

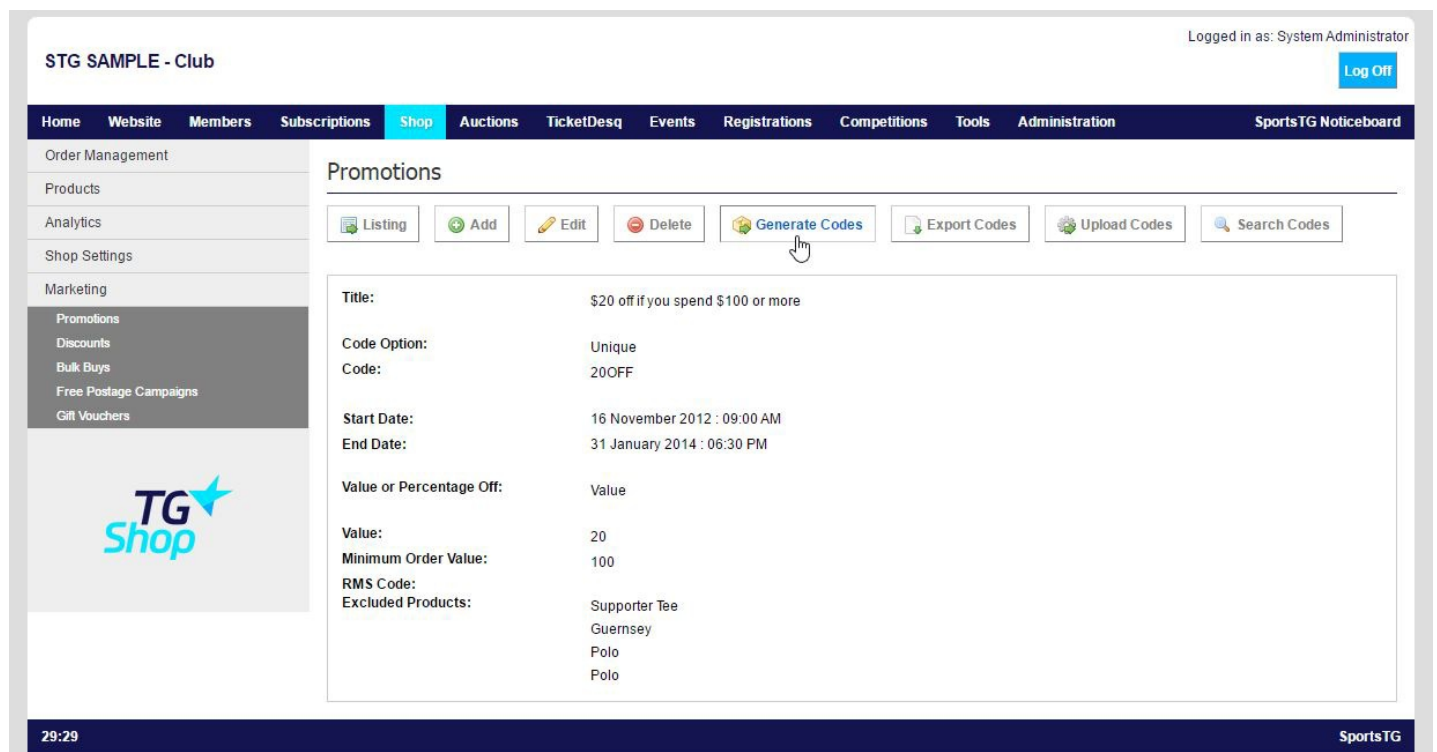
Setting Up Unique Promotion Codes

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Quick Steps: Shop > Marketing > Promotions

Once you have set up a Promotion Code and selected Unique as the Type of code, you will be able to then generate your codes.

1. Login to the console, and select **Shop** from the top menu, then **Marketing** from the left menu.
2. Select **Promotions** from the expanded menu
3. **View** a Promotion that has previously been created, or create a new **Promotion Code**
4. Select **Generate Codes**



The screenshot shows the 'STG SAMPLE - Club' website interface. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The 'Shop' menu is expanded, showing 'Order Management', 'Products', 'Analytics', 'Shop Settings', and 'Marketing'. Under 'Marketing', 'Promotions' is selected. The 'Promotions' page displays a table of promotion details for a '\$20 off if you spend \$100 or more' promotion. The 'Generate Codes' button is highlighted with a mouse cursor.

Field	Value
Title:	\$20 off if you spend \$100 or more
Code Option:	Unique
Code:	20OFF
Start Date:	16 November 2012 : 09:00 AM
End Date:	31 January 2014 : 06:30 PM
Value or Percentage Off:	Value
Value:	20
Minimum Order Value:	100
RMS Code:	
Excluded Products:	Supporter Tee Guernsey Polo Polo

5. Enter in the **Prefix** of the Codes and the **Amount** you would like to Generate.

- **Prefix** - Choose what you would like to enter in as the prefix of your unique code word. Can be up to 10 characters. For eg. MEMBERCODE
- **Units** - How many unique codes you require. For eg. 1000 to generate 1000 unique code words.

6. Select **Generate** to download all the codes in an Excel spread sheet.

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