

SOP - CSXPRESS Website Showtime Updates

All – Going forward when all of your movies are scheduled in your system or if you make a change to your current schedule you will have to go to the following website to update the showtimes for your Xscape page.

<http://csxpress.westworldmedia.com>

username: Provided by Corporate

Password: Provided by Corporate

Select “Load” and it will load the showtimes directly from your system. Note – if you loaded the showtimes and you realize you made a mistake then make the correction in TAPOS and then wait 15 min before you try and reload. Also, sometimes you will select load and it will process and when it is done you will get an “ERROR” and it will list film title(s) that it was not able to load. That is because these titles have not been mapped yet at Webedia and you will need to wait a few hours and try to load the showtimes again and see if they completed mapping them. Continue to reload every few hours until the film title populates on the website. Every time you load these it also pushes the error to Webedia to fix the issue so the more they get it the quicker they will get it fixed.

Not secure | csxpress.westworldmedia.com/a/home.asp?function=login

Xscape at 1488
Conroe, TX 77384 (48197)

Welcome to the csXpress Showtimes Schedule System

Welcome Xscape1488 - Xscape at 1488!
(If this is not you, click [here](#) to log in again.)

EDIT Add, remove, or edit showtimes in your schedule. You may select movies, set location, and sound systems.

LOAD Load your showtimes straight from your POS system (Jacro).

VIEW View the schedule for an entire week, and print that schedule if you have a printer attached.

SEND If you are satisfied with your showtimes schedule, send it to West World Media.

Additional Tools

EMAIL Distribute your showtimes in an easy to read format for local media and staff. Create and edit an address book to distribute to.

SORT TITLES Sort and edit your titles. Choose to edit by location, or by chain.

CHAIN LOCATION

LOGOUT Logout and return to login page.

SPECIAL MIDNIGHT SHOWS should always be entered on the business day of the performance and not the calendar day. For example, a Friday morning 12:01 am showing of X-Men should be entered into csXpress on the **Thursday** schedule at 12:01 am. And make sure you select the **am** box as well!

Note: Please turn off all POP UP BLOCKER software. Visit our [FAQ](#) for more information about using this site.
[User Guide](#) [Change Password](#) [Contact Us](#) [About Subscriber Services](#) [Logout or Login with another Theater ID](#)

After you have loaded the showtimes select “Email” and it will take you to the below screen. Make sure the date is set for the week of showtimes you want updated. If you are loading for the weekend movies it will be the next Friday, if you are loading an update for showtimes for the current week it will be the

past Friday. If it is an update, select the box that says "Is this a revision to a previously emailed schedule" and then select transmit. When you have selected transmit it will send a confirmation email to everyone in your destination list and then you can select "Home" at the top of the page and then select "Log Out"



Distribute Your Showtimes

Distribute Now via Email

Send showtimes for the week of

Is this a revision to a previously emailed schedule?

You must have at least one email address configured in your list of destinations below.

Modify List of Destination for this Theater

[Add a New Address](#)

[Export Addresses](#)

Destination	Delete
billyo@patokacapital.com	XDelete?
scottb@patokacapital.com	XDelete?
blakez@xscapetheatres.com	XDelete?
xscape1488@patokacapital.com	XDelete?
marketing@xscapetheatres.com	XDelete?
times@nowshowing.com	XDelete?

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For assistance, call +1 203-403-6135