# Creating Promo Codes

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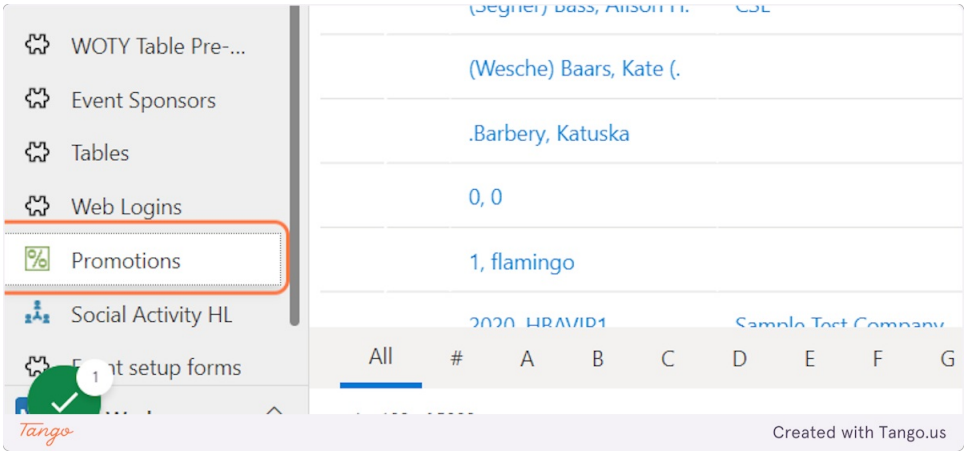
## Creating Promo Codes & Attaching to Event Registration

**Creation Date:** Aug 25, 2022

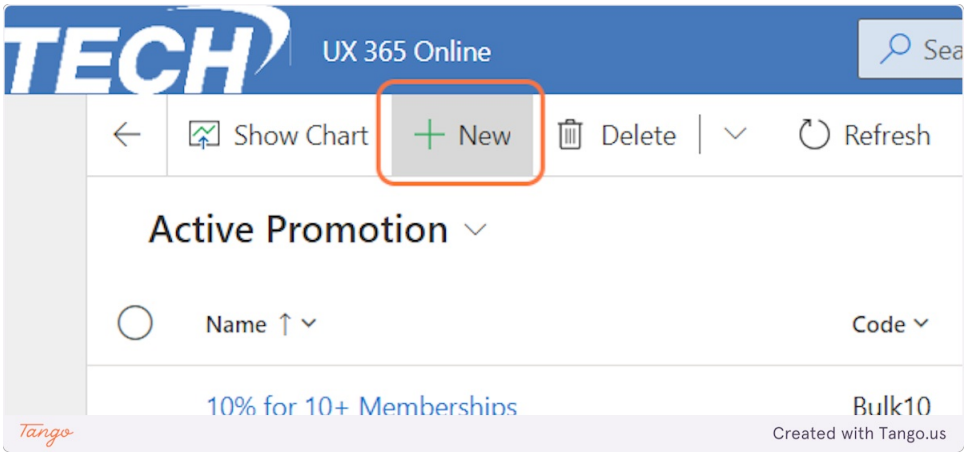
**Created By:** Bridget Fairbanks

### 1. LOG INTO PROTECH

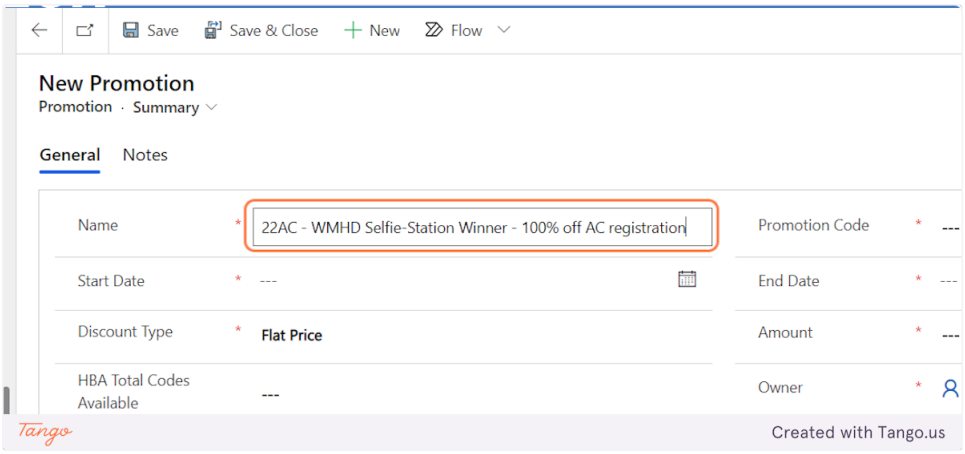
### 2. SCROLL DOWN AND CLICK ON PROMOTIONS



