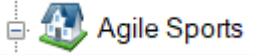


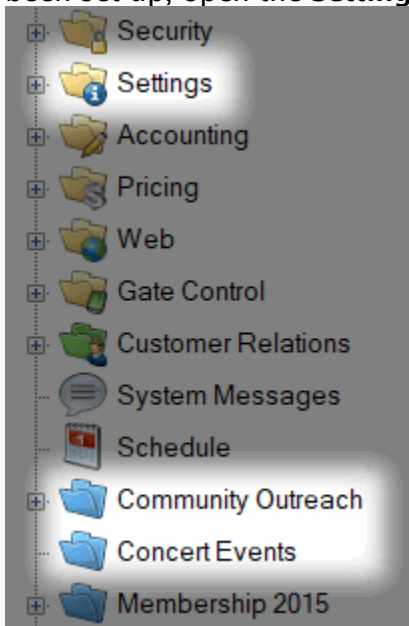
Promotion Codes: Creating and Attaching Codes to Prices

Promotion Codes allow you to set a password for a specific price that will only be accessible to customers who enter that code. This can be used for pre-sales or any specific discount promotion that needs to be hidden from the general public.

In order to build promo codes, you will need to login to Agile Admin.

1. Open the **Corporation Organization** where you are needing to build the promotion code. 

2. Open either the **blue Sales Organization folder** or, if certain permissions have been set up, open the **Settings folder**.

