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OVERVIEW FOR CINEMAS

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Support Contacts

In partnership with Vista & Veezi, Your Cinema support is shared.

If you are a Veezi customer

Your support contact is the same as your Veezi support: support@veezi.com

If you are a Vista customer

Your support contact is the same as your Vista support. [Raise a ticket with Vista support.](#)

Working with Movies

> yourdomain.com/admin/movies

Adding a movie to your website (Veezi/Vista Users)

Movies added to your Veezi/Vista account will automatically appear on your website (allow an hour for the movie to appear).

- **Now playing movies:** Movies with a release date in the past and a live session time.
- **Coming soon movies:** Movies with a release date in the future.

Changes to a movie's metadata (synopsis, release date, rating etc) in the Veezi/Vista back office will also automatically appear on your website (again, allow an hour for updates to appear).

To change a movie's images...

While all movie metadata (synopsis, runtime, rating etc) come from your Veezi/Vista profiles, you may wish to change your movie images in the Your Cinema CMS. Each movie has a landscape image (which appears on mobile view) and a poster image.

1. Login in to your website admin.
2. In the **Movies** section, click **edit** next to any movie title.
3. Edit any of the available images by dragging your image files into 'Choose a new image' box.

Field	Notes
Poster Image	Use the dimensions 500x735px, jpg or png
Landscape Image	Use the dimensions 700x259px, jpg or png

4. Click **Save**.

TIP: *The Trailer Link you add to Veezi needs to be a YouTube link to display on your cinema site.*

Two other Movie settings...

Also under each movie profile in your cinema site admin are two check boxes:

Field	Notes
Undated Release Date Override	This is for movies coming up but with an unknown release date. Ticking this box will put the movie on your Coming Soon page without a release date. TIP: <i>Remember to untick this setting when it's release date is known.</i>
Visible	This function (which will always default to ticked) will let you hide a movie from your Coming Soon page.

Click **Save** after all changes.

Working with Pages

> yourdomain.com/admin/pages

Adding a page to your website

You can create additional pages for your website, such as an 'About' page, or information pages for special promotions and events.

1. On the **Pages** section of your admin site, type your new page title in the **Create new page** box.
2. Click **Add**.

Editing a page on your website

1. On the **Pages** section of your admin site, click **edit** in the page's row.
2. Edit any of the page details:

Field	Notes
Page Title	Appears at the top of the page, in your website navigation and as the page's title tag.
Page Description	Appears in the page's description tag. This text is displayed on Google search results for the page.
URL	By default, the page's URL will match the page title and you don't need to edit it.
Make Live	Determines whether the page will appear on your website.
Content	There are two methods to changing your page's content: <ul style="list-style-type: none">• Through the Page Editor. Click 'Open the Page Editor' (see the next section for further information).• Editing the HTML (for experienced users with knowledge of HTML). Click 'Click here to view & edit the Page HTML'. You can then paste in or edit HTML.

3. Click **Save** after all changes.

Using the Page Editor

The page editor is a drag-and-drop page builder to create/edit your website's additional pages.

To access the page editor...

1. On the **Pages** section of your admin site, click **edit** in the page's row.
2. Click **Open the Page Editor**.

Here is an overview of the controls...

To edit or create your page...

1. Use the **Drag & Drop Tools**...

Drag and Drop Tool (found in the Drag & Drop Blocks Tab)	Notes
Header, Text, Quote, Text Section	<ul style="list-style-type: none">• Drag and drop into place on your Canvas.• Double click to edit the text.
Image	<ul style="list-style-type: none">• Drag and drop into place on your Canvas. You will be presented with the 'Select Image' box.

