Setting Up a Free Postage Campaign

Quick Steps: Shop > Marketing > Free Postage Campaigns

Free Postage Campaigns allow organisations to set up a campaign that offers free postage to customers based upon their order being over a certain value.

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

2. Select **Free Postage Campaigns** from the expanded left menu.

3. Click on **Add** at the top of the screen, then complete the information for the campaign, as below:

- **Minimum Order Value** - the order amount at which the free postage will be available to customers.
- **Delivery Area** - whether the offer will be available to both Domestic and International Customers or just one or the other.
- **End Date & Time** - the date and time at which the offer will no longer be available.
- **Start Date & Time** - the date and time on which the offer will begin.

4. Once you have completed all relevant details for the campaign, click **Save**.

5. Return to the **Listing** and update the status to **Online**.

Note: If you'd like to offer year-round free postage to customers, just set the end date to a date in the future and remember to update it when required.

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