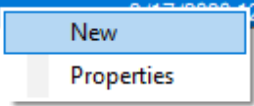


3. In either folder, select the **Promotion** icon.

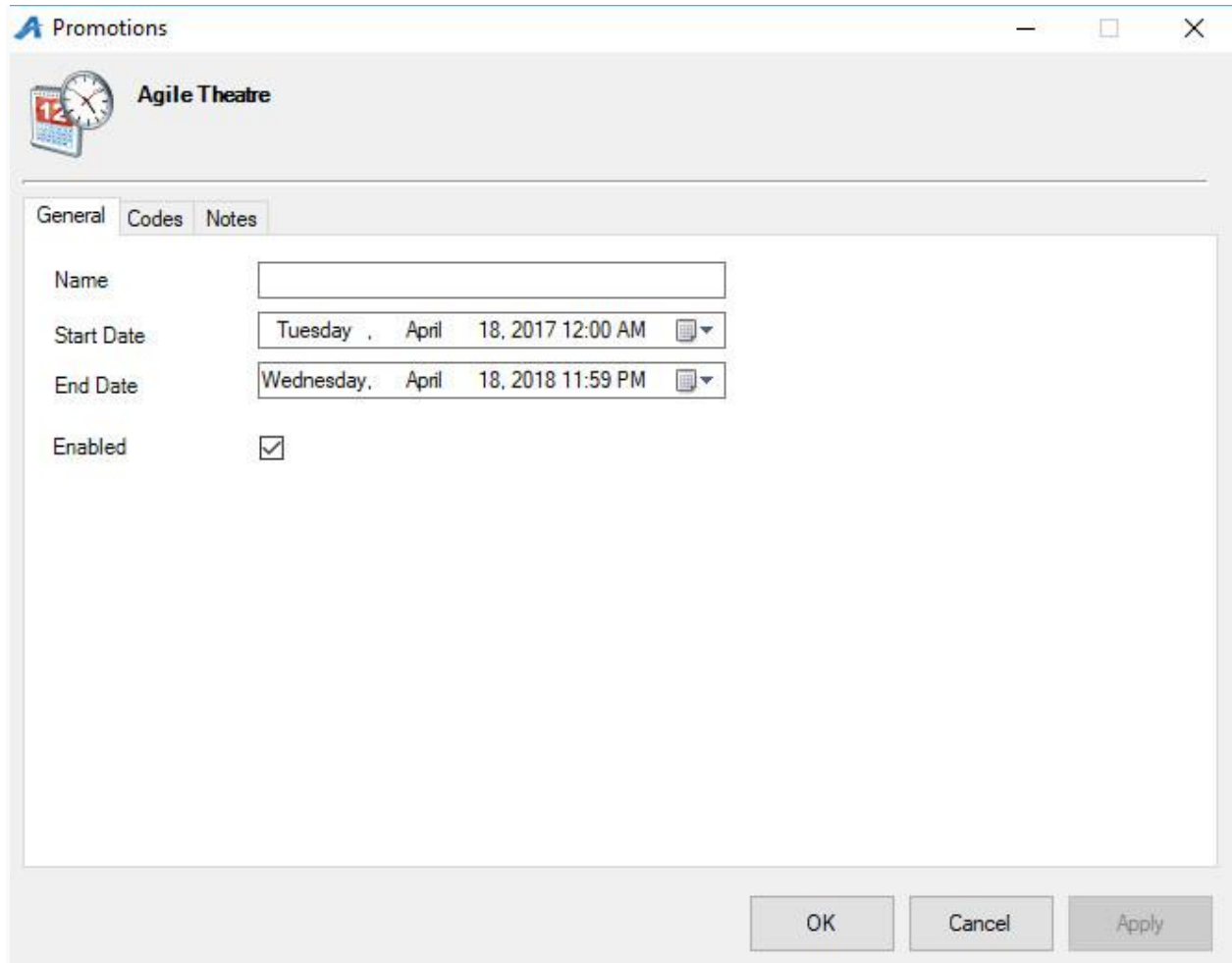


4. Right-click in the **Promotion** box and select **New**.

Promotion	Name	Start Date	End Date	Enabled
	Beach Elementary PTO	6/28/2010 12:00:01 AM	6/28/2011 11:59:59 PM	True
	Breast Cancer Awareness	10/1/2015 12:00:01 AM	10/31/2015 11:59:59 PM	True
	Dollar General	12/16/2014 12:00:01 AM	12/16/2015 11:59:59 PM	False
	SponsorCodeJS	2/17/2021 12:00:01 AM	2/17/2021 11:59:59 PM	True



5. A **Promotions** window will appear. This is where you will assign information for your code.
6. In the **General** tab:
 - Assign the **Name** of the **Promotion** (e.g. Breast Cancer Awareness, Buy One Get One Free, Sponsor 1, etc.).
 - Set the **Start Date** and **End Date** during which the **Promotion Code** will be active.
 - Check mark the **Enabled** box to make this Promotion active.

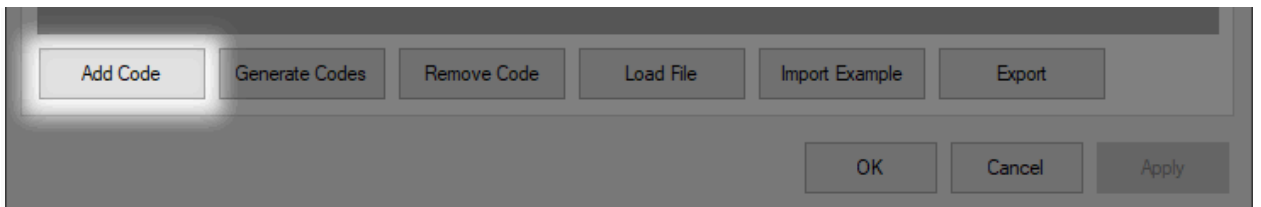


The screenshot shows a window titled "Promotions" for "Agile Theatre". The window has three tabs: "General", "Codes", and "Notes". The "General" tab is active and contains the following fields:

- Name:** An empty text input field.
- Start Date:** A date and time picker showing "Tuesday, April 18, 2017 12:00 AM".
- End Date:** A date and time picker showing "Wednesday, April 18, 2018 11:59 PM".
- Enabled:** A checkbox that is checked.

