



## ProVenueMax Ticket Office Advanced

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### Ticket Office Advanced

This course will run through all the functions that are required to be performed by the Ticket Office Manager. We will start by looking at setting up users, groups, events and facilities. We will then move on to look at system configuration, advanced box office functions, tips and tricks, audits, standard Box Office reports and system housekeeping.

#### Who is it for?

This course is designed for Ticket Office Managers and supervisors. It is suitable for new and existing Ticket Office Managers, but you will need a basic understanding of ticketing in ProVenueMax prior to attending the course.

#### Course objectives:

- Learn how to setup users, groups and events
- To become familiar with advanced Box Office functions
- To become aware of the basic Box office Reports
- To pick up useful housekeeping tips and box office tricks

**Location:** Milton Keynes

**Cost:** £140 + VAT per delegate

