\$0.00	Music (10%)	\$0.00		\$0.00
Subtotal	\$17,595.35		\$0.00	Subtotal	\$4,398.84		\$1,705.81
Fee: atVenu Register CC		\$0.00		Fee: atVenu Register CC		\$750.00	
Total	\$17,595.35	\$0.00	\$0.00	Total	\$4,398.84	\$750.00	\$1,705.81
Total Due Artist:			\$17,595.35	Total Due Venue:			\$6,854.65

- **Adjust the Total Due Venue by adding a Show Adjustment set to the Venue Adjustment cost type. This is useful for rounding total due amounts to even numbers**

Show Instructions

Settlements *Continued*

Final Payment

Final Payment shows the balance due to the Artist and how it's to be paid out: **Cash**, **Check** or **To Follow**. The total amount due will be automatically entered when a payment method is selected. You can split this payment if the Artist wants to take a portion in cash, for example. In this case, click on **Cash** and enter the amount you want to pay in cash. Then select the method of payment for the balance and atVenu will automatically calculate the split.

Final Payment ▾		Venue Owes Artist: \$17,595.35
Total Due		\$17,595.35
<input checked="" type="radio"/> Cash	<input type="text" value="2,500.00"/>	2,500.00
<input type="radio"/> Check	<input type="text"/>	
<input checked="" type="radio"/> To Follow	<input type="text" value="15,095.35"/>	15,095.35

Signature

- Obtain Artist signature in the **Signature** section
- Use the **Clear** button to clear the signature and sign again

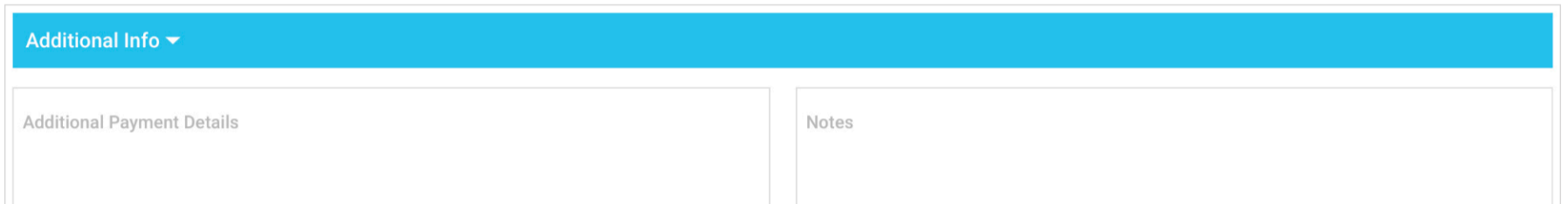
Signature ▾
<p>Rep Sign Below</p> <div style="border: 1px solid #ccc; padding: 20px; text-align: center;"> <hr/><p>Signature Clear</p></div> <p><small>In the absence of a formal invoice, this settlement sheet shall serve as Six Star Ampitheatre's invoice to the Artist. By signing below, you hereby certify on behalf of the Artist that you have reviewed the above-stated figures and, to the best of your knowledge, they are correct. The Artist shall remit to Six Star Ampitheatre the unpaid balance (if any) of the monies due Six Star Ampitheatre in connection with the gross sales of merchandise at the Venue. Such monies shall be payable to Six Star Ampitheatre via check or wire transfer no later than seven (7) days from the date first written above.</small></p>

Show Instructions

Settlements *Continued*

Notes & Payment Details

- Click to expand the **Additional Info** section
- Enter any applicable Settlement notes or Artist Payment Details



Settled By

- By default, the Settled By fields are populated by the logged in user name and email address to reflect who settled the show
- These fields can be overridden as part of the settlement process
- Settled By info is included on the Settlement PDF

