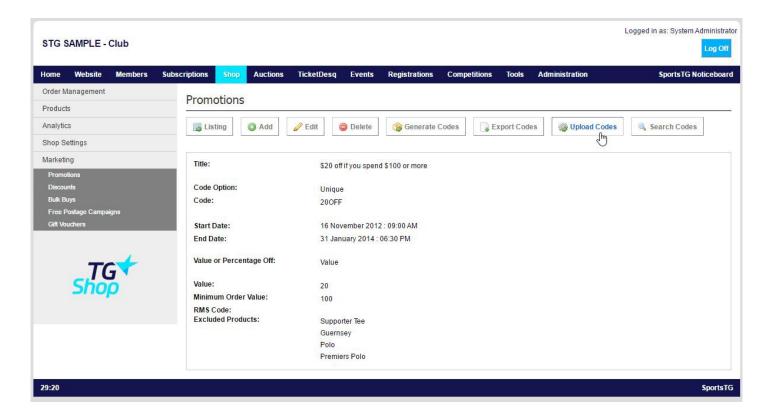# Uploading Promotion Codes

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Quick Steps: Shop > Marketing > Promotions

If your organisation has a Promotion Code that is set to Unique, you then have the option to upload promotion codes into the system. This allows organisations to create a large number of promotion codes for members or previous customers and create them easily in the Management Console.

1. Within the Management Console, select **Shop** from the top menu, then **Marketing** from the left menu.

2. Select **Promotions** from the expanded left menu.

3. Click **View** next to the Promotion Code that you wish to upload codes into.

4. Click **Upload Codes** at the top of the page.

5. Upload a .CSV file with your codes. This file should have only one column with the codes within this column. It should not have a heading row.

6. Click **Upload Codes** and the file will be uploaded and the codes ready to use.

Note: When uploading codes, the system will allow a maximum of 2500 codes per upload.

If you have more codes than this, then split your file into multiple files, ensuring that no file contains more than 2500 rows.

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