

How to Upload your Own Unique Promo Codes

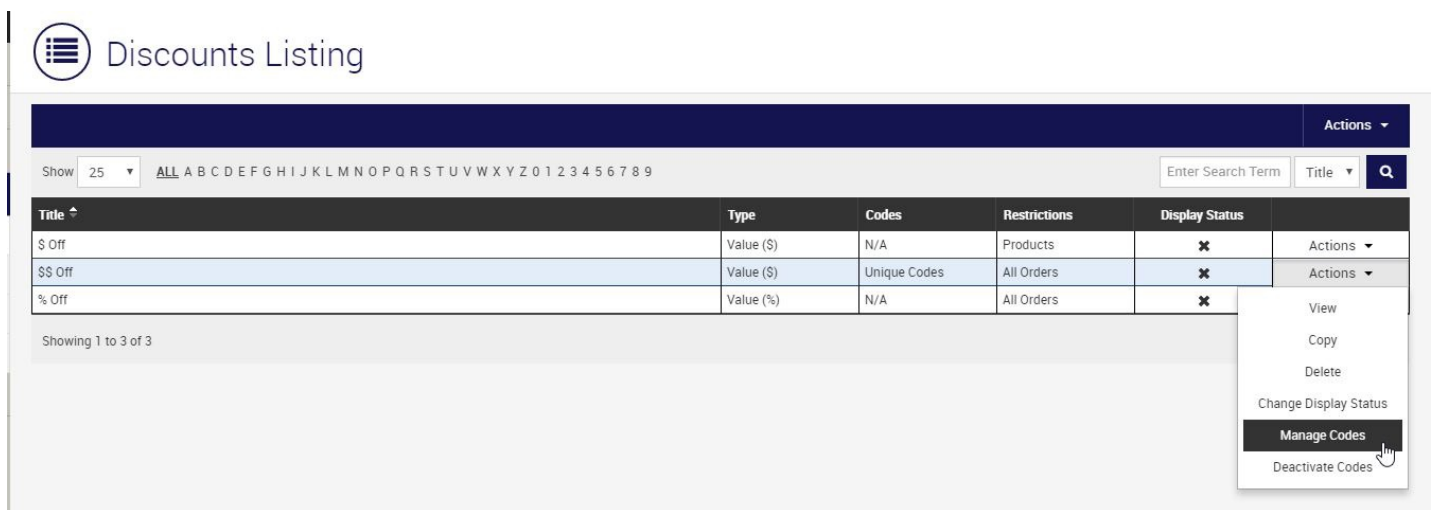
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Quick Steps: Shop > Promotions > Discounts > Select Promotion > Actions > Manage Codes > Upload > Import File

As a club you may like to upload your own unique promotion codes.

You can do this by creating Promotion, selecting Unique as the promotion code type. Refer the article [Discounts and Generic / Unique codes](#)

1. Login to the One Sport Technology console, and select **Shop** from the top menu
2. Click on **Promotions** from the left menu
3. Select **Discounts** from the expanded left menu
4. Select **Actions** next to the relevant promotion that has been set for **Unique Codes**, then select **Manage Codes**