	<ul style="list-style-type: none"> • Drag your image file (suggested size 780 pixels wide and any height, jpg, gif or png) into the 'Drop files' space. • Once loaded it will appear as an option. Click the image to insert it into the page. • Close the 'Select Image' box. • NB: To add a link to an image click the image once you've added it to your page. In the Tool Box, you will be automatically presented with the Settings Tab. The last field is Link, add the full URL here and hit Enter.
List Item	<ul style="list-style-type: none"> • Drag and drop into place on your Canvas. • To change the default image, double click the image and you will be presented with the 'Select Image' box (see above for how to edit the image from there). • Double click to edit the text.
Divider	<ul style="list-style-type: none"> • Drag and drop into place on your Canvas.
Video (Embed)	<ul style="list-style-type: none"> • Drag and drop into place on your Canvas. • In the Tool Box, you will be automatically presented with the Settings Tab. • Select the Video provider (current choices are YouTube or Vimeo) • Enter the Video ID. • The YouTube video ID can be obtained from the end of the YouTube video's URL, after the 'equals sign'. I.e: The ID for the video "https://www.youtube.com/watch?v=12345" is "12345"
Map	<ul style="list-style-type: none"> • Drag and drop into place on your Canvas. • In the Tool Box, you will be automatically presented with the Settings Tab. • Enter your address, hit Enter • NB: If you map doesn't change, it may not have found the location and you will need to be more specific (eg: include country in your address) • Adjust the Zoom level.
Embed Code	<ul style="list-style-type: none"> • Drag and drop into place on your Canvas. • You will be presented with a form to paste in the code. Once you have, click 'Edit'. • NB: Common Embed Code functions will be your MailChimp (or other email provider) sign-up form and YouTube embeds.
1 Column, 2 Columns, 3 Columns, 2 Columns 3.7	<ul style="list-style-type: none"> • Drag and drop into place on your Canvas. • These create columns within which you can drag and drop elements (text, images etc).

Movies	<ul style="list-style-type: none">• This lets you drag in Movie Profiles from your database.• Drag and drop into place on your Canvas. You will then be presented with options.• Select either 'Movie with Synopsis' or 'Movie with Times'• Select the movie.• Click 'Add Movies'• NB: You can't edit the movie data in this Page Editor. To change times, titles, poster or synopsis you need to change in your movie database.
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2. Click 'Save' (in the top navigation bar) after all changes.

3. Click 'Return to admin' (in the top navigation bar).

To find your page on your website's frontend, click the page **Title** from your pages list.

TIP: Ideally images should be full page width (780x300px - height is variable). Following the format of full page text and images is the best option for viewing pages on mobile devices and smaller screens.

Changing Your Website's Navigation

> yourdomain.com/admin/navigations

There are two sections within your navigation: items that appear in your Main Navigation, and those that appear under the More Dropdown.

- **Main Navigation:** 'Now Playing' (your homepage) and 'Coming Soon' are positioned first and second by default. There are up to 3 more spaces to use.
- **More Dropdown:** Here you can place as many further links as you like.

To add items to your navigation...

1. On the Navigation section of your admin site, type the link name into the **Create new link** box for Main Navigation or More Dropdown.
2. Click **Add**.

Field	Notes
Navigation Title	This is the text that appears in the navigation.
Navigation Page	If you have created a Page on your site, it will appear in this dropdown. You can select it here to link to it, or...
External link/URL	Enter any other full URL into this field.

3. Click **Save**.

Working with Promotional Spaces

> yourdomain.com/admin/promotional

You can use three different types of promotional space to advertise things such as films, events, or external links:

- **Homepage Carousel:** The large promotional space at the top of your website's homepage.
- **Sidebar Placements:** The promotional spaces on your website's right-hand sidebar.
- **Footer Placements:** The promotional spaces just above your website's footer.

TIP: *You can also use promotional spaces to redirect to a page that is not accessible through your navigation bar or 'More' dropdown.*

Adding a promotional space to your website

1. On the **Promotional** section of your admin site, type your new promotional space name into the **Create new** box for Homepage Carousel, Sidebar Placements, or Footer Placements.
2. Click **Add**.

