

Day 2

Day 2 Morning

Review any questions from Day 1

Install Updated Database

- Install updated/data imported database
- Review any imported data for verification of accuracy

Getting to Know Your Business

- Complete any 'getting to know your business' discussions from the prior session

Venue Maps

- Complete venue map(s) creation to a point where they can be used for event creation
- Cleanup of seat square layout (make the map look pretty)

Creating General Ledger

- Theatre Manager's required accounts
- Deferred/Earned accounts

Data Preparation for Importing

- Review the questions from the Arts Management Data Import Team that they may have on your data they are trying to import.
- Clarification & preparation of Events, Performances, Tickets, Mail Lists, and Volunteer information
- Some cleanup of data may be required in an Microsoft Excel spreadsheet containing Event & Performance information. This information will be required to be completed prior to importing any tickets.

Day 2

Day 2 Afternoon

Creating Sales Promotions

- Creation of sales promotions

Creating Events

- Start creating Ticketing Events (when the map has been completed)

Setup of System Tables

There is many areas within the System Tables that will need to be updated. Today's settings will pertain to the ticket selling portion only. Some of the setup will be done by the trainer at this time. Time has been allocated within the schedule to review these tables in more detail.

- System Preferences
- Company Preferences
- Tax Tables
- Payment Methods

Data Preparation for Importing

- Review the questions from the Arts Management Data Import Team that they may have on your data they are trying to import.
- Complete the cleanup of data may be required in an Excel spreadsheet containing Event & Performance information. This information will be **required to be completed prior to importing any tickets.**

Day 2

Day 2 Homework

Venue Maps (Box Office)

- Cleanup of graphic picture and seat locations within the map

Data Preparation for Importing (Box Office)

If the spreadsheet has not been completed, complete the cleanup of data may be required in an Excel spreadsheet containing Event & Performance information. This information will be **required to be completed prior to importing any tickets.**

Reports (Box Office & Development)

- If not already provided to the Trainer, Box Office & Development to print out sample copies of common reports from the Prior System they run on a regular basis (end of day, end of end, month end, end of show, etc.)
- Also provide the criteria or conditions used to generate the report

Data Importing (Arts Management)

- Finalize cleanup of Events, Performances, and Mail Lists
- Import Events and Performances