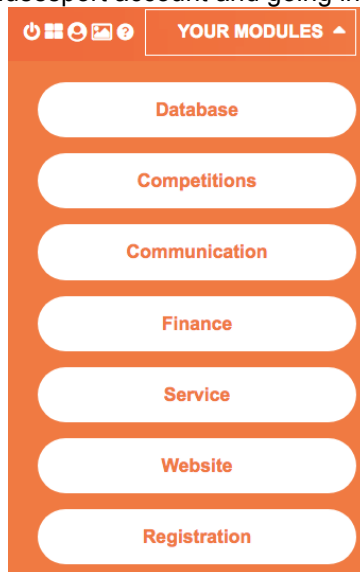**Adding a new Coupon**

Aim

Scenario: I want volunteers' families to get $5 off an entry into my event. I need to give my volunteers a code to apply that $5 for their families and friends.

Procedure

1. Begin by logging into your fusesport account and going into the Registration Module.

2. Find the registration period for which you are creating a coupon and click the magnifying glass to the left. (in this case, 2017 Oregon Senior Games)

3. On the top grey menu, click the Coupons tab.

| General | Inbound Links | Progress Bar | Steps | Pricing | Coupons | Payment | Confirmation |

4. Name your coupon in the "Coupon Title" box

Add a new coupon title

Coupon Title [   ]

The Coupon Title is the description of the Coupon and is different from the Code. The Code is entered in the next step.

5. Set the discount type (dollars or percentage of total)

Discount Type ✓ Select
A specific amount
Pricing Option A percentage of the total

6. Set the amount of the discount

Amount [   ]

Last Updated: DATE

7. Set the pricing option and product to which the coupon will apply (this ensures that only people with those product/prices on the invoice will receive the discount)

Pricing Option | Golf Fee (220) |

The discount will only apply for the selected pricing option. Select "Apply to total cost" if the discount sl

Product | Golf |

8. Click Add ⊕
9. Scroll down to the coupon you just created and click on the magnifying glass

🔍 Golf

10. Scroll down and set the date of expiration (or click Never Expires to keep it active) and set the customer code then click "Add"

Or add unique customer codes manually

Unique Customer Code | BigGolfEmail10 |

☐ **Never Expires**

Code Expiry Date | June | 10 | 2017 |

Codes will be valid up to and including this date.

Add ⊕

Related GUIDES

Creating a new Coupon