



## **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

Youth Fall 2010-2011

- Referees
- Districts
- Leagues
- Clubs
  - Create
  - Find / Edit / Delete
- Team
- Players / Admins
- ID Cards
- Event Manager
- Reports
- Sign Out Here
- Tech Support Contact

Club Config | Registration | Security | Teams | Events | Background Checking | Messaging | Content

Season | Custom Fields | Fees | Discounts | Fields | Billing | Travel Requests

Comp DIV I | Comp DIV II | Guest Play | Rec DIV III | Rec DIV IV | TOP Soccer

All discount amount must be negative if a discount is given  
 Use the drop down list below to select a Discount that has already been defined. Once a Discount is selected you will be given the option to Delete or Change the Discount Amount.

Edit A Discount  
 Create A Discount

All play levels are set equally  
 All our age groups are set equally

New Discount: Promote Code Discount  
 Code (>= 6 chars): sports  
 Date Expired on\*: mm/dd/yyyy

	Guest
Guest U4	75
Guest U5	75
Guest U6	75



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

**Payment / Order Detail**
Reload Close

**Status**  
Order #: 1-1204332  
Order Date: 5/3/2010 5:07:17 PM  
Operator: Cust Cust

**Status:** Open  
**Status Reason:** New Order

**Ship To**  
Name: Tonyatestmom Testmomfam  
Address1: 5310 test st apt a  
City/State/Zip: city AL 12345  
Country: United States of America  
H#: (123) 456-7890

**Comments** ...  
Click Comments Box to view or add more comments.

Method	Type	Chk#/CC#	Exp.	Status	Auth.	Conv. Fee	App. To Order
<input checked="" type="checkbox"/>	Check Deposit #1	05/18/2010 test	/	Open	65.00	0.00	0.00 <a href="#">capture</a> <a href="#">update</a> <a href="#">cancel</a>
<input type="checkbox"/>	Check Plan #2	06/15/2010 test	/	Open	400.00	0.00	0.00 <a href="#">capture</a> <a href="#">update</a> <a href="#">cancel</a>
<b>Applied Total:</b>						0.00	0.00

Product	Promo Code	Qty	Price
<input checked="" type="checkbox"/> <b>Playerthreefour Testmomfam</b> , Registration Fee, Guest U11 ,Guest		1	500.00
<input checked="" type="checkbox"/> <b>Playerthreefour Testmomfam</b> , Uniforms, Guest U11 ,Guest		1	25.00
<input checked="" type="checkbox"/> <b>Playerthreefour Testmomfam</b> , 3rd Sibling Discount, Guest U11 ,Guest		1	-10.00
<input checked="" type="checkbox"/> <b>Playerthreefour Testmomfam</b> , promo2 09/01/2010Promote Code Discount, Guest U11 ,Guest	promo2	1	-50.00

4 item(s) totaling: 465.00  
Order Total: 465.00  
Total Due: 465.00

Payment will be applied to all products checked above.

**Payment Method\***  
Choose One

A new window will open

Enter the promo code in the box provided

Click the Enter to verify button

Enter your promo code:

Enter to verify

Promo Code Discount info

PromoteCode	Description	Discount
sports	sports 10/10/2010Promote Code Discount, Guest U12 ,Guest	\$-75.00

Add this discount to your order

Close & Refresh Order/Payment Page

A promo code can be use only one time for an order

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

**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

**Make Payment**

**Please help support Affinity Soccer League**

Gold Sponsors - Name on Shirt

Amount  
 \$0    \$5    \$10  
 \$15    \$20    \$25  
 \$50    \$100  
 \$200    \$250  
 \$300    \$500

	Product	Promo Code	Qty	Price
Items Ordered	✓ Dewey Duck, Registration Fee, Guest U12 ,Guest		1	500.00
	✓ Dewey Duck, Uniforms, Guest U12 ,Guest		1	25.00
	Add Promo Code Discount			
				2 item(s) totaling: 525.00
				Order Total: 525.00
				<b>Total Due: 525.00</b>

