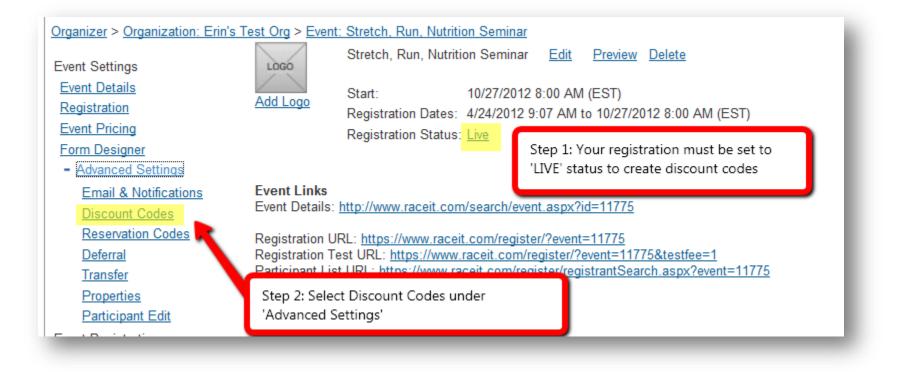
## Adding Discount Codes and Reservation Codes

## **Discount Codes**



Step 1: Before adding discount codes your registration must be set to the LIVE status

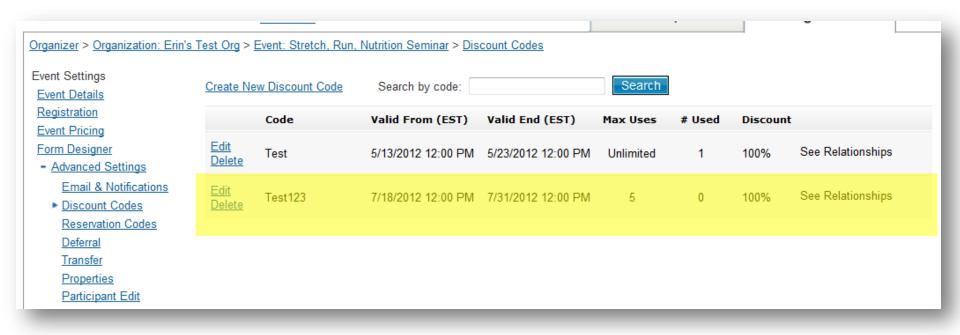
Step 2: Select Advanced Settings and select 'Discount Codes'

Organizer > Organization: Erin's Test Org > Event: Stretch, Run, Nutrition Seminar > Discount Codes							
hips							
5							

All current discount codes will be listed. To create a 'New' Discount code Select 'Create New Discount Code' and a new window will pop up.

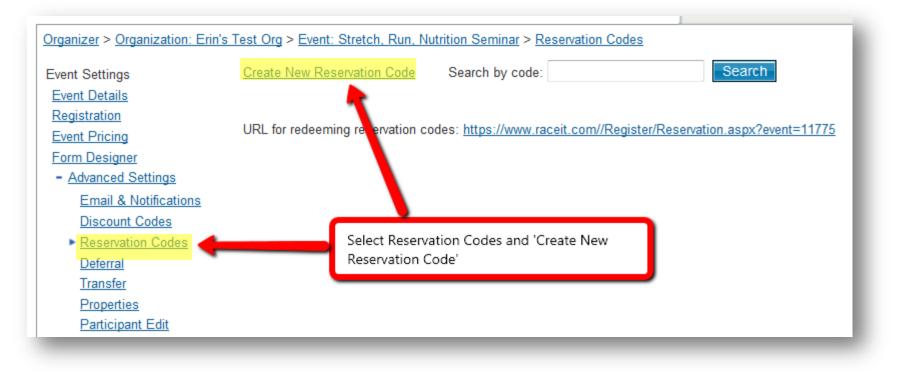
Create New Discount Code		×
Discount Code: Test123	Discount Type: %	*
Start Date: (EST) 7/18/2012 12:00	Discount Amount: 100	
Expiration Date: (EST)           7/31/2012 12:00		
Number of uses: (0 for Unlimited) 5		E
Use the tree view below to s you wish to apply the discou		
<ul> <li>Stretch, Run, Nutrition Seminar</li> </ul>	*	
		÷

Insert all Discount Code information. You can choose a % or \$ amount for your Discount Type. Once completed, select 'SAVE'



All Discounts will be displayed under 'Discount Codes' you can view how many participants have used them vs. max uses. Discount Codes can be edited and deleted.

## **Reservation Codes**



Step 1: Before adding reservation codes your registration must be set to the LIVE status

Step 2: Select Advanced Settings and select 'Reservation Codes'

Create New Reservation Code		×
Reservation Code Test123	Create Matching D	iscount Code?
Maximum Number Of Uses		
Expiration Date (EST) 7/31/2012 12:00		Create New Reservat
Description		
Test Code		Reservation Code Test123
Division		Maximum Number Of U
Select One		4
5 Day Member 5 Day Non Member	Cancel	Expiration Date (EST)
10 Day Memeber	Cancer	7/31/2012 12:00
10 Day Non Member 1 Month Member		Description
1 Month Non Member 6 Month Boot Camp - Member		Test Code
6 Month Boot Camp - Non Member		Division
		5 Day Non Member
	-	Enter al
		reserav Discour
		in the a

Enter all Reservation Code Information. If you want a matching discount code please check off ' Create Matching Discount Code'

Reservation Code Test123		Create Mate	hing Discoun	t Code?	
Maximum Number Of Uses		Amount:			
4		50		% •	
Expiration Date (EST)					
7/31/2012 12:00	12				
Description					
Test Code					
Division					

Enter all Reservation Code information. If your reseravation code will have a matching Discount Code, you can select the box and put in the appropriate amount in a % or \$ format.



All Reservation Codes will be displayed under 'Reservation Code' you can view how many participants have used them vs. max uses. You can make edits or delete the Reservation Code.

\*\*If you created a matching discount code, it will be listed under Discount Codes, on the left hand side, with the same Reservation Code name.

My Events	Search	Event Organizers	About Us
Complete Reser	vation		
Enter Reservation Code Continue	Test123		

For Participants to utilize their Reservation Code, please provide them or post on your site your unique Reservation Code URL (See example Below)

URL for redeeming reservation codes:

https://www.raceit.com//Register/Reservation.aspx?event=11775

Participants will enter their Unique Code i.e. Test123 and will go through the registration form to secure their spot.