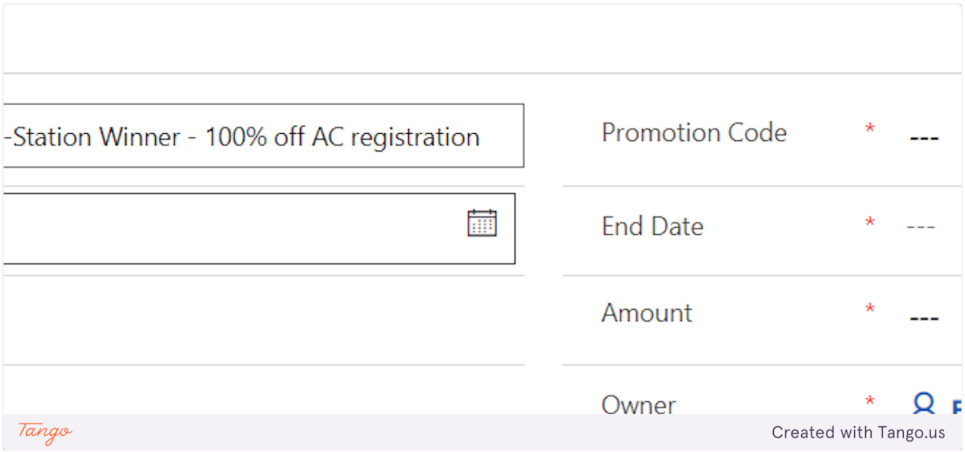

### 3. CLICK ON NEW



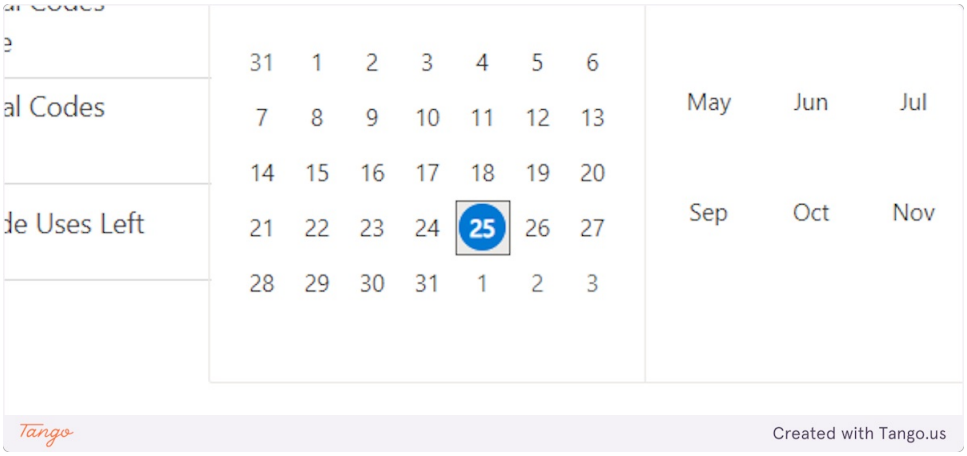

### 4. TYPE IN THE NAME/SHORT DESCRIPTION OF THE CODE



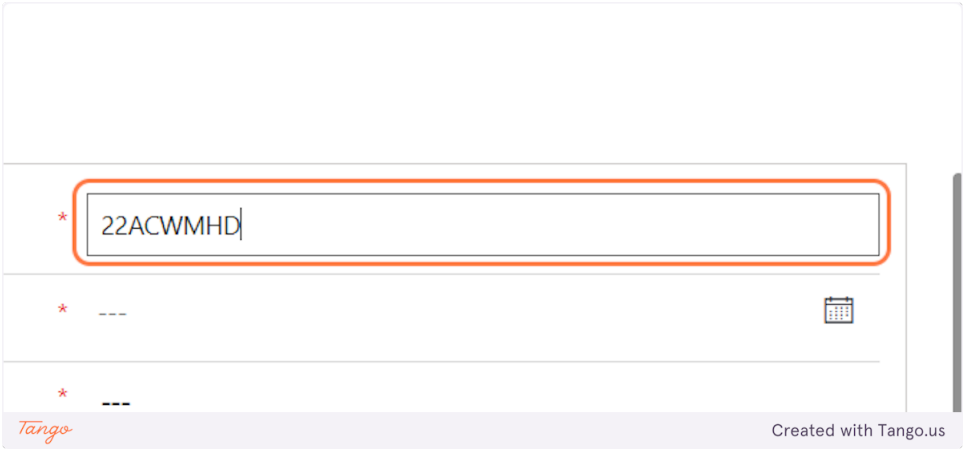

## 5. CLICK ON THE CALENDAR ICON NEXT TO START DATE



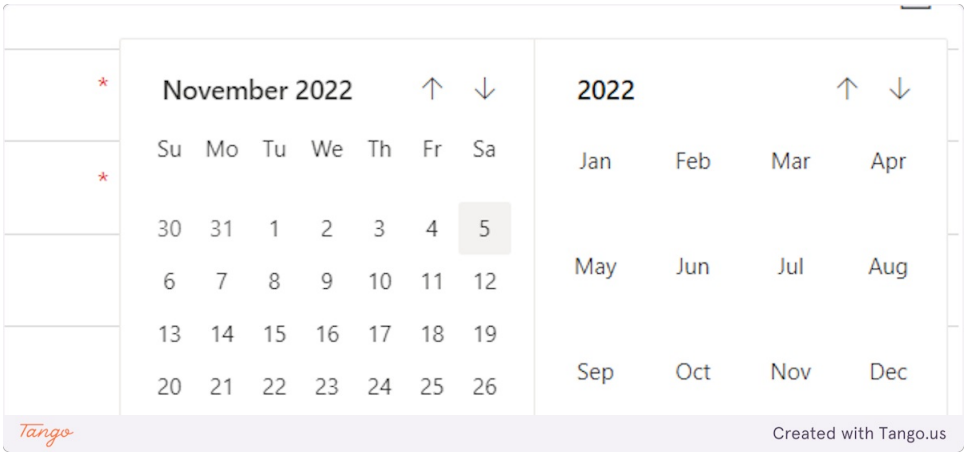