Complete Settlement

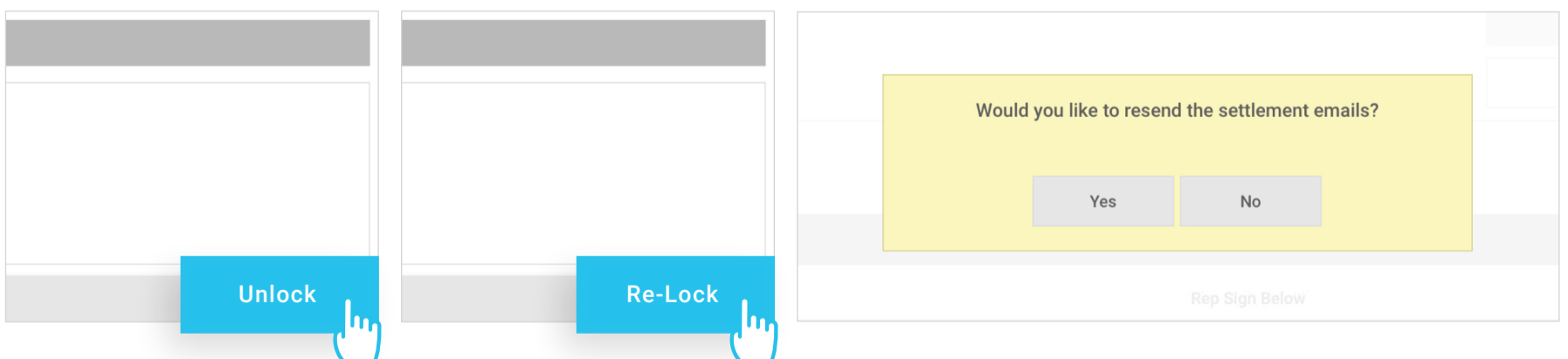
- Click the **Settle** button to complete the Settlement
- Clicking **Settle** will trigger automatic Settlement emails to go out to all Users of the account. In addition, any emails saved to the account's Email List will also receive the Settlement email, as will the Artist Rep if an email was entered



Post Show Edits & Unlocking

Once you click **Settle** the Settlement is locked. However, you can unlock it at any time for post-settlement edits.

- If you need to unlock a Settlement, click the **Unlock** button in the bottom right corner of the Settlement page
- Once your edits are complete, click **Re-Lock** at the bottom of the Settlement page
- Confirm if you would like to re-distribute Settlement emails or not



Show Instructions

Balance Sheet

Balance Sheet

Once each Artist Settlement is complete, you can continue on to the Balance Sheet to balance the show and account for Credit Cards, Payouts, and Cash Deposits.

If you are using the integrated Balance Sheet, you can download our Balance Sheet User Manual from the atVenu Help Center:

[Working with the Balance Sheet for Venues & Festivals](#)

Artist	Merch	Music	Total
Headline Artist	\$160,850.00	\$1,450.00	\$162,300.00
Support Artist	\$4,470.00	\$0.00	\$4,470.00
Another Support Artist	\$15,645.00	\$0.00	\$15,645.00
Total Gross:			\$182,415.00
Taxes:			\$13,902.30
Total Net:			\$168,512.70

Payout	Amount
Artist Fee Paid On-Site	\$ 0.00
Total Cash Payouts	\$0.00

Deposit #	Amount
Total Cash Deposits	\$0.00

Totals					
Gross Sales	\$182,415.00	CC & Cash Payouts	\$5,433.56	Deposit Due	\$176,981.44
Cash Deposit	\$0.00	CC Deposit	\$182,527.26	Actual Deposit	\$182,527.26

The numbers used throughout this Manual are for the purpose of context only. Not all numbers shown are actual or accurate

Show Instructions

Auto-Advance

- You also have the ability to send or resend Auto-Advance invitations from the Artist Control Panel within Counts. For a more in depth overview of the Auto-Advance feature, please see: [Using the Auto-Advance feature \(Venue/Festival Account\)](#)

Auto-Advance is a feature built into atVenu to save you time. You won't have to manually build out product lines for any Artist who advances using this feature. When you create a show and enter an email address for an Artist Rep, the Auto-Advance option becomes available. When an Artist is invited, they'll receive an email with instructions for using the Auto-Advance feature.