Payment Method\*

Choose One ▼

continue >>

A new window will open

Enter the promo code in the box provided

Click the Enter to verify button

**Enter your promo code:**

sports Enter to verify

**Promo Code Discount info**

PromoteCode	Description	Discount
sports	sports 10/10/2010Promote Code Discount, Guest U12 ,Guest	\$-75.00

Add this discount to your order

Close & Refresh Order/Payment Page

A promo code can be use only one time for an order

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

2 Steps To Go | 1: Add Family Member >> | 2: Create Registration >> | 3: Accept ELA >> | 4. Make Payment >>

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**Make Payment**

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**Please help support Affinity Soccer League** Amount  
Gold Sponsors - Name on Shirt  \$0  \$5  \$10  
 \$15  \$20  \$25  
 \$50  \$100  
 \$200  \$250  
 \$300  \$500

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Product	Promo Code	Qty	Price
✓ Dewey Duck, Registration Fee, Guest U12 ,Guest		1	500.00
✓ Dewey Duck, Uniforms, Guest U12 ,Guest		1	25.00
✓ Dewey Duck, sports 10/10/2010Promote Code Discount, Guest U12 ,Guest	sports	1	-75.00

Items Ordered

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3 item(s) totaling: 450.00  
Order Total: 450.00  
**Total Due: 450.00**

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Payment Method\*  
Choose One

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)

**My Account**  
 Tonyatestmom Testmomfam  
 >>My Account  
 ■ Message Center  
 ■ Consolidate Logins  
 >>Player Lookup  
 >>Admin Lookup  
 >>Event / Class Lookup  
 Sign Out Here  
 Tech Support Contact



**My Account**

[Notices](#)

[Instructions](#)

**My Info**  
 Tonyatestmom Testmomfam  
 5310 test st apt a  
 city, AL 12345  
 H: (123) 456-7890  
[Edit](#)

**Family Members**

Tonyatestmom Testmomfam	Mother	<a href="#">Edit</a>
Playerthreefour Testmomfam	Player	<a href="#">Edit</a>
Playeronetwo Testmomfam	Player	<a href="#">Edit</a>
Playertwoone Testmomfam	Player	<a href="#">Edit</a>

**Current** **Past**

**Registration Applications**

Youth Fall 2010-2011						
Name	Club	Playlevel	Age	Status	Date	Forms
<a href="#">P</a> Playerthreefour Testmomfam	Affinity Demo	Guest	U12	Pending	5/3/2010	<a href="#">E</a>
Join Team By Assignment Code:				Not Accepted		
<input type="text"/>				<input type="button" value="Submit"/> <a href="#">Payment Edit</a>		

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.

<b>Status</b>	Order #: 1-1204332	Status: Open						
	Order Date: 5/3/2010 5:07:17 PM	Status Reason: New Order						
Operator: Cust Cust								
<b>Payments</b>	<b>Method</b>	<b>Type</b>	<b>Chk#/CC#</b>	<b>Exp.</b>	<b>Status</b>	<b>Auth.</b>	<b>Conv. Fee</b>	<b>App. To Order</b>
	Check Deposit #1	05/18/2010	test	/	Open	65.00	0.00	0.00
	Check Plan #2	06/15/2010	test	/	Open	400.00	0.00	0.00
<b>Applied Total:</b>							0.00	0.00
<b>Items Ordered</b>	<b>Product</b>	<b>Promo Code</b>	<b>Qty</b>	<b>Price</b>				
	✓ Playerthreefour Testmomfam, Registration Fee, Guest U11 ,Guest		1	500.00				
	✓ Playerthreefour Testmomfam, Uniforms, Guest U11 ,Guest		1	25.00				
	✓ Playerthreefour Testmomfam, 3rd Sibling Discount, Guest U11 ,Guest		1	-10.00				
	✓ Playerthreefour Testmomfam, promo2 09/01/2010Promote Code Discount, Guest U11 ,Guest	promo2	1	-50.00				
<input type="button" value="Add Promo Code Discount"/>								
4 item(s) totaling: 465.00								
Order Total: 465.00								
Total Due: 465.00								

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Promo Code Discount info

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A promo code can be use only one time for an order

[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](#)