## 6. SELECT THE START DATE



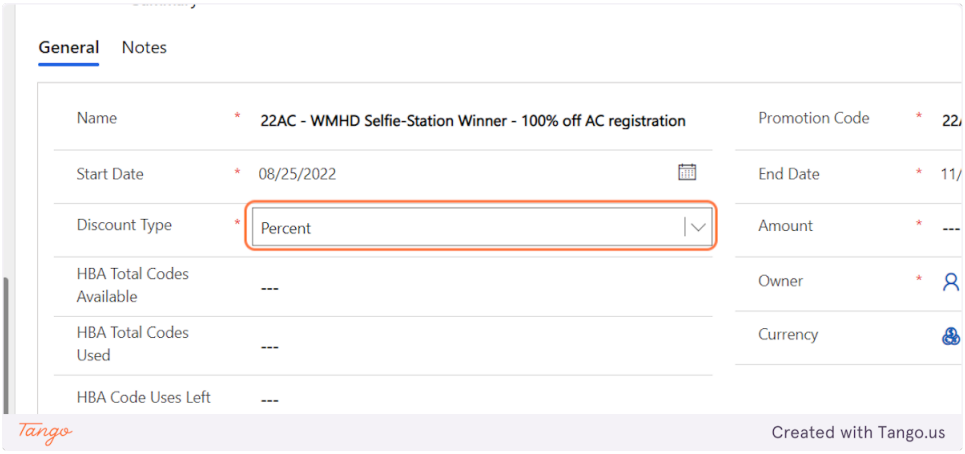

## 7. CREATE THE PROMOTION CODE THAT YOU WANT THEY TO USE (IN THIS EXAMPLE WE ARE USING: 22ACWMHD



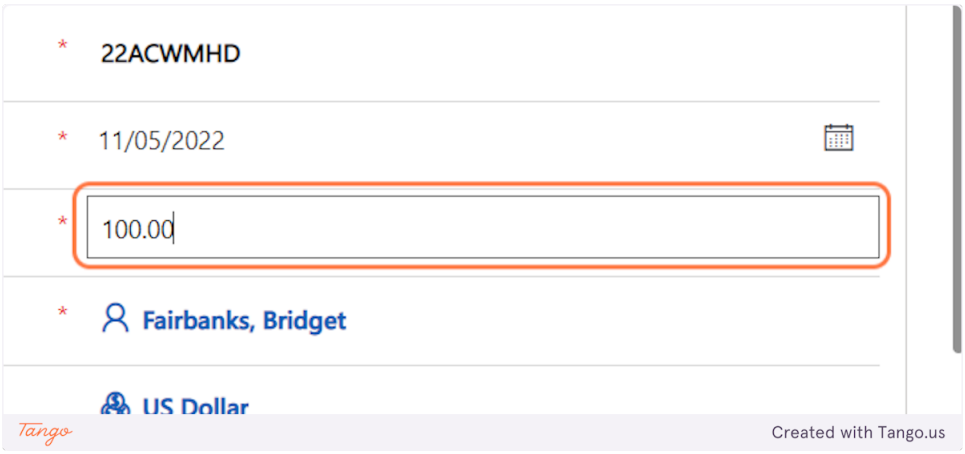

## 8. SELECT THE EXPIRATION DATE OF THE CODE



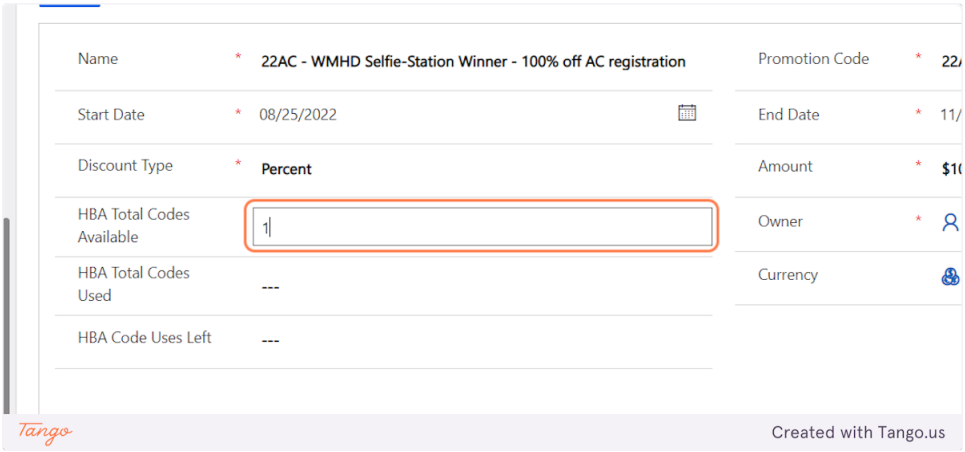

