How do I edit Unique Promo Codes?
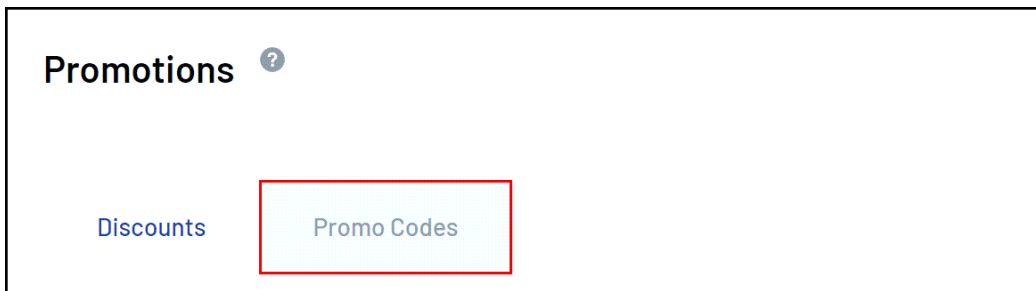
Once you've created a Unique Promo Code, you can view and edit various information attached to the Promo Code, including discount amount, applications, and a log of usage statistics.

To edit an existing Unique Promo Code:

1. In the left-hand menu, click **PROMOTIONS**
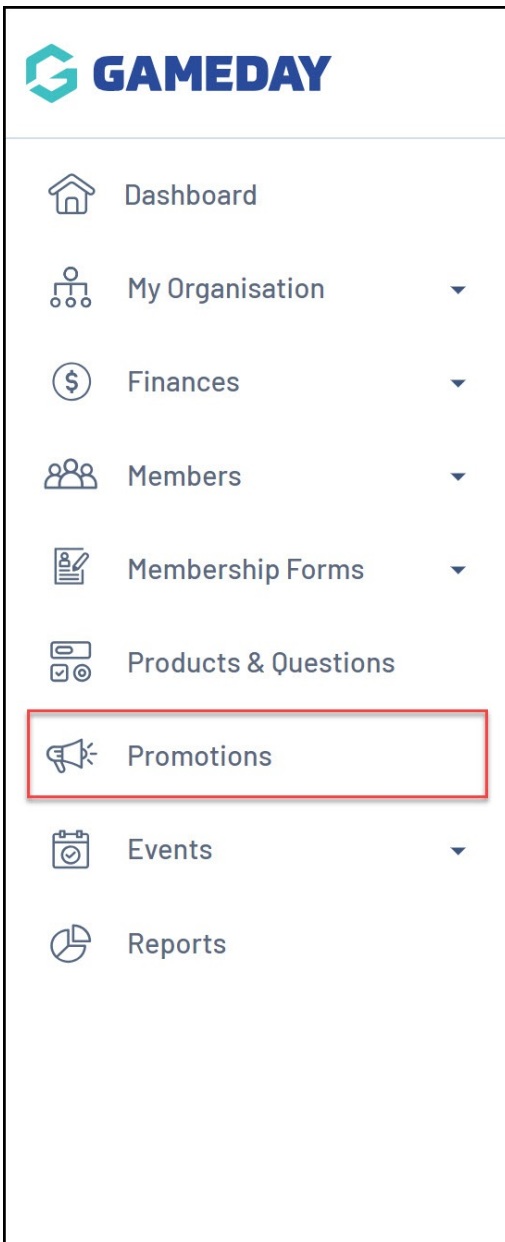
2. Select the **PROMO CODES** tab

From this tab, you will be able to view and edit any Promo Codes that have been created.

3. Click **EDIT** on the Unique Promo Code you want to update

You will see the following three tabs:

Details

The **Details** tab will allow you to edit the description, product type, the amount of the promo code, the date availability, the usage limits, the status and format of the Promo Code

You can also see a summary of how many of the unique codes are currently unassigned and unredeemed at the top of the page

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Renewing Members Promo Code

`Active` `87 Unassigned` `98 Unredeemed`

Details   Applied To   Assignment   Messages

Details

Promo Code Type *	Unique Promo Code ▼
Name *	Renewing Members Promo Code
Description	
Discount Type *	Percentage Amount
Discount Value *	$ 10
Available From Date *	1 April 2024 (AEDT) ▼
Available To Date *	31 December 2024 (AEDT) ▼
Status *	Active ▼

Rules

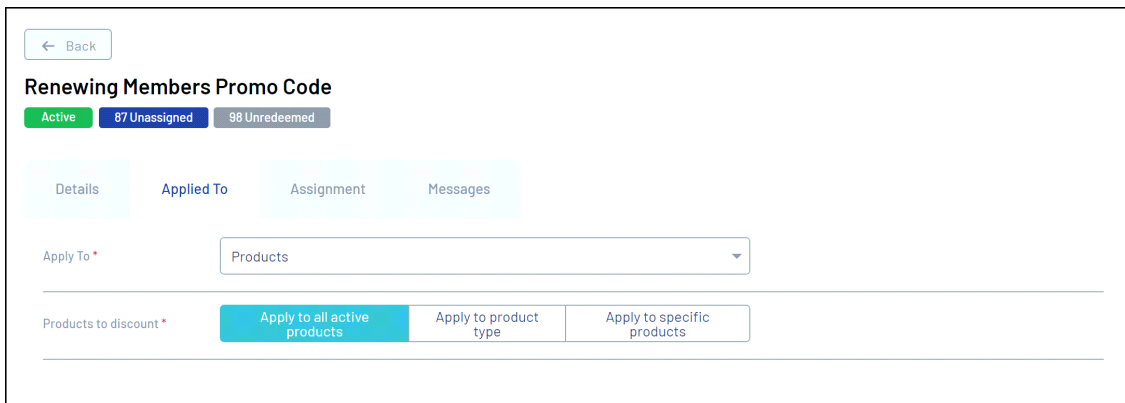|	
Number of promocodes to generate *	100
Character Length	8
Prefix	RN
Suffix	

