

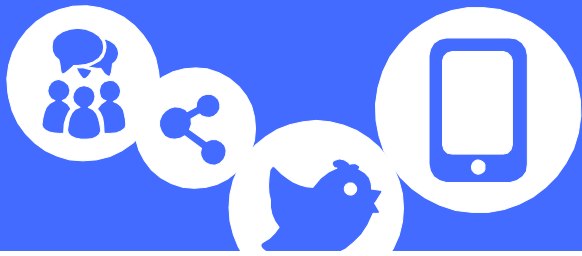


How to:

Set-up Discount Codes

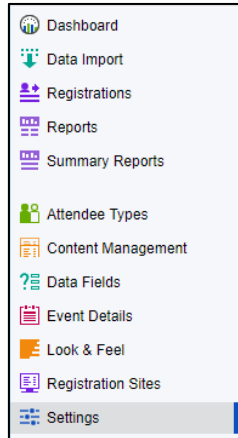
EventReference User Guide #23





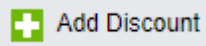
You will need to have the Payment Processing add-on enabled on your event to use this feature.

Click on Settings in the menu on the left.



Select  Products

Product Name	Type	Catalogue Item?	Active?	Price
Registration	Product		✓	£ 10.00

Click 

Save Save & New Cancel

Discount Name

Discount Short Name

Discount

Percentage %

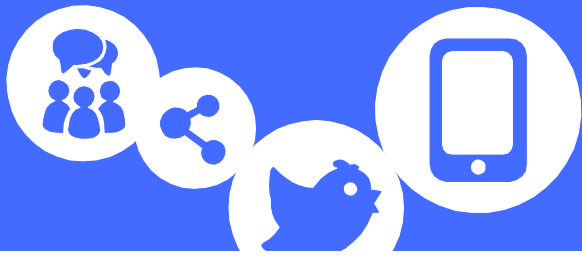
Exclusive

All Products

Active

Enter the relevant information

Discount Name - This should be related to the value or type of the discount e.g. multi-buy discount. This is a reference name and NOT a code – the codes will be set later in the process.



Discount Short Name – This is optional and is for reporting use only.

Percentage - Enter the percentage you want for your discount. N.B. Discounts can only be applied as percentage reductions to the entire transaction and not a specified value.

Exclusive – Tick this to only allow one discount code to be applied to a transaction at a time. This is recommended, especially if you are releasing a number of different discount codes.

All Products – Tick this to allow the discount code to be used against all products.




Active – This should be ticked as default. Leave this ticked to allow the discount code to be used.

Click  Save

Product Name	Type	Catalogue Item?	Active?	Price
10% Discount	Discount	✓	✓	10.00%
5% discount	Discount	✓	✓	5.00%
Registration	Product		✓	£ 10.00

Next you will need to add the related codes to your discount. These codes will be entered on the basket page to apply the discount.



Double click on the discount you just added and then click on the PLU Codes tab.

 Save  Save & New  Cancel


Discount Name

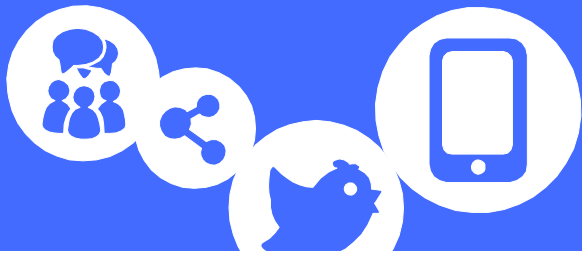
Discount Short Name

Discount **PLU Codes**

 Add PLU Code  Delete Selected PLU Code

Code	Description	Active
SAVE10		Yes
FB10		Yes

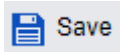
Click  Add PLU Code



Edit PLU Code	
Save	Cancel
Code	FB10
Description	Facebook promo discount
Active	<input checked="" type="checkbox"/>

Add the code and the associated description. This is the code that will be entered on the basket page.

Tick Active.



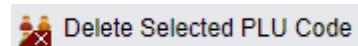
Click

You will now see the code you have added in the list.

Each discount can have a number of related PLU codes so you can have specific codes for different marketing campaigns, for example.

You can also deactivate codes whenever you want, so you can have codes that are valid for a specified period of time. *N.B. These cannot be set to end automatically so you will need to go in and deactivate your codes when they are no longer valid.*

To deactivate a code, double click it, untick Active and then click Save.



To completely delete a PLU code, highlight a code and click

EventReference



Event Registration



Paid Registration



Event Management



WebBadging



Event Reporting



WebScanning

YOUR EVENT. YOUR WAY.

Self-service registration & badging

"I've signed up for EventReference"

"I can't believe how easy it is to get all the reports I need"

"I found it to be fast, powerful and easy to use for my event"

"I was able to extract the information easily, which is perfect"

"Being able to target abandoned registrations helped drive my registration numbers up"

What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

Madalina Marincas, OPENING DOORS & VENUES

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