## 9. IN THE DISCOUNT TYPE FIELD CHANGE IT TO: PERCENT



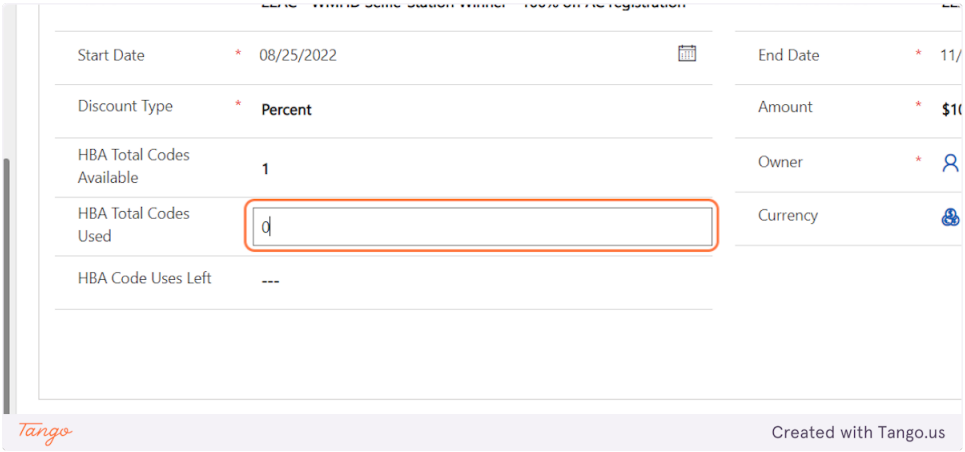

## 10. IN THE AMOUNT FIELD TYPE: 100 (THIS WILL GIVE THEM A 100% OFF DISCOUNT)



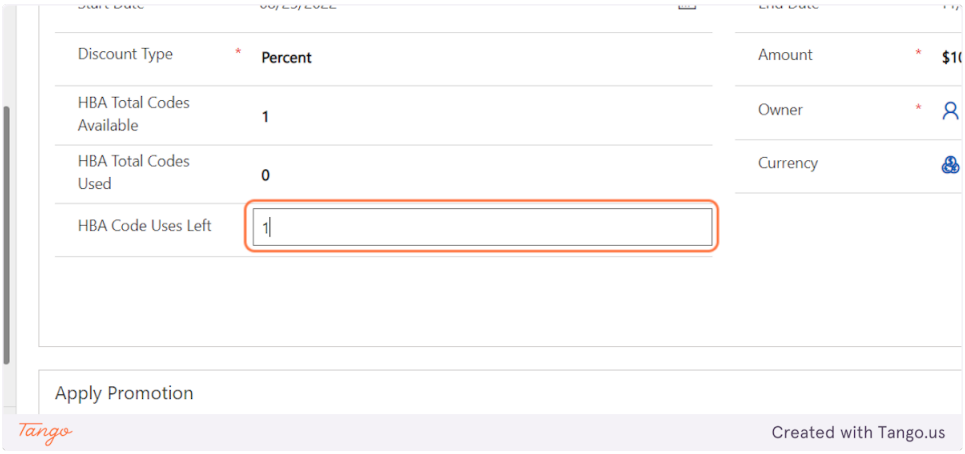

11. IN THIS FIELD TYPE HOW MANY CODES ARE ALLOWED TO BE USED.



