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.





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.



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.



10. Select the radio button next to the type of **Random Characters** you would like to generate. You can have it generate a combination of **Alphabet and Numbers**, just **Alphabet** characters, or just **Number** characters.



11. Uncheck **Unlimited Use Codes** if you want to put a restriction on the number of times the code can be used. Make sure to enter the **Uses Per Code** if you are restricting the number of times the code can be used. If the**Code(s)** have no restrictions, then make sure that the box next to**Unlimited Use Codes** is checked.





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.

