

System Administrator Essentials is the bedrock course in your Galaxy education. In this course you will learn the capabilities, features, basic configurations, usage, best practices, and reporting features of the most popular modules of the Galaxy System. You will also have the opportunity to meet Gateway personnel and tour our facility, as well as network with fellow Galaxy users. This class is meant for anyone new to Galaxy, considering upgrading, or looking to brush up on their skills. SAE trainees come from a wide variety of backgrounds and specialties including operations, finance, IT, and marketing.

You'll Learn:

- **How to design and configure a ticket, receipt, and pass.**
- **How to work with Galaxy's marketing and promotion tools.**
- **The communication and interaction concepts of Galaxy.**
- **User security**
- **Basic Access Control / Admission Control Setup**
- **Many of the features and benefits offered by the Galaxy System**

This course is held at our training facility at the Gateway Ticketing Systems' corporate headquarters in Boyertown, PA. Our state-of-the-art training room provides the opportunity for hands-on learning as well as a chance to network with other Galaxy users in simulated Galaxy environment.

Location: Gateway Ticketing Systems, Boyertown, PA · Duration: Five Days · Tuition: \$1,725

Course Syllabus

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| <ul style="list-style-type: none">I. Overview of the Galaxy SolutionII. Selling in GalaxyIII. Basic Configuration<ul style="list-style-type: none">• Chart of Accounts• Taxes and Payments• Building Galaxy MenusIV. Basic Ticket and Receipt DesignV. Galaxy Promotion and Marketing ToolsVI. User Management and SecurityVII. Galaxy Cash Control ConfigurationVIII. Galaxy Financial Reporting OverviewIX. Information Flow in Galaxy<ul style="list-style-type: none">• Change Command File• DBSynch• Concentrator | <ul style="list-style-type: none">X. Overview of Galaxy Admission Control<ul style="list-style-type: none">• Defining a Barcode & Usage Rules• Attaching Calendars to Tickets• Admission Control ReportsIX. Order Entry<ul style="list-style-type: none">• Categorizing Customers• Restricting Available Tickets and Items• Offering Group Rates• Back Office ProceduresXI. Resource Management<ul style="list-style-type: none">• Configuring Resources and Events• Automatically Generating Events• Event ReportingXII. Introduction to Photo Pass<ul style="list-style-type: none">• Pass Layout and Configuration• Selling and Printing Passes |
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