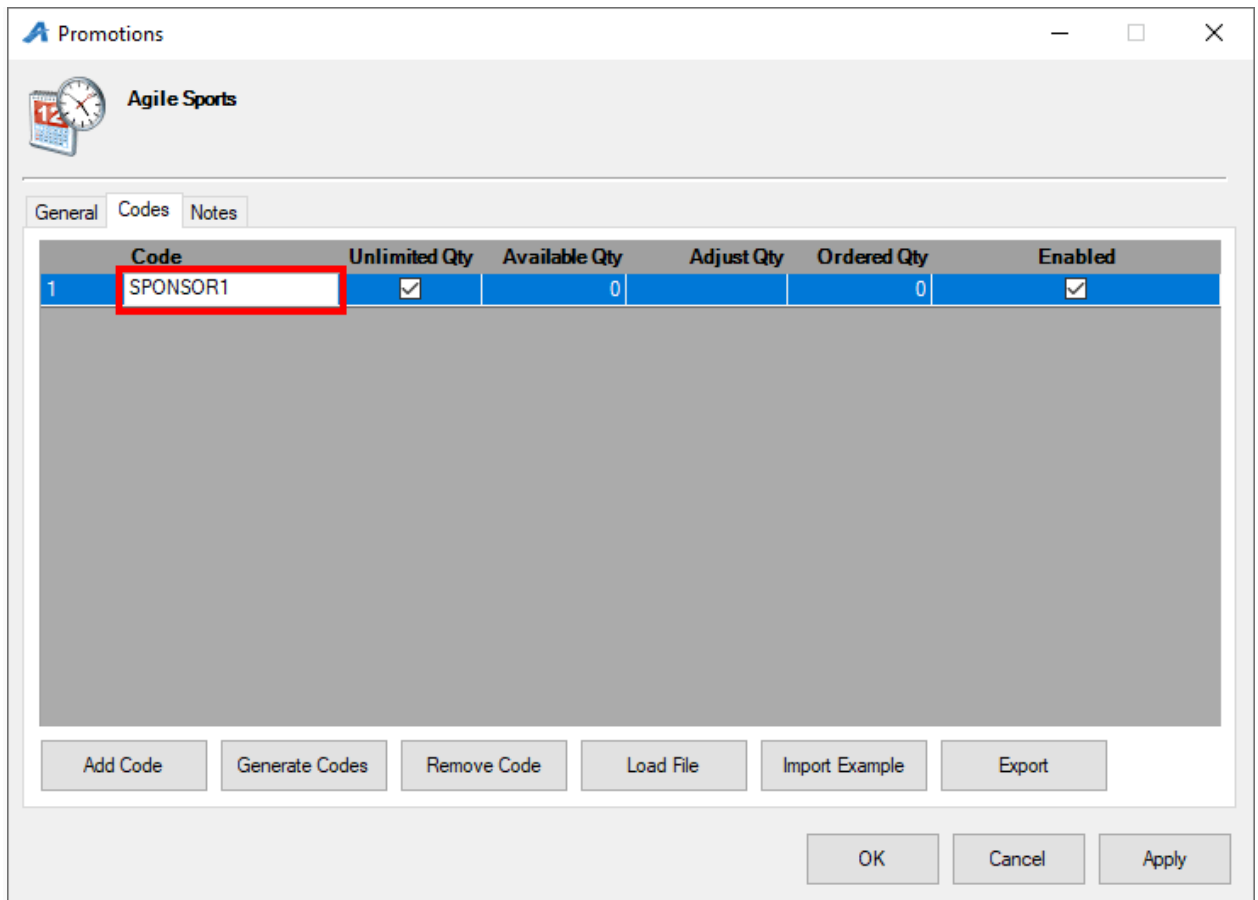
At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply".

