Creating 'Unique' Promotional PIN for a single Entry Type

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Quick Steps: Entry Types > Edit > Other > Pin > Individual

1. Within the Management Console, select **Events** from the top menu, then click on the event

2. Select **Entry Types** from the expanded left menu

3. Click **Edit** next to the Entry Type you want to create a PIN Code for, and then select the **Other** tab to access the PIN Information

4. Select the **Individual** option

5. Select whether the PIN should be an **Access** or **Discount** PIN
6. Click **Save**.

7. Individual PIN Codes are managed in **Pin Management**, which is found on the left hand menu

8. Click **Add** at the top of the page

9. Complete the details for the PIN Code including, the Entry Type the code should apply to; the PIN Code to be used; the Expiry Date and End Time for the code; and the Type of Code

10. Click **Save**

Additional Notes:

Individual Pin Codes for each Entry Type can only be either Access OR Discount, the system will not work correctly if you try to create PIN Codes of both types for an individual Entry Type.

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