



How do I create a Promo Code?

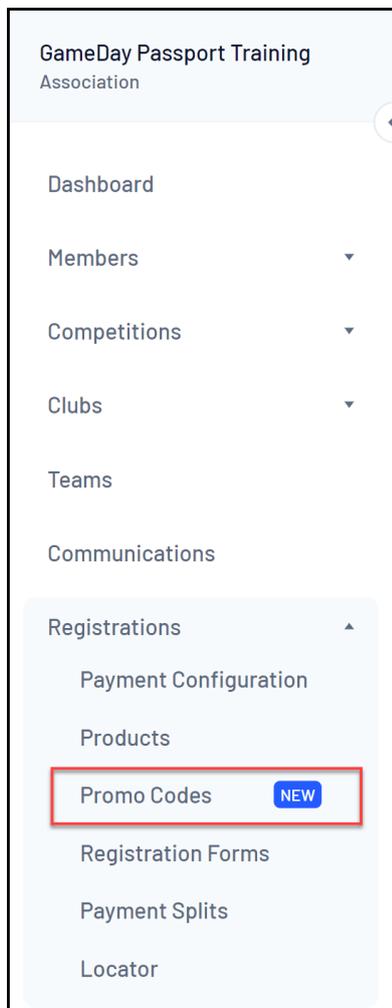
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To apply a discount to your registration process, you will need to create a Promo Code and apply it to any applicable Products that you are offering.

Creating a Promo Code

To create a **Promo Code**:

1. On your left-hand menu, select **REGISTRATIONS > PROMO CODES**



2. Click **ADD PROMO CODE**

Promo Codes

ADD PROMO CODE

Showing Promo Code Name Including Status

3. Complete the basic settings of your Promo Code as below, then click **CREATE PROMO CODE**

Promo Code Name = The name of your Promo Code (back-end display only)

Promo Code = The code that needs to be entered by users to apply the Promo Code

Discount Type = Choose between a **Fixed Amount** or **Percentage** discount

Discount = The value of the discount

NOTE: You do not need to include any qualifying special characters in the Discount field, such as \$ or %

Usage Limit = The maximum number of times that this Promo Code can be used

Start Date = The date that you want the Promo Code to activate

End Date = The date that you want the Promo Code to deactivate

Promo Code Name*

Promo Code*

Discount Type*

Discount*

Usage Limit

Start Date*

End Date*

Active?

[Update Promo Code](#)

Attaching a Product to your Promo Code

Next, you will need to apply your Promo Code to any applicable Products. On your Promo Codes list:

1. Click **MANAGE PRODUCTS** next to the Promo Code you want to activate

Promo Codes									
								Showing Promo Code Name Including	Status
								<input type="text"/>	<input type="text" value="Active"/>
	Promo Code Name	Promo Code	Discount Ty...	Discount	Limit	Start Date	End Date	Products	Active?
	February Sale	FEBSALE	Fixed Amou...	15.00	0	01/02/2023	28/02/2023	Manage Products	<input checked="" type="checkbox"/>

2. Click **ADD PRODUCT**

Promo Code Products

Promo Code Name:	February Sale
Promo Code:	FEBSALE23
Discount Type:	Percentage
Discount:	10.00
Usage Limit:	Not applicable
Start Date:	01/02/2023
End Date:	28/02/2023
Active:	Yes

ADD PRODUCT

3. Complete the required fields to apply your Promo Code to a Product as below, then click **ADD PRODUCT TO PROMO CODE**

Product Name = Select a Product from the list provided to apply your Promo Code to that Product

NOTE: You will only be able to apply a Promo Code to Products that you have created within your own database

Discount Allocation Level = Determines the level at which the discount is applied during settlement. This is locked to the level at which the chosen Product was created.

NOTE: The Minimum Quantity field is currently fixed at 1 and cannot yet be updated

Add product to promotion

To modify, change the details in the boxes below. When you have finished, press the 'Add product to promo code' button.

Note: All boxes marked with a * must be filled in.

Details

Product Name*

Discount Allocation Level*

Minimum Quantity

Active?

[Add product to promo code](#)

[Return to list of products for the promotion](#)

[Return to list of promotions](#)

NOTE: Promo codes can't be used when a member is registering more than one person within the one registration session so please make sure if members are using the one product for more than one member that they are registered within different registration sessions. Or make adjustments to the registration form so that multiple members cannot register within the one form at a the same time (within settings of the form).

How do I know if my Promo Code is working?

After you have applied a Promo Code to a Product, your Promo Code will automatically deduct from the amount payable on the **Products** page of registration forms where the user has selected the applicable products and entered the code, as shown below:

1. Choose Type ✓ 2. Basic Info ✓ 3. Questions ✓ 4. Products 5. Payment

Name: Mechelle Irwin
DOB: 28/02/1996 Email: [REDACTED]

Products

Please check the box against any products you would like to purchase.

<input checked="" type="checkbox"/>	2023 Membership Fee	\$100.00
	Quantity	- 1 +

Do you have a promo code?

Please enter your promo code below

FEBSALE23 Apply

Promo code **FEBSALE23** has been applied, resulting in a discount of \$10.00

Summary

Products Total	\$100.00
Discounts	- \$10.00
Total	\$90.00

← Back to Questions Confirm Selection

← Edit Products Proceed to Payment

If your Promo Code is not valid, the user will receive an error message after they attempt to apply the code. If you believe your Promo Code is valid, be sure to check:

- Whether the **Usage Limit** has been reached for the Promo Code
- Whether the current date is outside of the Promo Code's **Start/End Dates**
- Whether the **Product** the user is attempting to purchase has been added to the Promo Code

NOTE: the promo code box will be hidden if a member is registering more than one person (e.g 1 adult and 1 child) within the one registration session. Promo codes was not designed to be used for multiple member use.

If a user applies a Promo Code during registration, this will be reflected on the payment confirmation screen as shown below.

Pay now

Invoice Number	Item	Name	Price
1203745642	Association Fees - 2022/2023 Age 06 Membership Fee	Kirsten King	\$50.00
1203745651	Association Fees - 2023/24 Age 14 Membership Fee *(Promo \$20.00)	Kirsten King	\$80.00
Total			\$130.00

* Promo code FEBSALE20 has been applied, resulting in a discount of \$20.00

Select your payment method

PayPal The safer, easier way to pay Pay

Pay with Credit/Debit Card, Apple Pay or Google Pay