7. In the **Codes** Tab, click **Add Code**.

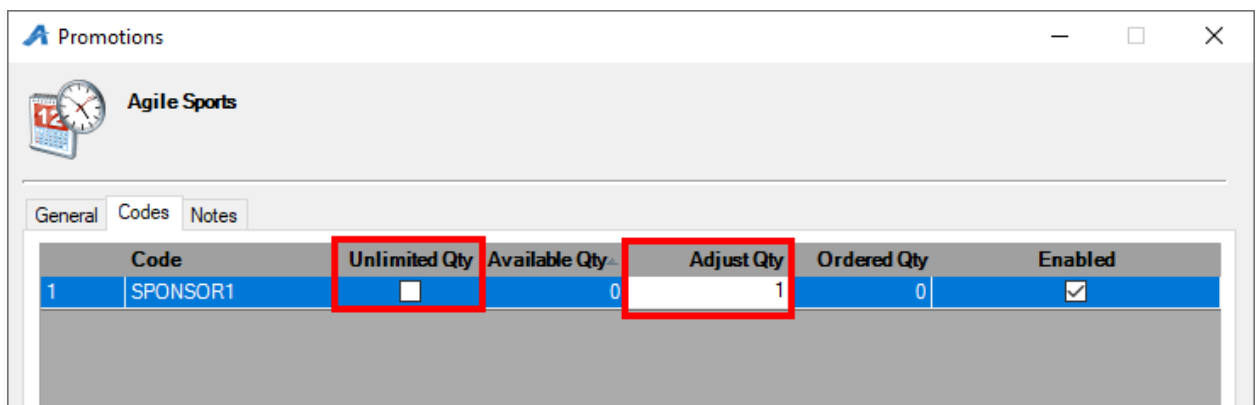


The screenshot shows the "Codes" tab of the Promotions window. It features a row of buttons: "Add Code", "Generate Codes", "Remove Code", "Load File", "Import Example", and "Export". The "Add Code" button is highlighted with a white glow. Below this row are three buttons: "OK", "Cancel", and "Apply".

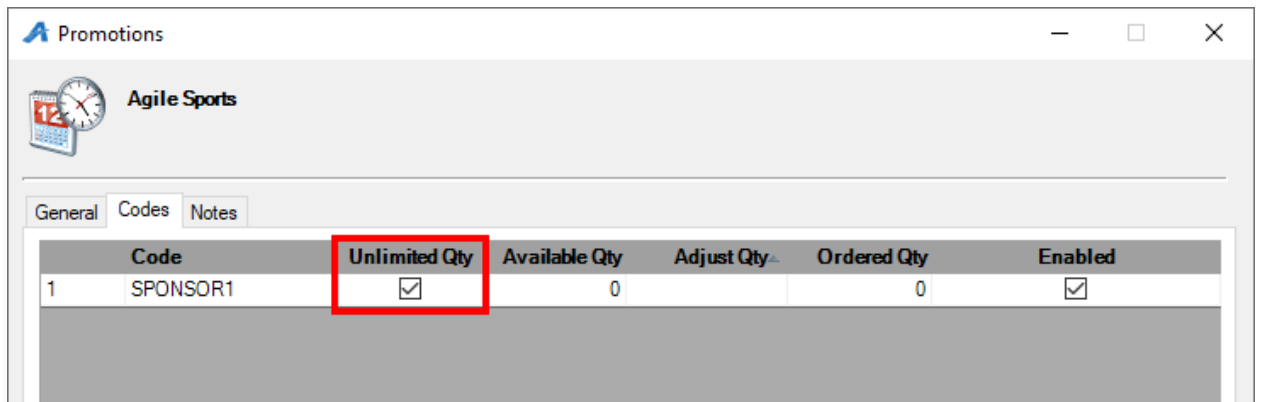
- Double-click the **Code** box to type the code you wish to add.



- If the promotion code's use should be restricted, un-check the **Unlimited Qty** box, double-click the cell beneath **Adjust Qty**, and type the number of times the code should be used.



