SaaSTech Servers

INDUSTRY WEBSITE GUIDE
Workshop workbook

DOMAINS / WEBSITES / BRANDED EMAIL

Movie Theatres & Cinemas



Help moviegoers choose a film and plan their visit.



Make your next screening easy to find

Explore a practical website plan and download the guide and planning resources.

Microsoft 365 for your organization.

Make every page useful.

- Keep dated showtimes and ticket links easy to find.
- Help visitors understand admission and arrival.
- Plan useful pages, clear menus and group enquiries.

Register or transfer your domain to SaaSTech Servers.

saastech.net/industry/movie-theatres-cinemas

Scan for the guide and downloadable resources.

SCAN TO EXPLORE

SaaSTech Servers

SERVING CANADIAN BUSINESSES
Since 1999

Everything your business needs to move online.

Your name. Your website. Your business email.



DOMAIN CITY

Make a name.

Find your domain name or bring one you own.

WEBSITE VILLAGE

Build your online home.

Start with Website Builder or explore WordPress.

EMAIL TOWN

Look the part.

Use your business name in your team's email.

Not sure where to start?

Take a walk down Main Street.

Explore industry guides, website ideas and practical steps for your business.

Start at **saastech.net**

SCAN TO EXPLORE

Getting started with SaaSTech Servers

Create your free account before contacting support. Keep the detachable record private.

1 Create or sign in to your account

Use an email you can access and follow the secure account prompts. No purchase is required.

2 Keep your customer number and call-in PIN ready

Support may ask for both during a call you initiated through verified Contact Us.

3 Enable two-step verification

Have your registered phone or authenticator device with you when calling SaaSTech Servers; you may need it to sign in or verify the account yourself.

Create My Account | saastech.net/create-account

Contact Us	Account Learning Centre	Delegate access playlist

On Contact Us, check your language/region and currency settings, then use the local contact number shown there.

The Account Learning Centre covers setup and delegation for Website Builder and other services. Choose Work with delegates.

Cut or tear out the card below before sharing this workbook

PRIVATE account reference and call-in authentication

Organization or name _____

Account sign-in email _____

Customer number _____

Call-in PIN _____

Domain names _____

Reviewed on _____

Update your call-in PIN at pin.saastech.net or in My Account after signing in.

Never share your account password or call-in PIN with someone helping manage your services. Each helper should create their own SaaSTech Servers account and receive only the delegated permissions they need. Review purchase/payment and account-security permissions carefully.

For official support, give the call-in PIN only during a call you initiated through verified Contact Us. Never share passwords, sign-in verification codes or recovery codes.

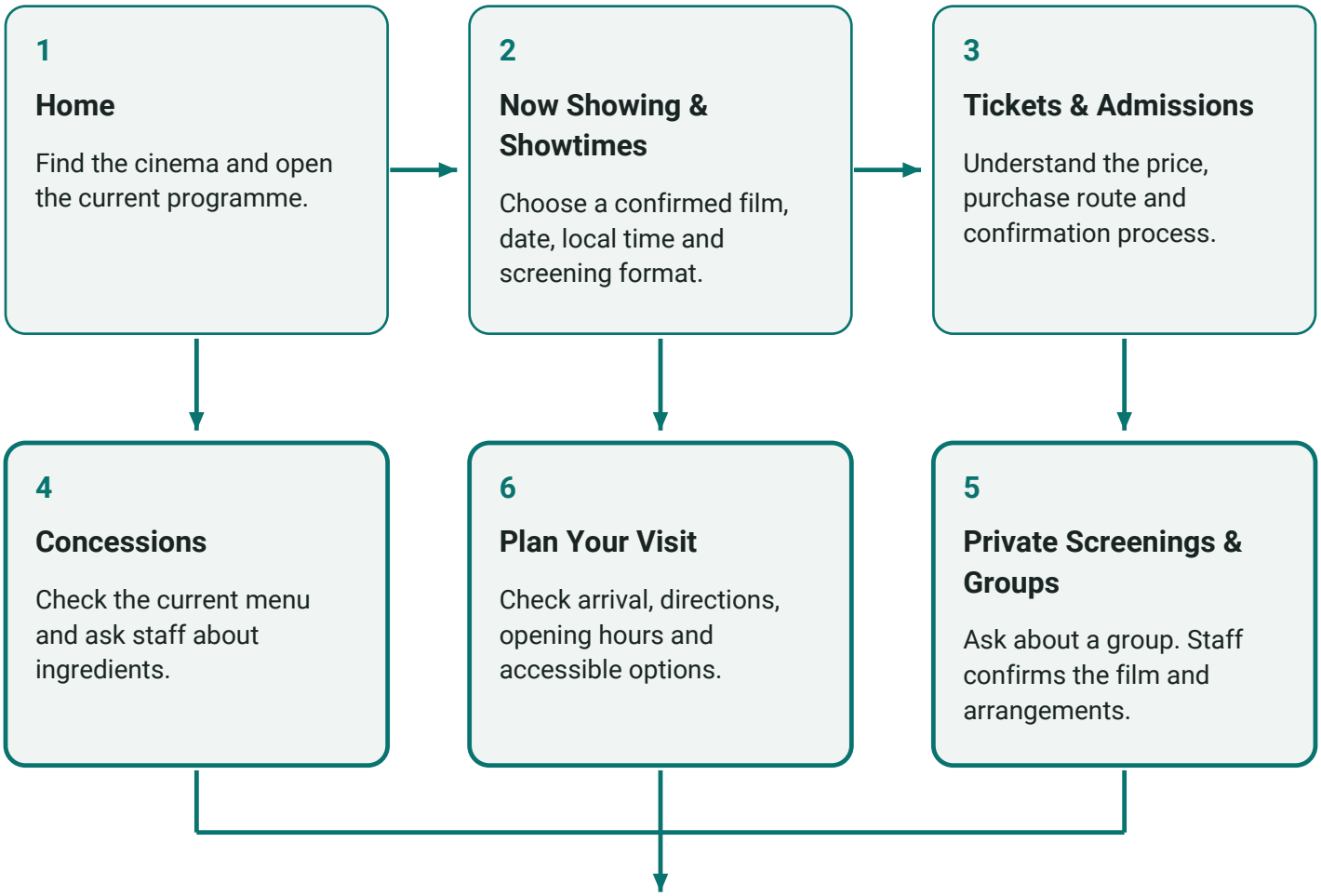
Do not record passwords, verification/recovery codes, security answers or payment details here. Keep this card safe and cut or tear it out before sharing the workbook.