TIP: *There is a limited number of promotional spaces that can appear in any area. If you add more promotional spaces in a lower position, they will not appear on your website even if they are 'live'.*

Editing a promotional space

1. On the **Promotional** section of your admin site, click **edit** in the promotional space's row.

2. Edit any of the page details:

Field	Notes
Promotional Title	For the Homepage Carousel, this appears as the headline for the promotional space. For sidebar and footer promotional spaces, this does not appear.
Promotional Subtitle	For the Homepage Carousel, this appears below the Promotional Title.
Link	Determines the destination page. This will usually be a page on your website, such as a movie page. Enter the full link here.
Link Title	For the Homepage Carousel, this is the text that appears on the promotional space's link button. For example: 'Book Tickets Now'
Make Live	Determines whether the promotional space will appear on your website.
Image	<p>The key imagery in your promotional space. Create your image in jpg or png format.</p> <ul style="list-style-type: none">• Homepage Carousel image dimensions: 1141x422px• Sidebar Placement image dimensions: 262x524px (height is variable)• Footer Placement image dimensions: 524x466px <p>To add or replace the image, drag and drop an image file into the 'Choose a new image' box.</p> <p>TIP: For the Homepage Carousel, try to use clear images without text. Text is overlaid from the Promotional Title, Promotional Subtitle, and Link Title. For the Sidebar Placement and Footer Placement images, use the same font and font sizes as used across the rest of the website for consistency.</p>

3. Click **Save** after all changes.

Working with session attributes

NOTE: *Session attributes are currently only available for Veezi customers.*

Session attributes need to be added in Veezi to appear on your website. They will appear on your website in the following ways...

- On your website's homepage and movie pages, the Veezi attributes 'Short Code' will appear next to the session time.
- On your website's homepage and movie pages, a user will see the Veezi attributes 'Description' by hovering over the 'Short Code'.
- On your website's homepage, at the bottom of the session panel, a key will also outline each 'Short Code' and their 'Description'.

TIP: *We advise making your Short Code one or two letter abbreviations. This keeps the website tidy and users can rollover for more detail.*

Changing your website's settings

> yourdomain.com/admin/settings

Edit your website settings

1. Go to the **Settings** section of your admin site. Edit any of the following details:

Field	Notes
Cinema Details / Cinema Name	Your cinema's name as it appears throughout the site and in Google searches.
Profile Links	This controls the social links seen in your top navigation and footer.
SEO / Description	This description is what appears in search engines for your website's homepage.
Homepage / Default Session Theme	On your website homepage, users can select to view times 'By Day' or 'By Film'. This setting determines what is selected by default.
Homepage / Session Times Ordering	On your website homepage, users can sort the list of films by 'Newest first', 'Alphabetically' or 'By Session Times'. This setting determines what is selected by default.
Homepage / Show Print Button	This allows or disallows the 'Print' button on your homepage.
Locale and Language / Timezone & Language	Set your website's timezone and language here.
Footer / Custom Information	This is an optional text field that will show in the footer of all pages.
Tracking	Your Google Analytics ID will be set up when your site is launched, there is no need to edit this field. The 'Dashboard Analytics ID' is in preparation for a future feature. This can be ignored for now.

Footer Scripts	Here you can add code that will be placed in the footer of every page on your website.
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2. Click **Update** under any section to save the settings.

Guide to Image Sizes

Image	Size (in pixels)	Format
Homepage Carousel	1141x422	.jpg or .png
Promotional Sidebar	262x524 (height is variable)	.jpg or .png
Promotional Footer	524x466	.jpg or .png
Movie - Poster	500x735	.jpg or .png
Movie - Landscape	700x259	.jpg or .png
Page Image (Full Width)	780x300 (height is variable)	.jpg or .png or .gif

TIP: If you use Photoshop to edit images, [download these template PSDs](#).

TIP: For the Homepage Carousel, try to use clear, text-less images. Text is overlaid from the Promotional Title, Promotional Subtitle, and Link Title.

TIP: For images where you do add text (eg: Promotional Sidebar and Promotional Footer), use the same font and font sizes as used across the rest of the website for consistency.