



How do I create a Generic Promo Code?

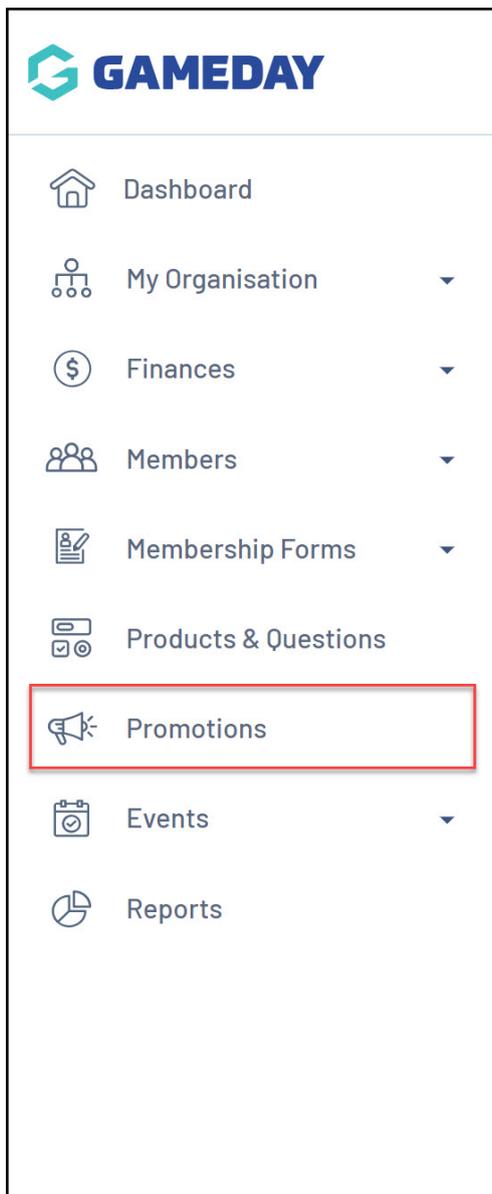
Last Modified on 31/01/2024 11:42 am AEDT

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.

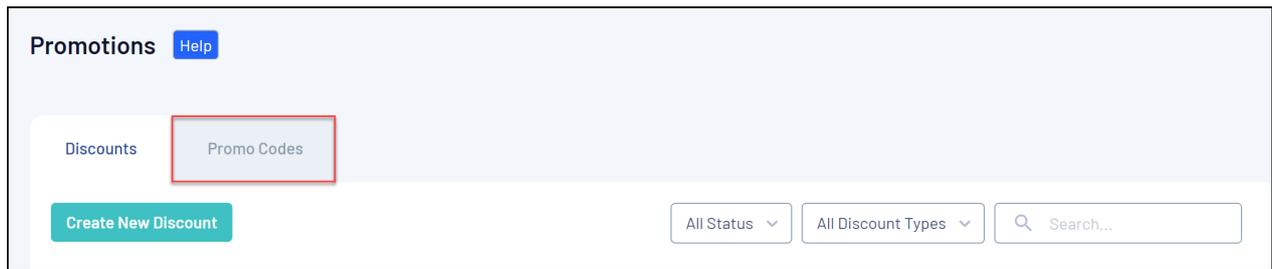
A **Generic Promo Code** is a single code that you can define and that can be redeemed by different users.

To create a Generic Promo Code:

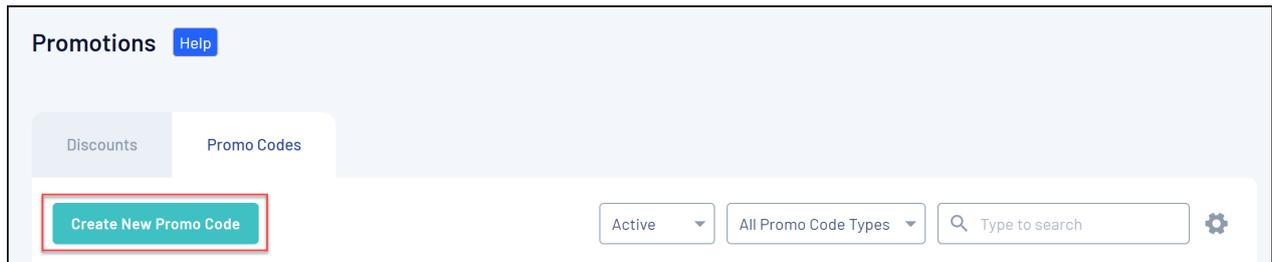
1. In the left-hand menu, click **PROMOTIONS**



