

**Gateway's Convenience Fee Training** shows you how to maintain your profit margin and your ticket prices with Galaxy's *convenience fee* functionality. You'll learn how to recoup administrative costs for online, call center or group sales through Galaxy's flexible, automated process. Discover how to control which levels of your eGalaxy Web Store enforce the fees and how to choose from high-level sales channel fees to specific, per-item fees, or both.

This course will provide everything your System Administrator, Web Administrator and Group Sales Director need to know to implement Galaxy's convenience fee functionality.

*You'll learn:*

- The business case for use of convenience fees
- How to organize revenue generated from fee collection
- How to configure convenience fees for Galaxy Order Entry
- How to configure convenience fees for the eGalaxy Web Store

*This course is offered online using Microsoft Live Meeting and BT Conferencing phone audio service. In order to take full advantage of this training session, customers should use a broadband internet connection and have a telephone available at the viewing location.*

Location: Online · Duration: 2 hours · Tuition: \$200

Note: A minimum of three registrants is required to hold this class.

**Prerequisites:** Completion of System Administrator Essentials and eGalaxy Web Store training, or equivalent knowledge of:

- Chart of Account setup
- Ticket and/or Item creation
- Coupon Formatting
- Statement Design
- Basic Order Entry
- Basic Sales Channel configuration