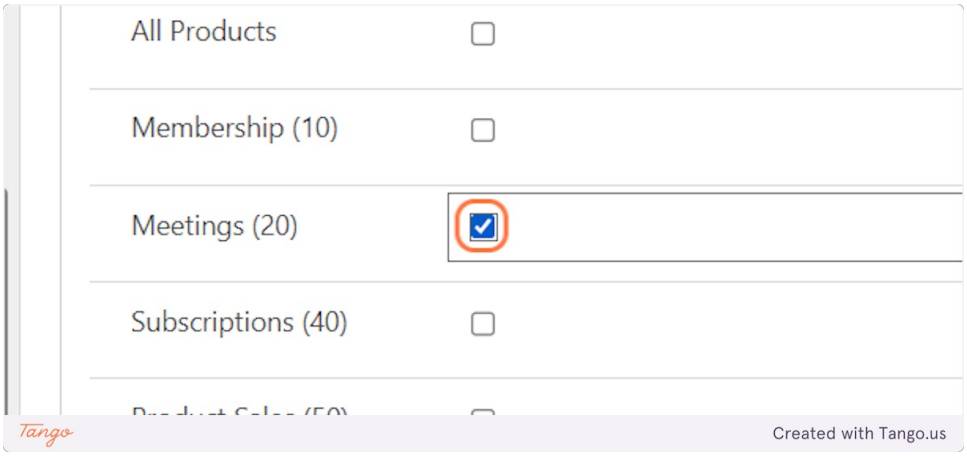

12. IN THIS FIELD ALWAYS START THE COUNTER AT 0



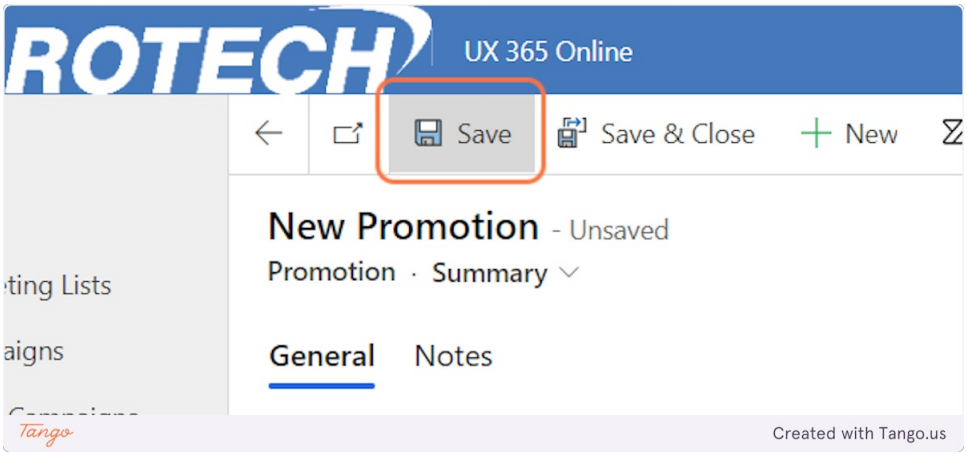

13. IN THIS FIELD TYPE THE REMAINING CODES AVAILABLE



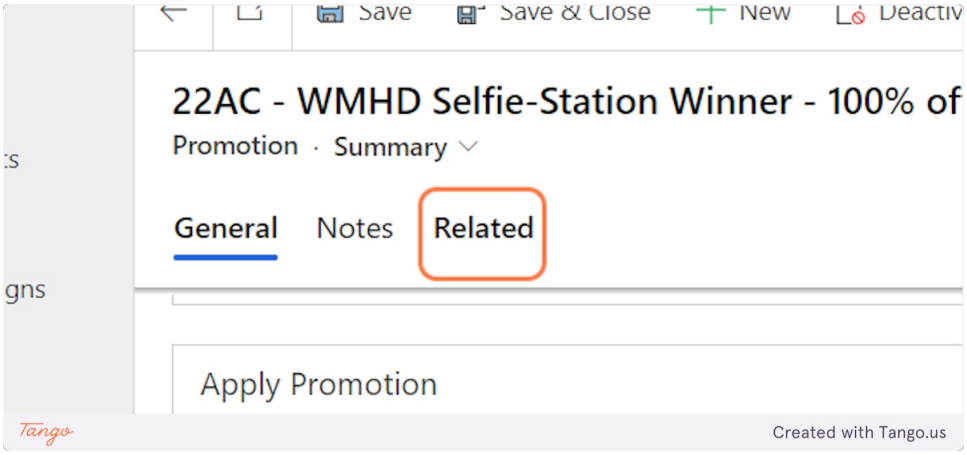

## 14. CHECK MEETINGS (20) - THIS MEANS THAT THE CODE CAN ONLY BE USED ON EVENT REGISTRATIONS



