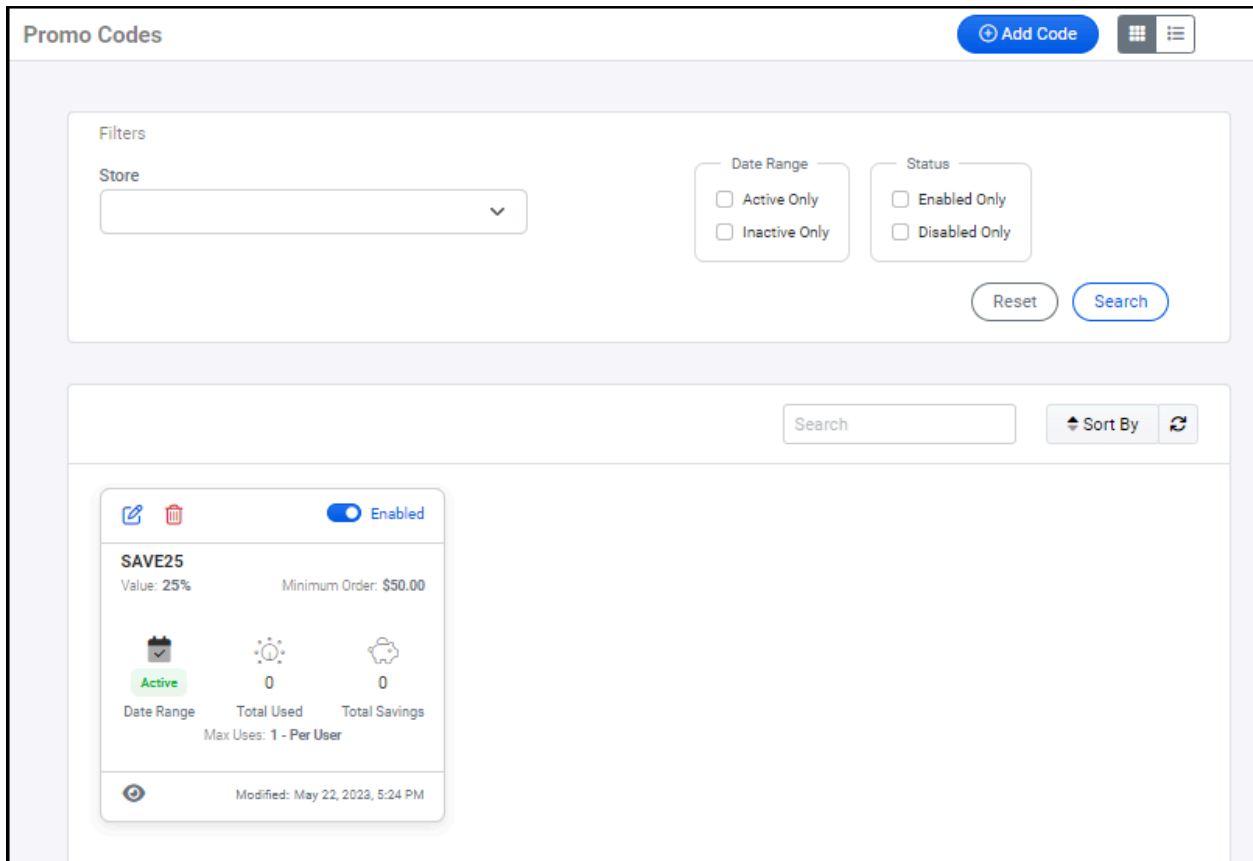


Promotional Codes can be used to provide discounts to customers.

From the Admin Dashboard, go to Stores and then select Promo Codes.

- From here, you can search for existing promo codes by selecting the available filters, including the desired Store, the Date Range, and the Status of the promo code.



1. To add a new promo code, select +Add Code.
2. Enter all information as needed in the form
3. When finished, select Save
4. To use a promo code, type the promo code at checkout. As shown in the example below, that promo code would be "SAVE."

Add Promo Code
Cancel Save

Promo Code

Store

School Store
x
v

Name

Description

Discount Type

Percentage
v

Discount Amount

%

Max Uses

Per User
 Total
 Unlimited

Start Date

📅

End Date

📅

Minimum Order Amount

\$

Who is this promo code available to? Enable district wide for everyone

What does this promo code apply to? Applies to whole cart

Show G/L Accounts

Status: Enabled Disabled

Cancel
Save

- **Promo Code** - Enter the code you will type in for the promotion offered
- **Store** - Select the store this promo code will be used for.
- **Name** - Enter the name of the promotion
- **Description** - Enter any details of what the promo code offers.
- **Discount Type/Amount** - Select either a Dollar Amount or a Percentage for the discount, then enter the dollar amount or the percentage discount.
- **Max Uses** - Select an option for how often your users can use this discount.
- **Start/End Date** - Select the time frame for when this promo code can be used.
- **Minimum Order Amount** - Enter the amount customers must spend to take advantage of the promo code.
- **Who is this promo code available to?** - Select specific schools, grades, homerooms, groups, or users who can use this promo code or make it available to anyone. *DO NOT enable district wide for everyone*
- **What does this promo code apply to?** - Select specific products or product groups for which this promo code can be used.
- **Show G/L accounts** - Select the GL accounts used with this discount.
- **Status** - Select an option to enable or disable this promo code.