

# How do I create a Generic Promo Code?

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As a GameDay administrator using registration functionality such as Membership Forms or Events, you have the ability to incorporate Promo Codes into your registration form to offer discounts and special product prices to your members or event entrants.

A **Generic Promo Code** is a single code that you can define and that can be redeemed by different users.

To create a Generic Promo Code:

1. In the left-hand menu, click **PROMOTIONS** 



#### 2. Select the **PROMO CODES** tab

Promotions	Help	
Discounts	Promo Codes	
Create New Di	scount	All Status V All Discount Types V Q Search

### 3. Click **CREATE NEW PROMO CODE**

Promotions	Help		
Promo	Codes		
omo Code		Active   All Promo Code Types   C Type to search	<b>0</b>

#### 4. In the Promo Code Type field, make sure GENERIC PROMO CODE is selected

1 Settings 2 Apply To 3 Create 4 Review						
Let's setup your prom	o code					
Promo Code Type *	Generic Promo Code					
Promo Code Name *	Please enter					

#### 5. Complete the remaining details on the **Settings** tab as below:

- **Promo Code Name**: Enter a name for your code to identify it within your GameDay database
- **Description**: Provide a description of the Promo Code that can be seen by other GameDay administrators in your database
- **Applied Discount Type**: Choose whether the discount will be applied as a Percentage or an Amount
- **Promo Code Value**: Define the value of the discount that will be applied when the Promo Code is redeemed
- Available from/Available to: Define a date range within which the Promo Code is valid to be redeemed
- Status: Toggle the Promo Code between Active and Inactive status

#### Click **CONTINUE** when you're ready

Let's setup your pro	mo code	
Promo Code Type *	Generic Promo Code 👻	
Promo Code Name *	10% February Discount	
Description	Please enter	
Applied Discount Type *	Percentage Amount	_
Promo Code Value *	10 %	_
Available from *	1February 2024 (AEDT)	-
Available to *	29 February 2024 (AEDT)	_
Status *	Active	
		?
		Back Continue

- 6. In the **Apply To** tab, complete the following information:
  - **Apply To**: Choose to make the Promo Code applicable to certain Products, Events, Event Templates or Registration Forms in your database

Settings 2 Apply To 3 Create	(4) Review	×
Apply To	Please select	
Apply To *	Products	
	Specific Event	
Products to discount	Specific Event Template	
	Specific Registration Form	

When applying the Promo Code to **Products** you can choose to:

- Apply to all active products in your database
- Apply to a product type (E.g. all Products with a *Membership* Product Type assigned)
- Apply to specific products

When applying the Promo Code to a specific Event, Event Template or Registration Form, you can choose one of those assets in your database for which the Promo Code will be valid. You can also choose to further refine the eligibility of the Promo Code by Products or Product Groups within those assets:

Settings 2 Appl	ply To (3) Create (4) Review	×
Apply T	То	
Арріу То *	<ul> <li>Specific Registration Form</li> </ul>	
Select Reg	egistration Form * 2023/24 Membership Form	
	Please Select a Form	
Apply to Pr Group(s)*	Products or Product Product Group(s)	
Add specif	zificProducts Select Product 1 ↓ Volunteer Membership ← Add Product	

Click **CONTINUE** when you're ready to move on

7. On the **CREATE** tab, you can define your code format as below:

- **Usage Limit**: Choose whether you want to put a cap on the number of times the code can be redeemed
- **Enter Code**: Enter the Promo Code here. Your code must be alphanumeric, length between 8 to 12 characters and cannot be the same as an existing promo code

Click **CONTINUE** when you're ready to move on

Apply To 3 Create	4 Review		×
Create			
Usage limit *	100	No Limit	
Enter Code * Promo code must be alphanumeric, length between 8 to 12 characters and cannot be the same as an existing promo code	FEBSALE10		_
Promo Code Your Promo Code FEBSALE10			
			?
		Ba	ck

8. Review your Promo ode details, then click **CONFIRM AND SAVE** 

🖌 Αρρίγ Το	Create 4 Review	x
Please review	your promo code before completing	
Promo Code Setti	ngs	
Promo Code Type	generic	
Promo Code Name	10% February Discount	
Applied Discount Type	Percentage	
Promo Code Value	10	
Available from	01/02/2024 (AEDT)	
Available to	29/02/2024 (AEDT)	
Status	Active	
Apply To		
Rules		
Usage limit	100	(?)
Fata Arda	5504 U 510	Back Confirm and Save

Your Promo Code will then be created and available to track in your Promo Codes list:

Promotions Help						
Discounts Prom	o Codes					
Create New Promo Code		A	All Promo Code	Types 🔻	Type to search	¢
Promo Code Name 🌲	Promo Code Type	Available From 🗢	Available To 🗢	Status	Usage	Action(s)
10% February Discount	Generic	30 January 2024 (AEDT)	29 February 2024 (AEDT)	Active	100 Unredeemed	Edit
Unique Promo	Unique	1 October 2022 (AEST)	30 November 2030 (AEDT)	Active	19 Unredeemed	Edit
Show 10 × Showing rows 1-2 of 2		۱< ۲	1 > >I			

The code will then be redeemable on the **Summary** page of eligible forms or events:

1. Basic Info	2. Products	3. Add-on	4. Questions	5. Summary	6. Payment >	
	Summary					
	George Thom	pson <u>Edit Remove</u>				
	Products Junior Mem	bership Fee 2024		\$ 50.00 AUD remove item		
		Register An	other Person			
	Have a pror Promo Code FEBSALE	no code? 10	×	Apply		
			Subtotal	\$50.00 AUD		
			lotal	\$ 50.00 A0D		
				5. Summary	6. Payment >	
	Summary					
	George Thom	pson <u>Edit Remove</u>				
	Products Junior Mem 10% February	nbership Fee 2024 Discount - \$5.00		\$50.00 AUD \$ 45.00 AUD remove item		
		Register An	other Person			
	FEB: 10%	SALE10 February Discount Succe	essfully Applied	×		
	Have a pror Promo Code Please en	no code? ter		Apply		
		10	Subtotal % February Discount Total	\$ 50.00 AUD - \$ 5.00 AUD \$ 45.00 AUD		

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