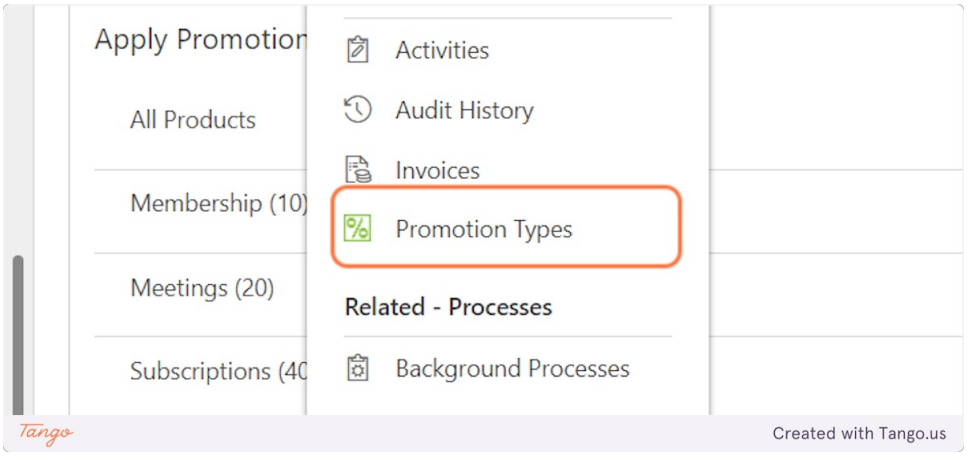

## 15. CLICK ON SAVE



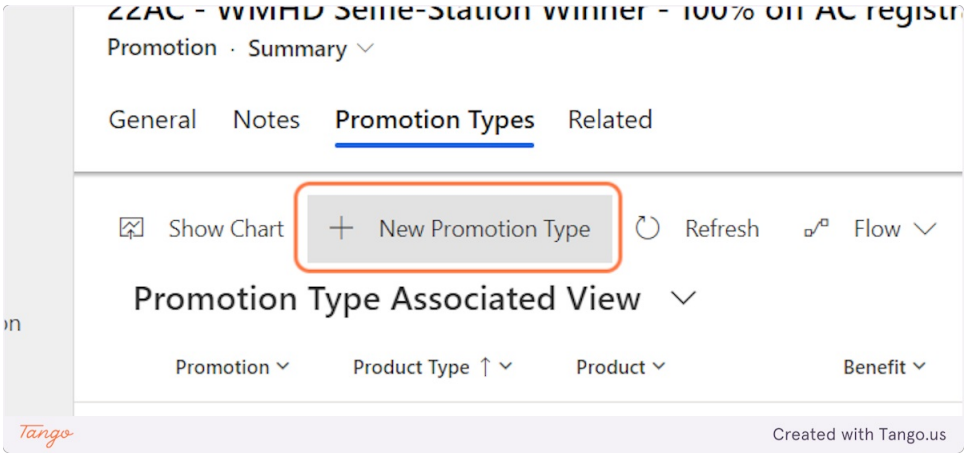

## 16. CLICK ON RELATED



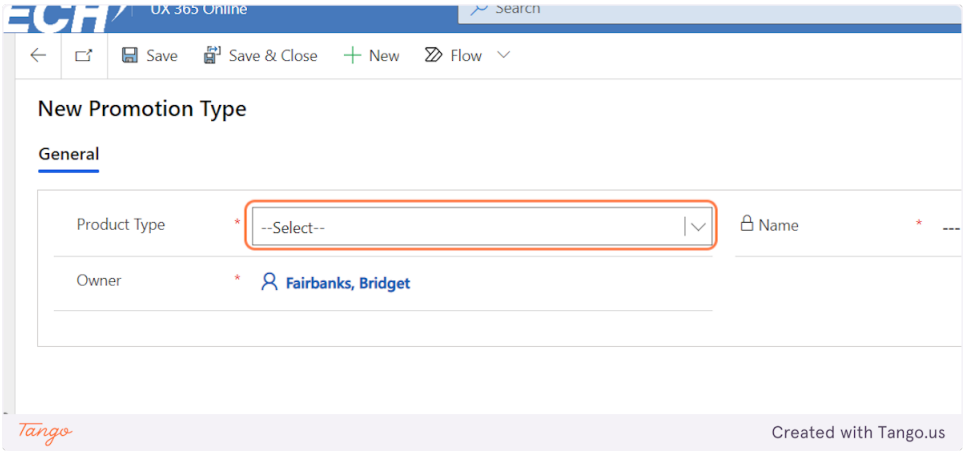

17. CLICK ON PROMOTION TYPES



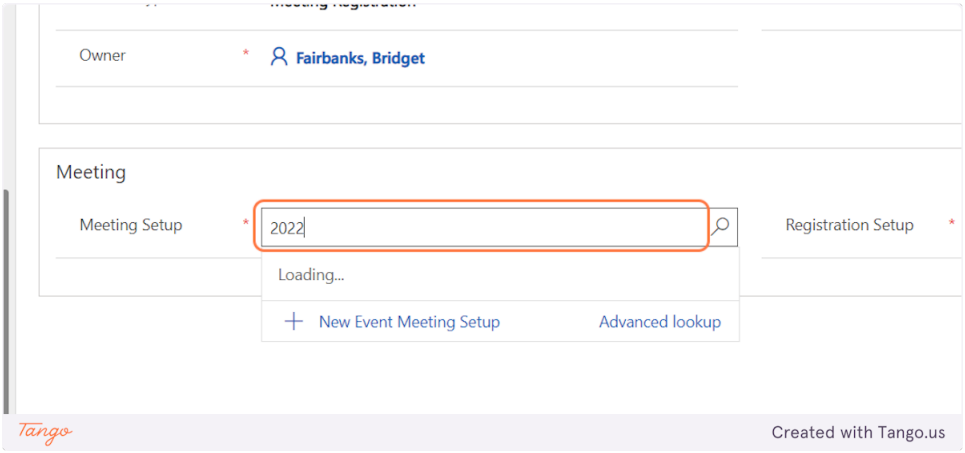

18. CLICK ON NEW PROMOTION TYPE