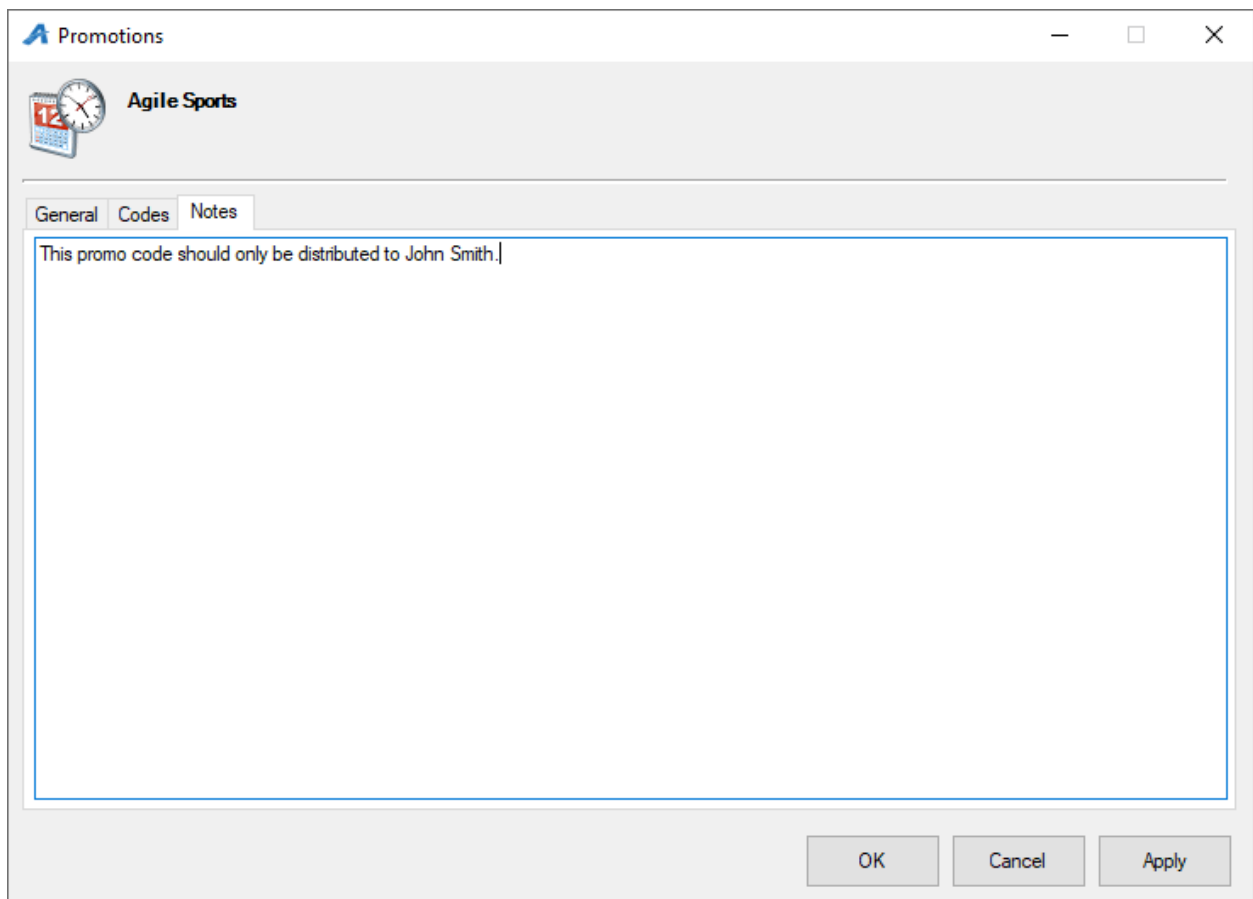
- If this code should have unlimited use, check the **Unlimited Qty** box.



The screenshot shows the 'Promotions' window for 'Agile Sports'. The 'Codes' tab is active, displaying a table with the following data:

	Code	Unlimited Qty	Available Qty	Adjust Qty	Ordered Qty	Enabled
1	SPONSOR1	<input checked="" type="checkbox"/>	0		0	<input checked="" type="checkbox"/>

8. The **Notes** tab is a place to record any internal notes you may have about the promotion code.

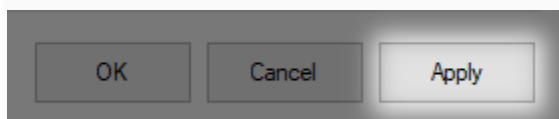


The screenshot shows the 'Promotions' window for 'Agile Sports' with the 'Notes' tab selected. The text area contains the following note:

This promo code should only be distributed to John Smith.

