

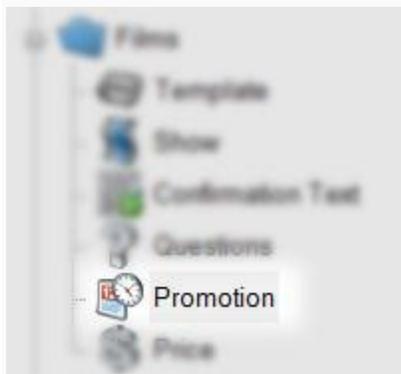
# Generating Random Promotion Codes

1. Log into **Administration**.

2. Click the **House** icon and select the **Blue Folder** where you wish to create your **Promotion Codes**.



3. Click the **Promotion** icon.



4. Right-click in the **Promotion** window and select **New**.



5. In the **General** tab, add the **Name** of your **Promotion** and set a **Start** and **End Date** for when this promotion will be available.

The screenshot shows a dialog box titled "Promotions" with a "Files" icon. It has three tabs: "General", "Codes", and "Notes". The "General" tab is active. The "Name" field contains the text "XYZPromotion". The "Start Date" field shows "Wednesday, May 17, 2017 12:00 AM" with a calendar icon. The "End Date" field shows "Thursday, May 17, 2018 11:59 PM" with a calendar icon. There is an "Enabled" checkbox which is checked. At the bottom right, there are "OK", "Cancel", and "Apply" buttons.

This screenshot is identical to the one above, showing the "Promotions" dialog box with the "General" tab selected. The "Name" field is "XYZPromotion", the "Start Date" is "Wednesday, May 17, 2017 12:00 AM", and the "End Date" is "Thursday, May 17, 2018 11:59 PM". The "Enabled" checkbox is checked, and the "OK", "Cancel", and "Apply" buttons are visible at the bottom.

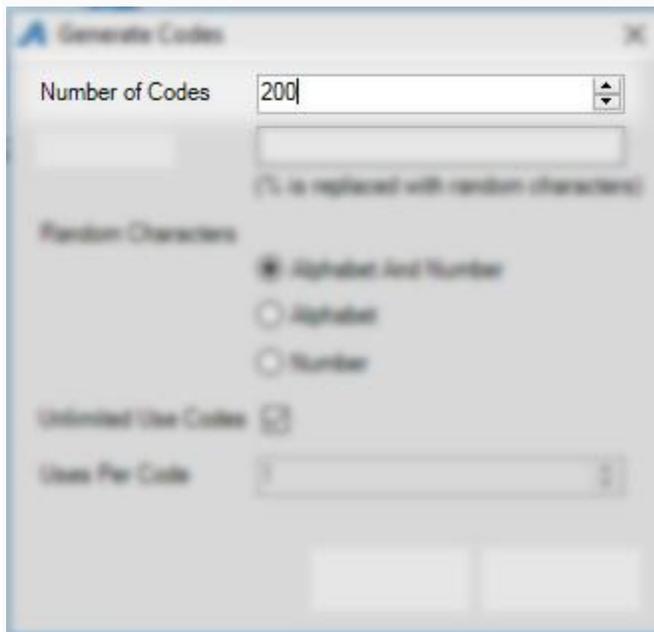
6. Next, go to the **Codes** tab.



7. Click the **Generate Codes** button at the bottom of the screen.



8. Enter the **Number of Codes** you want to generate.



Generate Codes

Number of Codes: 200

Code Format: (empty)

(% is replaced with random characters)

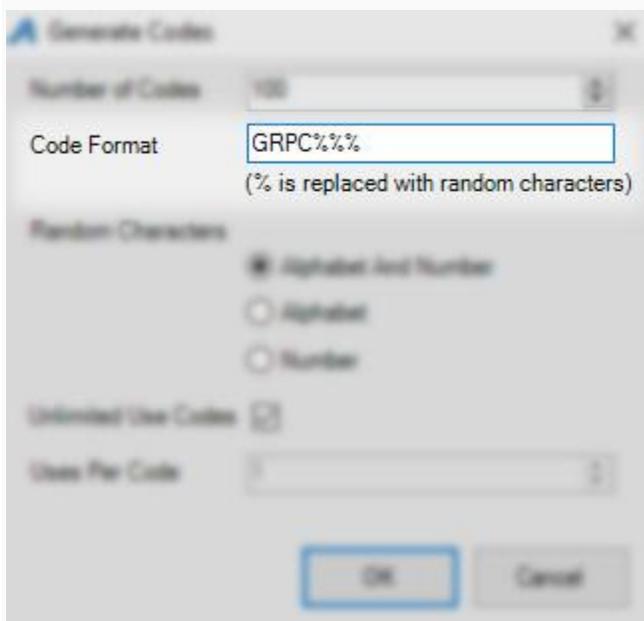
Random Characters:

- Alphabet and Number
- Alphabet
- Number

Unlimited Use Codes:

Uses Per Code: 1

9. In the **Code Format**, you will create what you want your code to look like (i.e. SponsorPromo %). If you do not put in any format, a code will be generated made up of 5 characters.