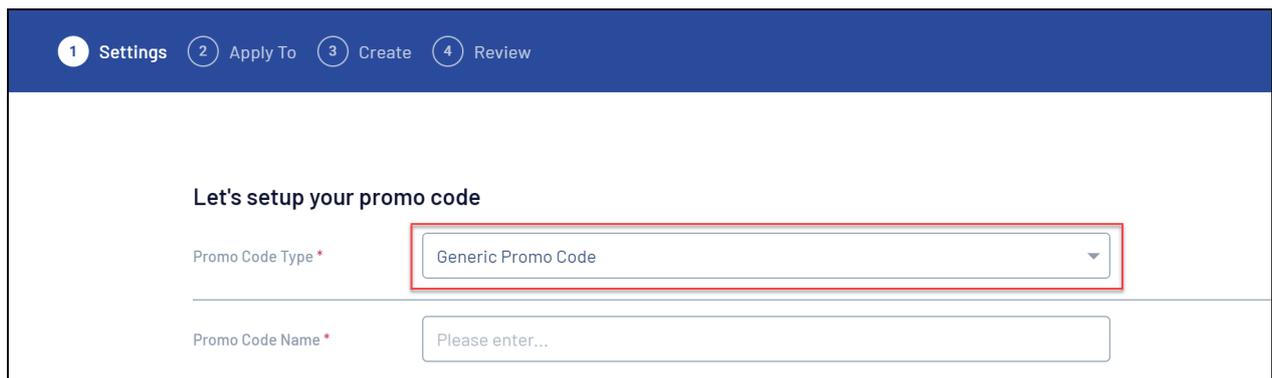
2. Select the **PROMO CODES** tab



3. Click **CREATE NEW PROMO CODE**



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



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 promo code

Promo Code Type *

Promo Code Name *

Description

Applied Discount Type * Percentage Amount

Promo Code Value * %

Available from *

Available to *

Status *

[?](#)

[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

Apply To *

Products to discount

Please select

- Products
- Specific Event
- 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:

Apply To

Apply To *

Select Registration Form *

Please Select a Form

Apply to Products or Product Group(s) * Products Product Group(s)

Add specific Products

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

Create

Usage limit * 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

Promo Code
Your Promo Code
FEBSALE10

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

Apply To
 Create
 4 Review
 ✕

Please review your promo code before completing

Promo Code Settings

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



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

Promotions [Help](#)