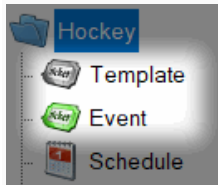
At the bottom right, there are three buttons: OK, Cancel, and Apply.

9. Once you have assigned all these values, click **Apply**. Your promotion code is now ready to be assigned to specific ticket types.



A close-up view of the three buttons: OK, Cancel, and Apply.

10. Once you have created your promotion code, you will need to go to your event and assign the promotion code to an Event Price located under either the **Event** or **Template** icon.



11. In the **Event Price** box, right-click the Price to which you want to add a promotion code and select **Properties**.

Event Price	Sales Channel	Ticket Type	Sale Date	Price	Fee	Venue ...	Total	Sequenc...	Enabled	Function Area	Pkg Price
	AMS Box Office	Ticket	11/15/2017	\$15.00	\$0.00	\$1.00	\$16.00	5	True	Level 0 - Default Unrestr...	False
	Web Online		11/15/2017	\$15.00	\$0.00	\$1.00	\$16.00	5	True	Level 0 - Default Unrestr...	False
	Web Outlet		11/15/2017	\$15.00	\$0.00	\$1.00	\$16.00	5	True	Level 0 - Default Unrestr...	False
	AMS Box Of		11/15/2017	\$12.00	\$0.00	\$1.00	\$13.00	10	True	Level 0 - Default Unrestr...	False
	Web Online		11/15/2017	\$12.00	\$0.00	\$1.00	\$13.00	10	True	Level 0 - Default Unrestr...	False
	Web Outlet		11/15/2017	\$12.00	\$0.00	\$1.00	\$13.00	10	True	Level 0 - Default Unrestr...	False
	AMS Box Of		11/15/2017	\$11.00	\$0.00	\$1.00	\$12.00	15	True	Level 0 - Default Unrestr...	False
	Web Online		11/15/2017	\$11.00	\$0.00	\$1.00	\$12.00	15	True	Level 0 - Default Unrestr...	False
	Web Outlet	Child	11/15/2017	\$11.00	\$0.00	\$1.00	\$12.00	15	True	Level 0 - Default Unrestr...	False
	AMS Box Office	Complimentary	11/15/2017	\$0.00	\$0.00	\$0.00	\$0.00	99	True	Level 1 - Restricted Price(s)	False

12. The **Event Price** window will appear. Select the **Promotions** tab.

Event Price: Ticket

Hockey
Game 6 - General Seating 467731

General Description Promotions Questions Donor Management Account Benefits

Effective Sale Date 2/17/2020

Name	Comp	Price	Fee	Venue ...	Total
Ticket \$15	False	\$15.00	\$0.00	\$1.00	\$16.00