Generate Codes

Number of Codes: 100

Code Format: GRPC%%% (highlighted)

(% is replaced with random characters)

Random Characters:

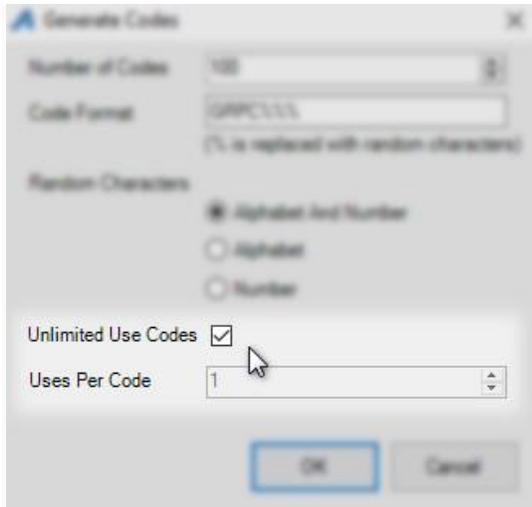
- Alphabet and Number
- Alphabet
- Number

Unlimited Use Codes:

Uses Per Code: 1

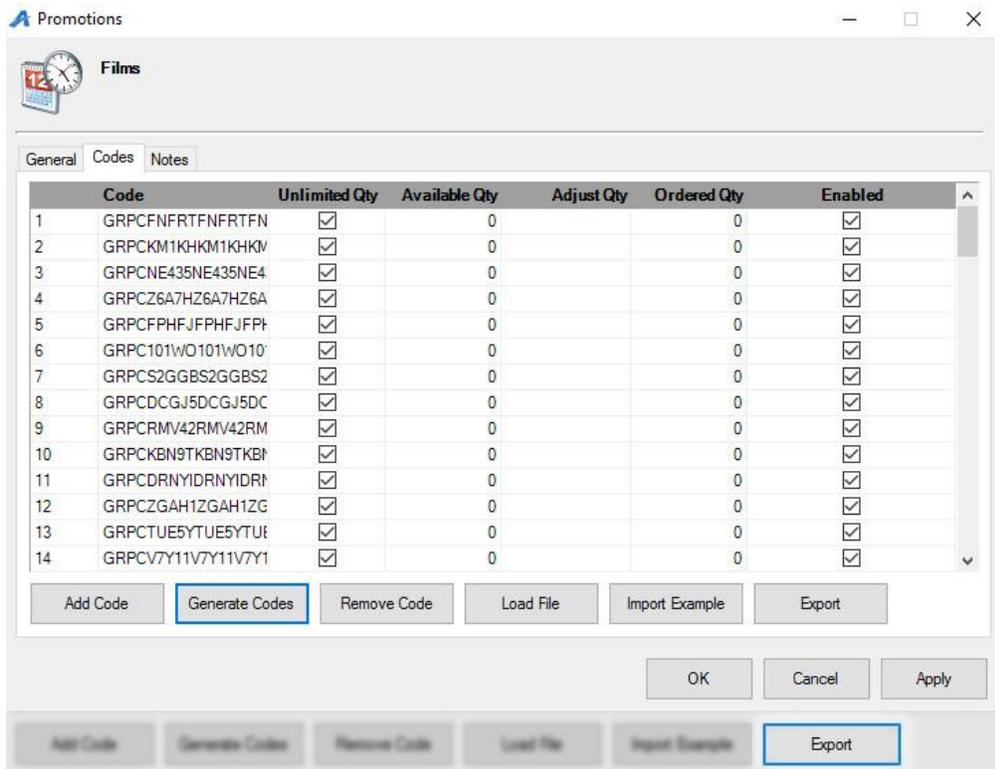
OK (highlighted) Cancel





12. Once everything has been completed, click **OK**.

13. You should see your generated codes appear in the **Codes** window. You can edit your codes directly from this window. Click the **Export** button to generate a spreadsheet of the codes and save it to your computer.



13. Click **Apply** and **OK** to save the codes.

