Creating Multiple 'Unique' Promotional PINs

Last Modified on 26/10/2016 3:49 pm AEDT

Quick Steps: PIN MANAGEMENT > PIN SETS > ADD>

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

2. Select **Pin Management** from the expanded left menu and then select **Pin Sets**

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

4. Give your PIN Set a Title, to help further tracking of which PIN Codes have been created and distributed, SportsTG would suggest that this be titled in relation to the Entry Type the PINs will be for, and the Organisation they will be distributed to. If you have created PIN Managers, you should then select the PIN Manager from the drop down menu

5. Select the **Entry Type** that the PINs are valid for, then select whether it will be an **Access** or **Discount** PIN

There is an option to create a custom Prefix for the pin, this can be up to 5 alphanumeric characters and will sit at the start of each PIN Code in the Set

7. Insert the number of units to be allocated

8. Click **Save**

Additional Information

PIN Sets are a quick way for Event Administrators to set up a large number of PIN Codes. By using them in conjunction with PIN Managers, it allows the distribution of PINs to be managed by someone other than the Event Administrator.

Please Note: In order to create a PIN set you will need to have the PIN option in your entry type selected as Unique. Without this setting the PIN set cannot be created

Related Articles

[template("related")]