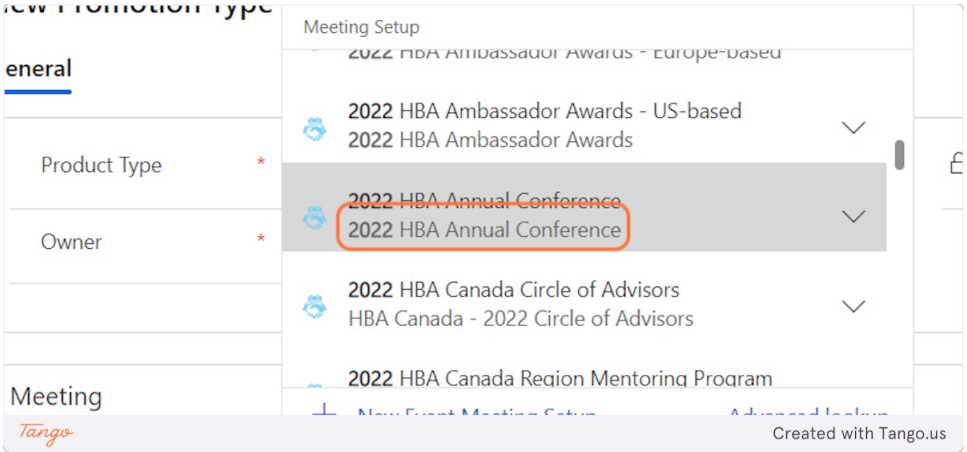

19. CLICK ON MEETING REGISTRATION FROM PRODUCT TYPE



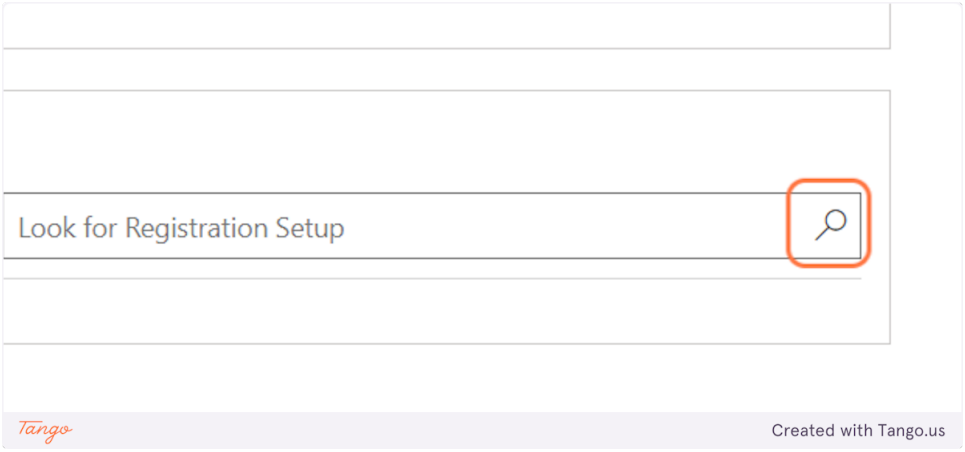

## 20. TYPE THE NAME OF THE EVENT YOU WANT TO ATTACH THE CODE TO



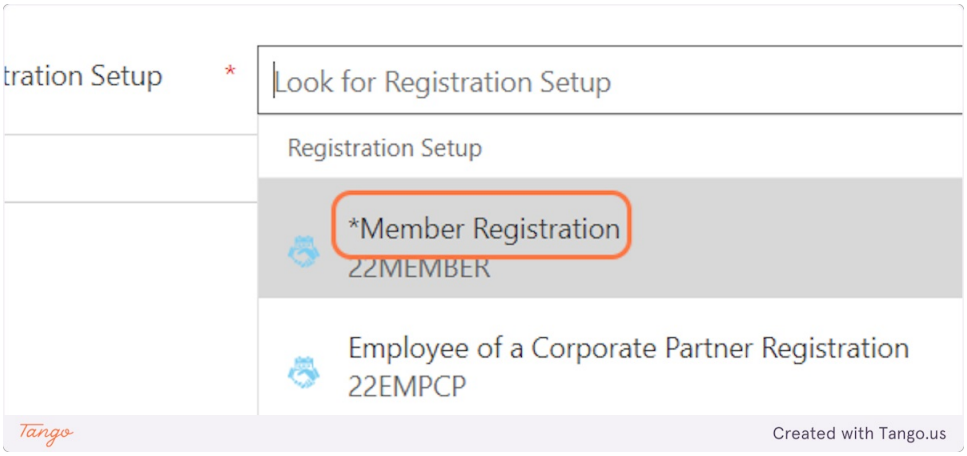

## 21. IN THIS EXAMPLE WE ARE SELECTING 2022 HBA ANNUAL CONFERENCE



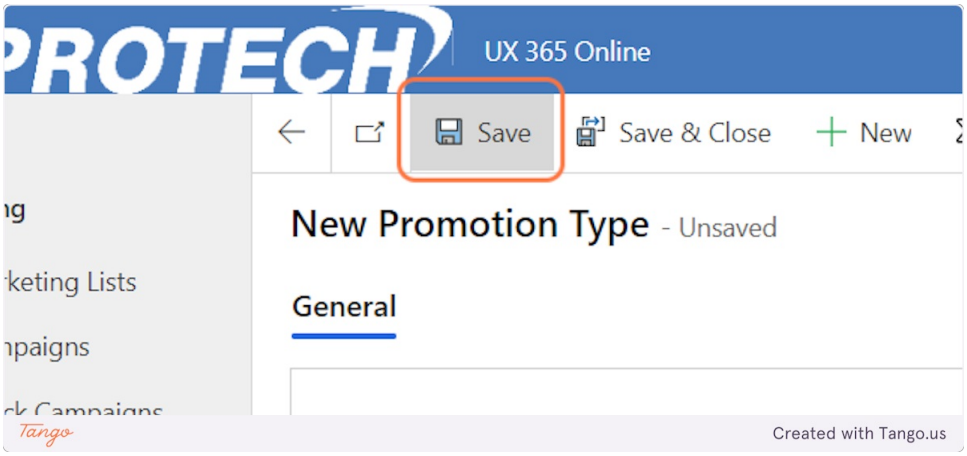