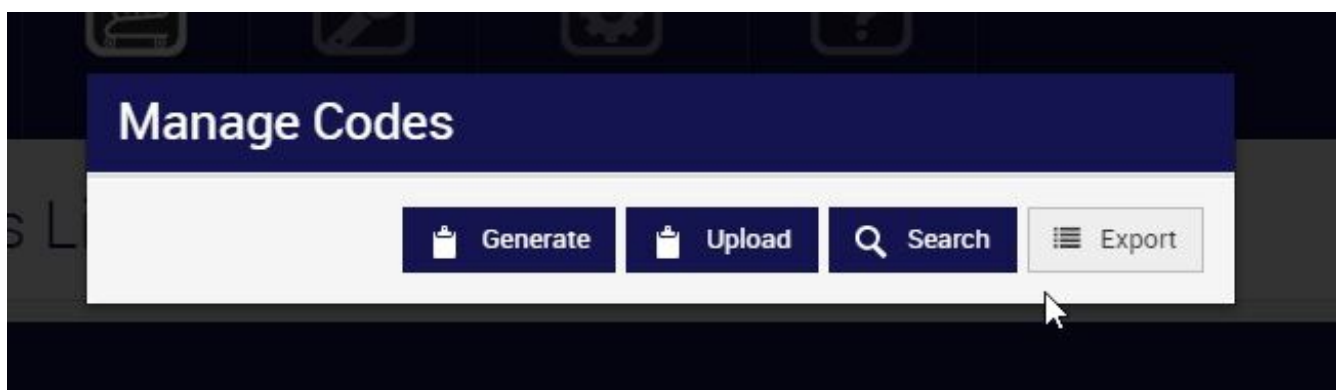
Discounts Listing

Show 25 | ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 | Enter Search Term | Title | Q

Title ↑	Type	Codes	Restrictions	Display Status	Actions
\$ Off	Value (\$)	N/A	Products	✘	Actions
\$\$ Off	Value (\$)	Unique Codes	All Orders	✘	Actions
% Off	Value (%)	N/A	All Orders	✘	View Copy Delete Change Display Status Manage Codes Deactivate Codes

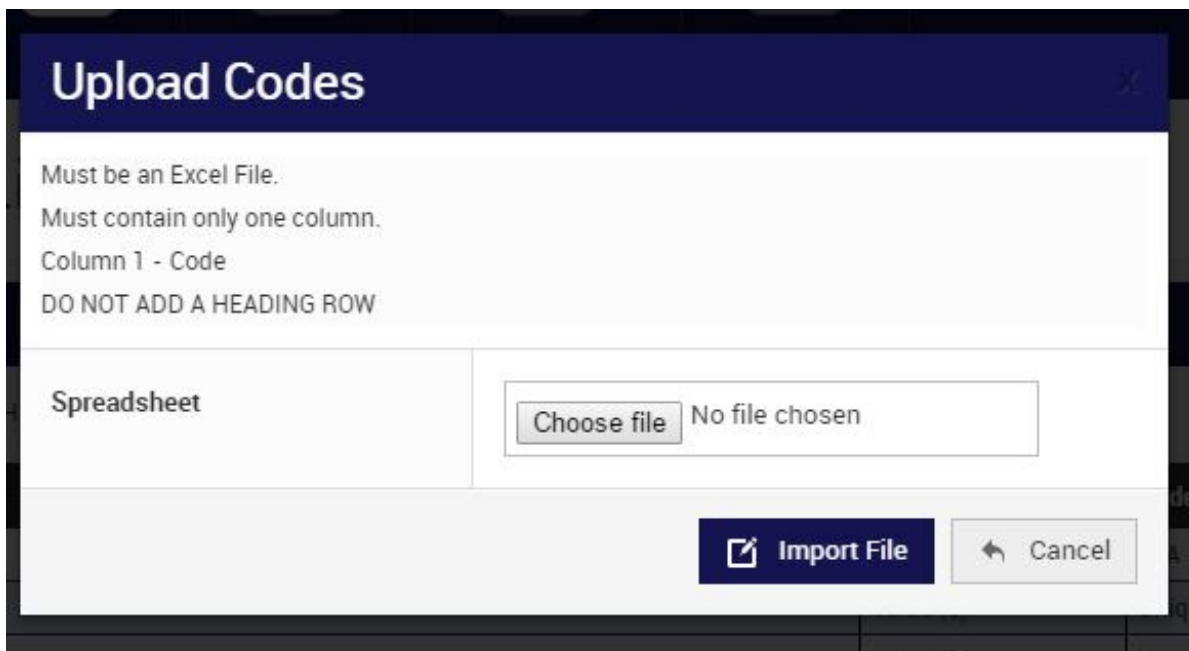
Showing 1 to 3 of 3

5. Click on **Upload**, then select the relevant file from your computer.



Manage Codes

Generate Upload Search Export



The file:

- Must be an Excel File.
- Must contain only one column.
- Column 1 - Code
- DO NOT ADD A HEADING ROW

[Example of unique promotion codes to upload.xlsx](#)

6. Click **Import File**

Related Articles

[template("related")]
