

chapel - off chapel

CHAPEL OFF CHAPEL SABO PERFORMANCE STATEMENT REPORT INFO:

You can now access your sales reports online.

Please go to: <https://sa2.seatadvisor.com/aucos/>

Your login and password details are included in the email that accompanied this attachment.

1. Select your production from the drop-down menu under Events.
2. Tick the Show Each Performance box on the bottom left hand side of the page. This will give you a breakdown of the individual shows.
3. Adjust the Sales Dates Range from the date your show went on sale, to the current day. Make sure the HTML box is ticked at the bottom of the page and click on Generate to view the sales report. *NB// If you'd like to email the report to yourself, simply untick the HTML box, tick the email box, enter the email address and click on generate. The file will then be emailed to you.*

If you have any probs, please feel free to give us a buzz on 8290 7000 and we'll talk you through.

Step-by-step guide to SABO Performance Statement Reports: HOMEPAGE

Select Report Type:

Performance Statement

Summary:

Report presents ticket sales activity for select performances by venue discounts and sources for given date ranges. Report only reflects face values and does not include extra charges.

Select your production from the Events drop-down menu here.

Event Codes:

-All-

Events:

-All-

Venues:

-All-
Chapel Off Chapel
Malvern Town Hall
The Chapel Loft

Event Categories:

-All-
A CAPELLA
BALLET
BLUES

Adjust dates from when your show went on sale to the current day here, in the Sales Date Range.

Sales Date Range:

/ / through / / [clear](#) [today](#) [yesterday](#) [last month](#) [MTD](#)

Performance Date Range:

/ / through / / [clear](#) [today](#) [yesterday](#) [last month](#)

Tick this box to see figures for each individual performance.

Show each performance

Show Sales Subtotals per Price Scale

Deduct Inside Charges from Net Amounts

Display Discount Long Names

Delivery Method:

HTML

E-Mail

Confirm E-Mail:

GENERATE

DONE

If you would like to email yourself the report: tick the E-mail box, enter your email address and Generate.

To view your statement immediately: tick the HTML box and Generate.

Step-by-step guide to SABO Performance Statement Reports: Performance Report; Individual shows

Event: **TITLE OF YOUR SHOW**
Performance Date: **DATE OF INDIVIDUAL SHOW**
Venue: **LOFT, CHAPEL OR MALVERN TOWN HALL**
Category: THEATRE

Discount	A
ADULT	20.00
CONC	17.00
COMP	0.00
HOUSE	0.00
HTIX	10.00
COPAN	0.00

INT

Discount	A	Tickets	Total
ADULT	1	1	20.00
Total	1	1	20.00

PBO

Discount	A	Tickets	Total
ADULT	2	2	40.00
Total	2	2	40.00

PHO

Discount	A	Tickets	Total
ADULT	2	2	40.00
Total	2	2	40.00

SBO

Discount	A	Tickets	Total
COMP	5	5	0.00
HOUSE	4	4	0.00
Total	9	9	0.00

PERFORMANCE TOTALS

Discount	A	Tickets	Total
ADULT	5	5	100.00
COMP	5	5	0.00
HOUSE	4	4	0.00
Total	14	14	100.00

Ticket types and prices, as stipulated by you (the venue hirer).

These boxes are the breakdown of tickets sold through different methods:

INT = Internet (Internet sales)

PBO = Primary Box Office (Chapel Off Chapel Box Office Staff sales)

PHO = Phone (Chapel Off Chapel Box Office Staff sales)

SBO = Secondary Box Office (Chapel Off Chapel Box Office Staff sales and complimentary ticket allocations)

The Performance Totals on your individual show listing give you the breakdown of all tickets sold/allocated for the show in question.

Step-by-step guide to SABO Performance Statement Reports: Performance Statement Summation

Performance Statement Summation

INT

Discount	A	Tickets	Total
ADULT	66	66	1905.00
CONC	18	18	450.00
GRP5M	14	14	350.00
Total	98	98	2705.00

Located at the very bottom of your report, this is the summary of ALL sales for the production.

PBO

Discount	A	Tickets	Total
ADULT	61	61	1751.00
CONC	61	61	1525.00
GRP5M	17	17	425.00
Total	139	139	3701.00

These sections (INT, PBO, PHO and SBO) highlight how many tickets were sold via this method, across ALL individual shows.

PHO

Discount	A	Tickets	Total
ADULT	46	46	1316.00
CONC	18	18	450.00
GRP5M	11	11	275.00
HTIX	2	2	29.00
Total	77	77	2070.00

SBO

Discount	A	Tickets	Total
ADULT	8	8	232.00
COMP	118	118	0.00
CONC	6	6	150.00
HOUSE	48	48	0.00
HTIX	16	16	232.00
Total	196	196	614.00

These are the Grand Total figures for the production.

GRAND TOTALS

Discount	A	Tickets	Total
ADULT	181	181	5204.00
COMP	118	118	0.00
CONC	103	103	2575.00
GRP5M	42	42	1050.00
HOUSE	48	48	0.00
HTIX	18	18	261.00
Total	510	510	9090.00

DONE