Use a secure password manager for passwords and recovery information.

PLAN YOUR CUSTOMER JOURNEY

Give every page a job

Help a visitor choose a film and showtime, understand admission and arrive prepared. Keep the ticket purchase in your approved ticketing service.



CUSTOMER ACTION

Choose a film and showtime

Follow the exact ticket link or the theatre's box-office instructions. For a group, send a short enquiry and wait for staff confirmation.

Use the numbered pages that follow to draft your own cinema website. Each page should lead to a useful next step.

WEBSITE PLANNING PAGE 1

Home

Help moviegoers find the current programme quickly.

Introduce your cinema and the community you serve. Use an original photograph of your theatre, with one clear route to the current programme.

Gather your approved content

- [ ] Your approved cinema name, community and original theatre photo.
- [ ] A maintained link to Now Showing & Showtimes and current closure notices.
- [ ] A short welcome and a visible location or visitor-information link.

Website Advice

Put your main customer action near the top. A visitor should not have to watch a video before finding showtimes.

Our one-sentence welcome

Our main button label and destination

Our photograph and permission owner

Before you move on

Ask someone to find the current programme from the Home page on a phone.

Now Showing & Showtimes

Help customers choose one confirmed screening.

Organize current films by date. Give every screening a complete date and local time, with the information needed to choose confidently.

Gather your approved content

- [ ] Approved film title, artwork or trailer permissions, runtime and classification.
- [ ] Confirmed dates, local times, language and screening format.
- [ ] Screening-specific caption or audio-description options and the exact ticket link.

Website Advice

Remove expired screenings promptly. Never label a general film trailer or an unconnected calendar as a live ticket service.

Film information we can publish and who approves it

Our showtime update owner and review schedule

The exact screening-to-ticket link to test

Before you move on

Follow a film to its date, time and correct ticket destination; check the language and format.

Tickets & Admissions

Explain how a customer buys admission and knows it is confirmed.

Show current admission categories and explain the theatre's approved purchase process. Keep live inventory, seat selection and payments in the ticket system.

Gather your approved content

- ☐ Verified admission categories, prices, taxes or fees and approved age rules.
- ☐ Current box-office information and the theatre's existing ticket provider.
- ☐ Approved refund, exchange, companion and purchase-confirmation information.

Website Advice

Website Builder is not automatically a ticketing or reserved-seat system. Link to your existing approved service and explain the next step.

Our purchase route and confirmation wording

Prices or policies needing staff approval

Our ticket-provider and box-office contact routes

Before you move on

Compare the published price, fees and policy wording with the approved ticket service.

Concessions

Help visitors understand the current food and drink options.

Use your own product photographs and current menu details. Make prices and portion or combo information easy to read, and explain how staff can answer questions.

Gather your approved content

- [ ] Current concession categories, items, sizes and prices the team can maintain.
- [ ] Original food and drink photographs with useful alternative text.
- [ ] Staff-approved ingredient, allergen enquiry and outside-food guidance.

Website Advice

Invite an ingredient question without promising that an item is suitable for every person. Staff should confirm the current information.

Our menu categories and items to feature

Our price and menu review owner

How customers can ask an ingredient question

Before you move on

Review every menu item and price with staff, then check the menu at a phone-sized view.

Private Screenings & Groups

Turn a group idea into a useful enquiry for staff review.

Explain the group visits, school outings, private screenings or auditorium hire you genuinely offer. Make the difference between an enquiry and confirmation clear.

Gather your approved content

- ☐ Verified capacity, lead times and offered group or private-screening options.
- ☐ A staff-reviewed route for film permissions, availability and pricing.
- ☐ A short enquiry asking for basic contact details, a preferred date and approximate group size.

Website Advice

A form or appointment request does not reserve the auditorium or license a film. Staff must confirm permissions, availability and the agreed arrangements.

The types of groups we can help

The minimal information our enquiry needs

Our staff review and confirmation sequence

Before you move on

Check that the acknowledgement promises only receipt, not a screening, price or booking.

Plan Your Visit

Make arrival and visitor support easy to understand.

Show verified directions, opening and box-office hours and arrival guidance. Describe the accessible options that your theatre can actually provide.

Gather your approved content

- ☐ Current address, parking or transit details, hours and a monitored contact route.
- ☐ Verified accessible routes, seating and hearing-support arrangements.
- ☐ Confirmed sensory-friendly sessions, if offered, and a route back to the selected film.

Website Advice

Describe access options precisely and let visitors ask a question. Do not collect health information or private access requirements through a general public form.

Our arrival information and opening hours

Access and visitor support details to verify

Our contact route and return link to showtimes

Before you move on

Ask a new visitor to choose a film, plan arrival and find a way to ask for help.