


# **Adding Discount Codes and Reservation Codes**

# Discount Codes

[Organizer](#) > [Organization: Erin's Test Org](#) > [Event: Stretch, Run, Nutrition Seminar](#)

Event Settings

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Stretch, Run, Nutrition Seminar [Edit](#) [Preview](#) [Delete](#)

Start: 10/27/2012 8:00 AM (EST)  
Registration Dates: 4/24/2012 9:07 AM to 10/27/2012 8:00 AM (EST)  
Registration Status: **Live**

**Step 1: Your registration must be set to 'LIVE' status to create discount codes**

**Event Links**  
Event Details: <http://www.raceit.com/search/event.aspx?id=11775>  
Registration URL: <https://www.raceit.com/register/?event=11775>  
Registration Test URL: <https://www.raceit.com/register/?event=11775&testfee=1>  
Participant List URL: <https://www.raceit.com/register/registrantSearch.aspx?event=11775>

**Step 2: Select Discount Codes under 'Advanced Settings'**

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

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

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[Create New Discount Code](#)

Search by code:

[Search](#)

	Code	Valid From (EST)	Valid End (EST)	Max Uses	# Used	Discount	
<a href="#">Edit</a> <a href="#">Delete</a>	Test	5/13/2012 12:00 PM	5/23/2012 12:00 PM	Unlimited	1	100%	See Relationships

Select 'Create New Discount Code'

**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:**

**Discount Type:**

**Start Date: (EST)**

**Discount Amount:**

**Expiration Date: (EST)**

**Number of uses:  
(0 for Unlimited)**

Use the tree view below to select each event/category you wish to apply the discount code to.

Stretch, Run, Nutrition Seminar

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

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Search by code:  [Search](#)

	Code	Valid From (EST)	Valid End (EST)	Max Uses	# Used	Discount	
<a href="#">Edit</a> <a href="#">Delete</a>	Test	5/13/2012 12:00 PM	5/23/2012 12:00 PM	Unlimited	1	100%	See Relationships
<a href="#">Edit</a> <a href="#">Delete</a>	Test123	7/18/2012 12:00 PM	7/31/2012 12:00 PM	5	0	100%	See Relationships

**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

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

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[Form Designer](#)  
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URL for redeeming reservation codes: <https://www.raceit.com//Register/Reservation.aspx?event=11775>

Select Reservation Codes and 'Create New Reservation Code'

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

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



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

**Create New Reservation Code** [X]

Reservation Code:   Create Matching Discount Code?

Maximum Number Of Uses:

Expiration Date (EST):  [12]

Description:

Division:  [v]

- Select One
- 5 Day Member
- 5 Day Non Member
- 10 Day Memeber
- 10 Day Non Member
- 1 Month Member
- 1 Month Non Member
- 6 Month Boot Camp - Member
- 6 Month Boot Camp - Non Member

**Create New Reservation Code** [X]

Reservation Code:   Create Matching Discount Code?

Amount:  % [v]

Maximum Number Of Uses:

Expiration Date (EST):  [12]

Description:

Division:  [v]

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

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Search by code:

<a href="#">Edit</a>	Reservation Code	Maximum Uses	Times Used	Expires On (EST)	Description	Category	Delete
<a href="#">Edit</a>	Test123	4	0	7/31/2012 12:00 PM	Test Code	5 Day Non Member	<a href="#">Delete</a>

URL for redeeming reservation codes: <https://www.raceit.com//Register/Reservation.aspx?event=11775>

The Reservation Code can be edited or deleted and the number of times it has been used will be tracked.

For participants to utilize the reservation code please provide them with the reservation link. They will then be prompted for their Reservation Code.

**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.**

<b>My Events</b>	<b>Search</b>	<b>Event Organizers</b>	<b>About Us</b>
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### Complete Reservation

Enter Reservation Code

**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.**