











## How do I create a promotional code?

In the admin side menu navigate to Financials > Promotional Codes > Add New

 Promotional Codes 

Active | In-Active | All | Results: 4 Records

Primary Code	Purpose	Description	Discount %	Discount \$	Number Limit	Number Used	Code Variations	Active	Action
10percent	All Occasions	upcea	10%		500	2		Yes	 
50off	All Occasions	staff admin field	50%		1000	0		Yes	 
AROCApFeePromo	All Occasions	This is for the application fee discount for all members that apply for new or renewing membership during AROC.		\$35	1500	1		Yes	 
InternAppFeePromo	All Occasions	Interns recieve full membership for \$25.00; application fees are waived		\$35	1000	0		Yes	 

Fields that will display after selecting 'Add New':

### Promotional Code

Content that individuals will enter to receive the discount

### Discount

Either by % or \$ amount, this is the amount that will be discounted after a member or public individual enters this promotional code

### Expiration Count

How many times this promo code can be used before it becomes 'Inactive'

### Status

Active or Inactive = On or Off

### Applicability

Where this promo code can be used, if applicability has been to only Join and a member attempts to use it through an event registration it will not discount the desired amount

### Staff Notes/Description

Internal purpose for site admins