## 22. CLICK ON SEARCH RECORDS FOR REGISTRATION SETUP, LOOKUP FIELD



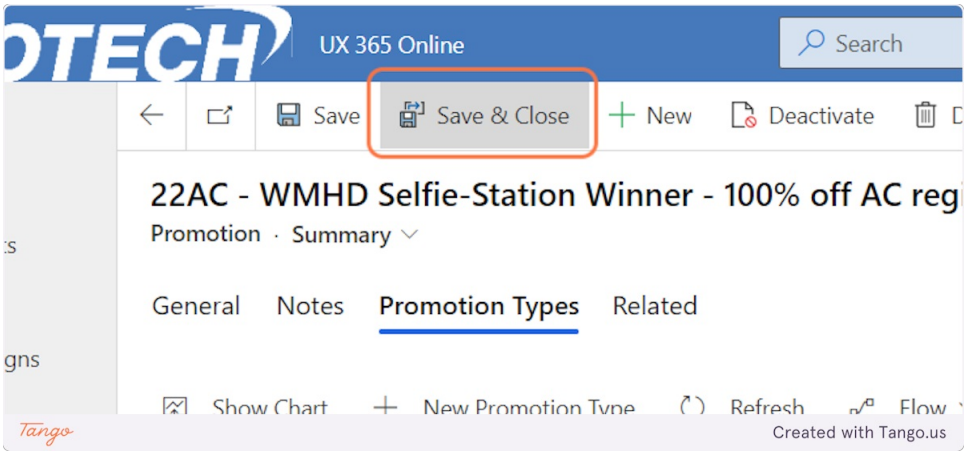

## 23. CLICK ON *MEMBER REGISTRATION




## 24. CLICK ON SAVE




## 25. CLICK ON SAVE & CLOSE

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