



# **The Box Office Manager & the Patron Edge**

## **Classroom training course agenda**

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<b>The Box Office Manager &amp; the Patron Edge</b>	
OBJECTIVES	<p>By the end of this session you will be able to :</p> <ul style="list-style-type: none"> <li>-Have users set up in Patron Edge</li> <li>-Halls created and designed both reserved and unreserved</li> <li>-Created Shows and Events (performances)</li> <li>-Learn how to amend and edit Events</li> <li>-Setup commissions and fees</li> <li>-Become familiar with the options within System Administration and System Setup</li> </ul>
SUITABLE FOR:	<p>Box Office Management Marketing Manager IT Manager Other personnel who will have key involvement in the setting up show and events in The Patron Edge</p>
ADDING NEW USERS	<ul style="list-style-type: none"> <li>-Overview of how to create new users and cash drawers</li> <li>-Overview of profiles, user groups and user options</li> </ul>
HALL\SEATING AREA DESIGN	<ul style="list-style-type: none"> <li>-Add Halls</li> <li>-Add Price Levels\Banding</li> <li>-Created seated areas demonstrating the seat design tools</li> <li>-How to prioritise seats plus show that seats can be prioritised within price levels</li> <li>-Create GA plans</li> <li>-Overview for Layouts for Seated Areas and GA Areas</li> <li>-How to copy seating areas for use in another layout</li> <li>-How to create and apply Seat locks and seat information</li> </ul>
CREATE\MANAGE SHOWS AND EVENTS	<ul style="list-style-type: none"> <li>-Create Price Types</li> <li>-Create Price Lists</li> <li>-Create Shows</li> <li>-Overview of additional functions in Shows</li> <li>-Create Events</li> <li>-Using User Groups against Events</li> <li>-Restricting Price Types against Events</li> <li>-Using Seat Info at Event Level</li> <li>-Using Extra Vouchers at Event Level</li> <li>-Apply seat locks at Event level</li> <li>-Reorder seating areas at Event level</li> <li>-Using Event Groupings</li> <li>-Extra Data against Events</li> <li>-Using Interests against Events</li> <li>-Applying Messages to Events</li> <li>-Copy Events</li> <li>-Explain Design Tool at Event Level</li> <li>-How to close Events</li> </ul>
COMMISSIONS	<ul style="list-style-type: none"> <li>-General overview of commissions and how you could use them</li> </ul>