Sales Channel: Web Online Enabled

Ticket Type: Ticket Include Service Fee

Functional Area: Level 0 - Default Unrestricted Price Allow Package Sale

Event Ticket Format: University Reserved Ticket

Package Ticket Format: No Ticket Print Sales Occurred

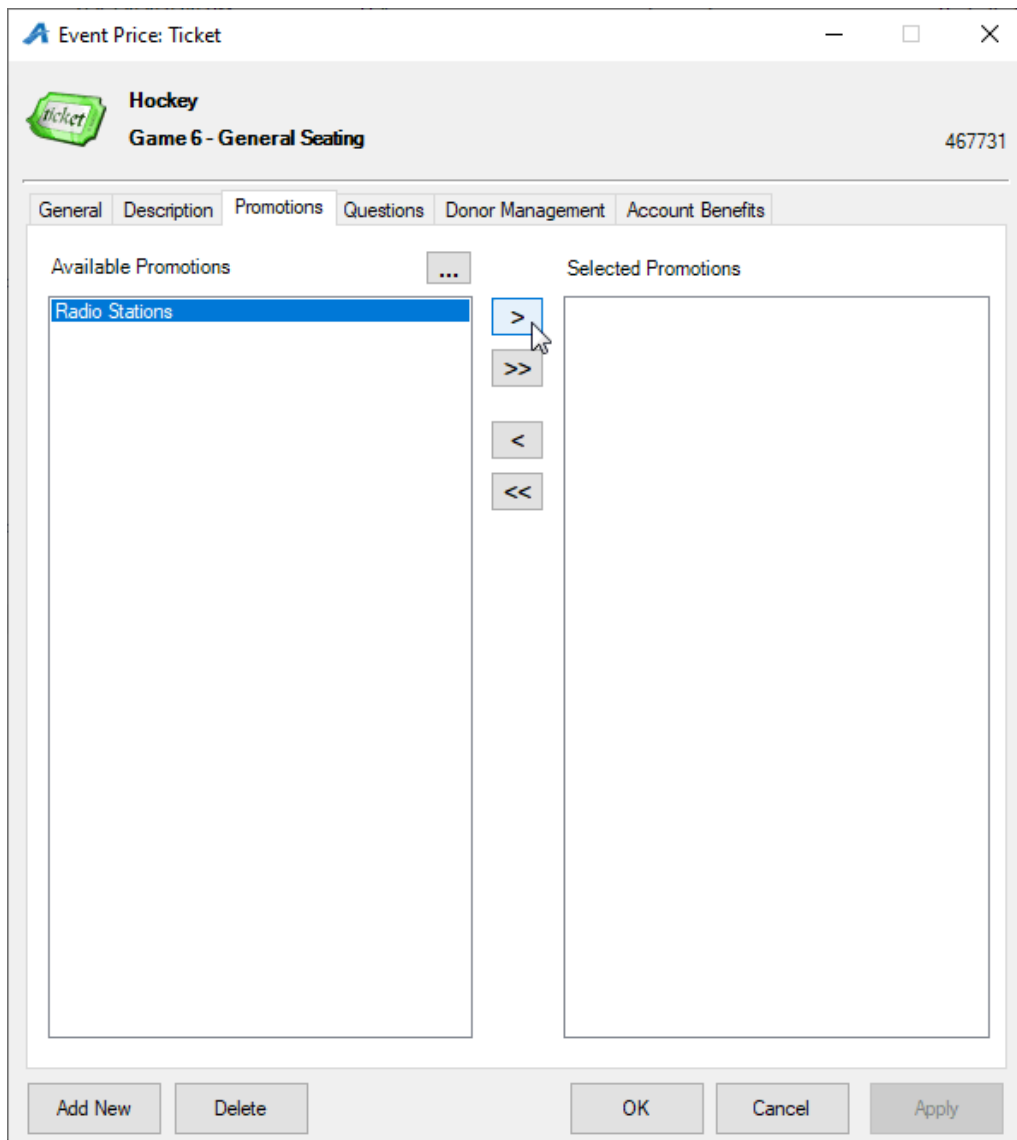
Display Sequence: 5

Name Assign: None

Quantity Restriction: Min Per Order 0 Max Per Order 10

Add New Delete OK Cancel Apply

13. A list of available promotions will appear in the **Available Promotions** column on the left side of the window. Select the promotion you want to add and click the ">" symbol to move the code to the **Selected Promotions** column.



14. Once the promotion code is in the Selected Promotions columns, select **Apply** to save your changes to the price and click **OK** to close the window.



15. Your code is now ready for use on that particular ticket price. Repeat Steps 10 through 14 to add the code to multiple ticket prices. (For instance, if you wanted the promotion code to be available both online and at the box office, then you would need to add the code to ticket prices on both the Web Online and AMS Box Office Sales Channels.)