- **If the Artist is on atVenu**, they accept the invitation, and their product line will automatically sync into your Counts page, complete with product images if they have added them in their Artist Account, item titles, prices, and sizes
- **If the Artist is not on atVenu**, they can still Auto-Advance. They're given the option to manually add their items which will automatically populate your Counts page



The Auto-Advance feature must be enabled for your account under **Account Settings > Other**

Add Artist to Show

Artist Name Headliner Name	Headliner	Venue Cut (%) Merch 20 Music 10	Tax ID #
Rep Name John Smith	Rep Phone (555) 555-5555	Rep Email johnsmith@email.com	<input checked="" type="checkbox"/> Invite Rep Add a Rep Email to invite for advancing

Cancel Save Artist Save & New

Once an Artist has accepted the invitation and advanced their items, you'll see a blue checkmark **Invite Accepted** indicator. You will also receive an email notification with a direct link to the Counts page for the Artist. Advanced items are now available on the Artist's Counts page within your show.

Artist Name / Type	Rep Name / Number / Email	Venue Cut (Merch / Music)	Tax ID #	Auto Advance
Headliner Name Headliner	John Smith (555) 555-5555 • johnsmith@email.com	20 10	Not Entered	<input checked="" type="checkbox"/> Invite Accepted

If an Artist was invited to **Auto-Advance** but has not accepted, from click **Resend Invite** by editing the show on the **Shows** page, or from the **Artist Control Panel** within Counts

Artist Name 2 Support	Jennifer Smith (555) 555-5555 • jennifersmith@atvenu.com	20 10	Not Entered	Invite Sent <input type="button" value="Resend Invite"/>
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If you need to add an Artist Rep email to send an Auto-Advance invite after you've saved the Artist to the show:

From the Shows page:

- Edit the show and click the **Artist Name** to load Artist details
- Enter the Artist Rep email and enable **Auto-Advance**
- Click **Save Artist**

From the Artist Control Panel within Counts:

- Click **Edit Artist** next to the Artist Name at the top of the Counts page to load Artist details
- Enter the Artist Rep email and enable **Auto-Advance**
- Click **Save**

Show Instructions

Images on Mobile

Add Images (Mobile Device)

Often times you'll need to capture images of each merch item on site. To use a mobile device to capture images, open a new browser window on your device and visit atVenu.com. Proceed to log in using your Festival account login credentials, then follow the steps below:

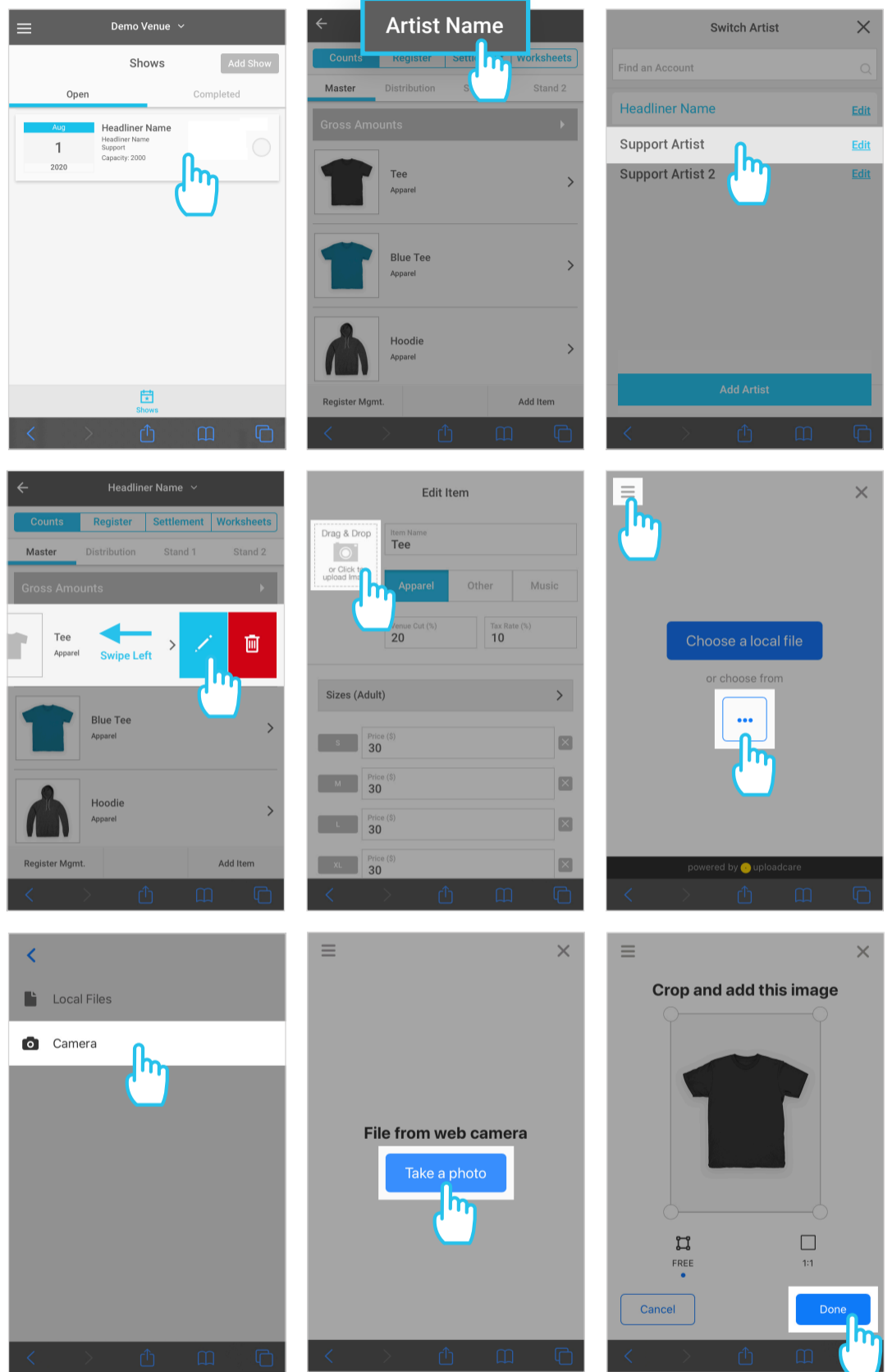
1. Tap on the show from the open shows list to access the Master Counts page

Access any Counts page on mobile as follows:

2. Tap on the **Artist Name** in the center of the header bar
3. Tap to select any Artist Name from the menu to access their Counts page

To begin adding images:

4. Locate an item, then swipe left to reveal the **Edit** button
5. Tap on the **image thumbnail** which will open the image uploader
6. Tap the **Menu** button located in the upper left corner, or the **(•••)** button located center screen
7. Select the **Camera** option
8. Tap the **Take a Photo** button to access the camera on your device
9. Take your photo and tap to save or use the image from your camera
10. Crop and position your image, then tap **Done** to save





Thank You!

If you have any further questions or concerns please contact us:

atVenu.com/support or support@atVenu.com

Additional Resources

- [Enabling Staff Mode](#)
- [atVenu Register Hardware Setup & Troubleshooting](#)
- [Copy Show feature overview](#)
- [Understanding the Register Report](#)
- [Account Settings overview](#)
- [Using atVenu Register with Staff Mode](#)
- [atVenu Register Training for Sellers](#)
- [Copy Merch feature overview](#)
- [Using the Auto-Advance feature](#)
- [Register Settings overview](#)