Discounts | **Promo Codes**

Active ▾
All Promo Code Types ▾

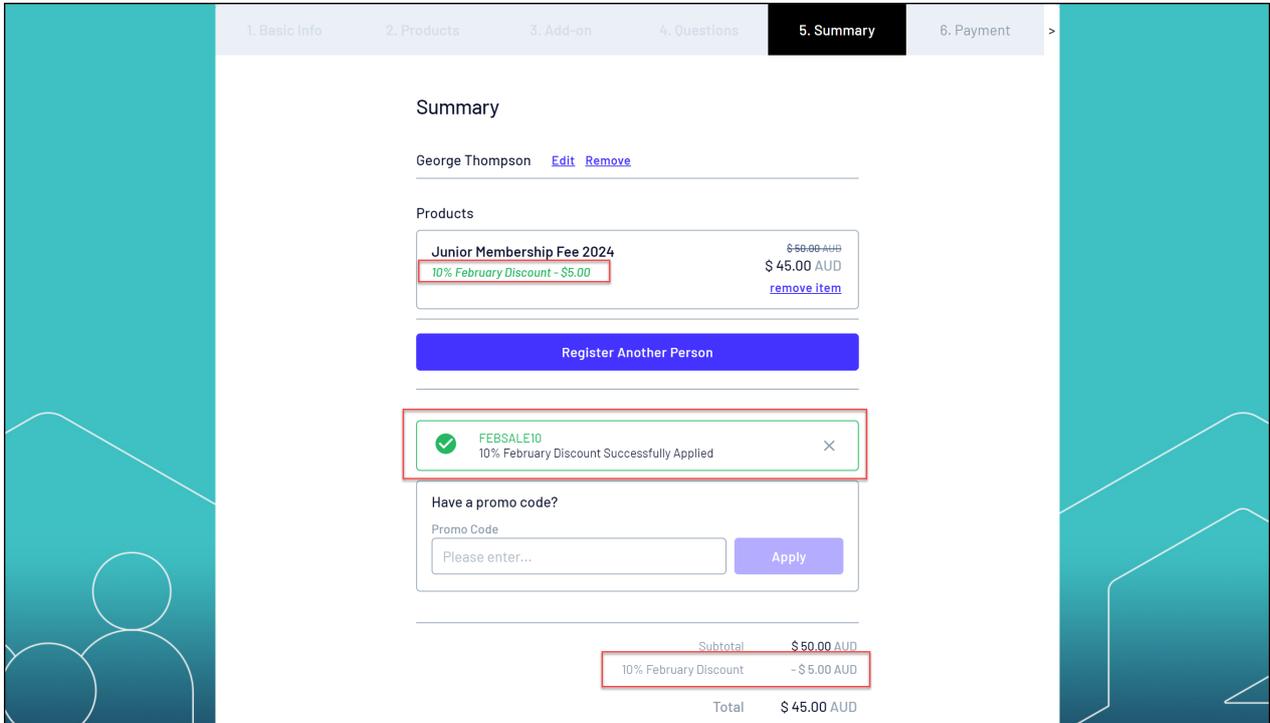
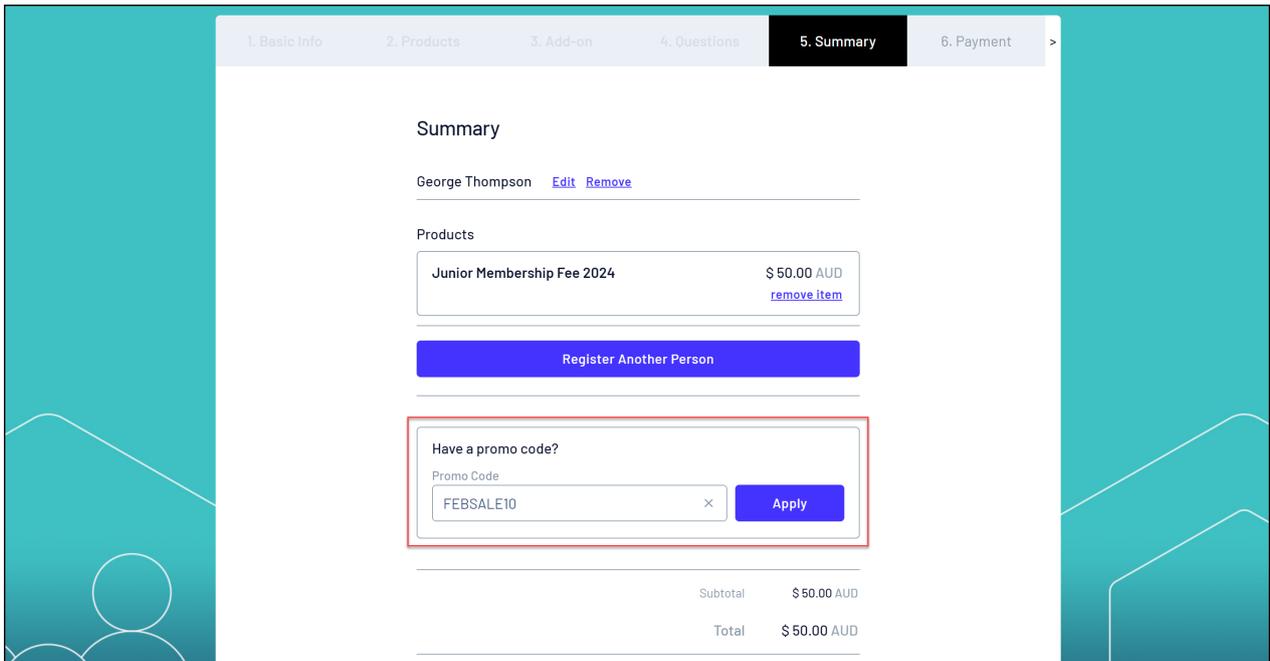
⚙️

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

<< 1 >> >>

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



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