New Feature: Discounts; Promotion Codes

The promotion code is the newest and most versatile of our recently released discount features. Multiple promotion code discounts can be created in varying amounts by age group and play type/level. Promotion codes can be used internally by state, league, and club administrators, during online registration by parents (players), and from within the parent’s “my account”. The discount is only applied if the user has the code. This feature is available for seasonal registration.

To configure a promotion code:

Go to Clubs in the left hand navigation
Click on the Registration tab
Click on the Discounts sub tab
Click on the desired play level
Select Promo Code Discount from the New Discount drop down
Enter the desired code in letters and/or numbers (must be at least 6 characters)
Enter the expiration date
Enter the desired amount of the discount
Click create
To apply the promotion code to an order internally:

Go to players/admins in the left hand navigation
Go to either player look up or payment management
Search for the desired player
Click on their order number to open the order
Click on the Add promo code discount button
A new window will open
Enter the promo code in the box provided
Click the Enter to verify button
Enter your promo code:

<table>
<thead>
<tr>
<th>PromoteCode</th>
<th>Description</th>
<th>Discount</th>
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<tbody>
<tr>
<td>sports</td>
<td>sports</td>
<td>10/10/2010Promote Code Discount, Guest U12 ,Guest $75.00</td>
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Click on the Add this discount to your order button

Click on the Close & Refresh Order/Payment Page button

The promo code discount will be applied to the order

A promo code can be used only once for an order

To use the promo code during online registration (for parents/players):

Register online

Once the payment page is reached; click on the Add promo code discount button

Close & Refresh Order/Payment Page
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Click the Enter to verify button

Enter your promo code:
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Promo Code Discount info

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Proceed with registration

To use the promo code from the "my account" screen (for parents/players):

Log in
Scroll down to the Registration Applications section
Look for and click on the Payment Edit link (if an order has not been created yet, they will first need to click create order then payment edit)
Click on the Add promo code discount button

Make/Edit Application Payment

Below is the order for the registration application you choose. Make a payment by choosing a payment type and the pressing the continue button. To cancel this action click the "<< back to my account" at the top of the page.

For payment plans: Click the check box next to each scheduled payment to pay that payment now.

A new window will open

Enter the promo code in the box provided

Click the Enter to verify button
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