**How to Import Promotion Codes**

1. Log into **Administration**

2. Click on the **Corporate Organization** icon.

3. Open the **Corporate Information** or **Blue Sales** folder that your will be adding the **Promotion(s)** to.

4. Click on the **Promotion** icon.

5. Right click in the **Promotion Code** area and select **New**.

6. In the **Codes**Tab Click on the **Import Example** button.

7. Save and open the example.

8. You will need to fill out the information on the spreadsheet for each promotion code that you wish to import. **NOTE:** If the promotion code is a **Single or Restricted** use code, then enter those number of times the code can be used in **Column C**. If these codes have unlimited uses, then enter **TRUE** in **Column B**.

9. Once you have filled out the information save the spreadsheet and go back into **Agile Administration** and open the **Sales Folder** that these codes will be imported.

10. Right click and select **New**. On the general tab, give your promotion a **Name** the promotion and enter the **Start Date** and **End Date** that these codes will be active.

11. Select the **Codes** tab and then select **Load File**.

12. Select the completed spreadsheet.

13. You will be able to view your **Promotion** codes from the **Codes** tab.

(**Note:** In this page, you can make edits to the promotion code by double-clicking in the field you wish to change)

14. If you have forgotten one of your codes you can add it in this window by selecting the **Add Code** button, and filling out the information in the boxes provided.

15. Once you have double checked all of your codes click **Apply** and now your Promotion Codes are in Agile and ready to be attached to a price.

 16. If you need to add more codes to this Promotion at a later date, you can repeat steps without having to edit the price.