Applied To

The **Applied To** tab allows you to edit which assets the Promo Code is applied to. Whether that is all of your active products, specific products, specific events, or registration forms

Assignment

The **Assignment** tab will show you which members have been assigned the promo code,and includes the unique code assigned to each member, their basic details, email address and whether the code has been redeemed.

You can also use the **Mark as Void** button to cancel a specific Promo Code for a member
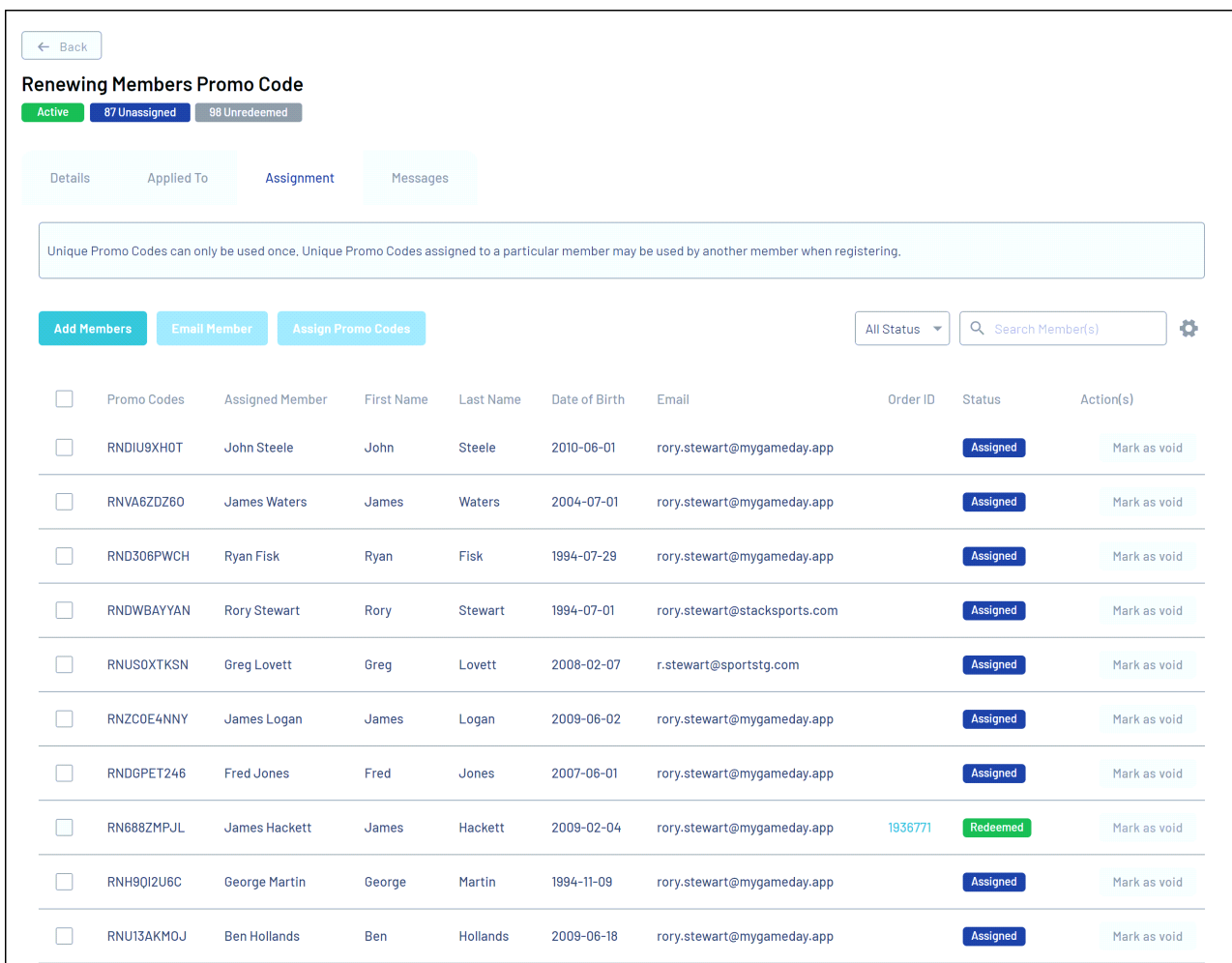
Messages

The **Messages** tab displays the templated message that is sent to members who are

assigned a Promo Code. Here, you can customise the Custom Additional Message that is added in the body of the email.

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