

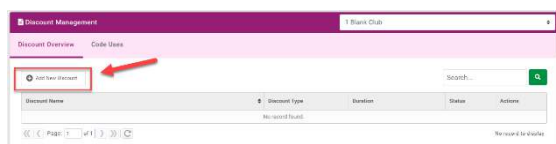
# GoMembership Help Sheet: Discount Codes



Discount codes can be used on Triathlon Australia and Club memberships to give a partial or full discount at the checkout.

## CREATE A CODE

To create a code, please go to the **Discount Management** tile under the Menu button.



Select the Club that the discount is for and click **Add New Discount**.

### 1 Discount Details

Discount Name \*

Explanation

Next, give the discount a name in the **Discount Details** field. A description is optional but helps for reporting, so enter details as necessary.

**Discount type** is to specify which type of purchase the code is to be used for.

- Membership: *Only a membership purchase*
- Event: *Only an event purchase*
- Product: *Only a product purchase*
- Cart discount (*anything that may be in the cart, including all of the above types*)

Discount Type \*

Cart Discount

Cart Discount

Membership

Event

Product

Set a **start** and **end** date for the validity of the codes.

Discount Starts \*

01/08/2021

Time-Hr:

00

Min:

00

Discount Ends \*

14/08/2021

Time-Hr:

00

Min:

00

**Usage limits** is where you can specify the number of uses and whether they have to be unique (ie if you wanted to allow an individual to use the same code multiple times you can otherwise set them to only use by a person once).

From there, in usage restrictions, if we wanted the discount to only work with a specific type of purchase, this drop down appears to allow you to put conditions on it.

### 2 Usage Restrictions

Discount code will be applied to

Always apply to all Memberships

Always apply to all Memberships

Always apply to the following Categories

Always apply to the following Memberships

Apply to all but exclude from the following Categories

Apply to all but exclude from the following Memberships

If selected, a window will appear to let you specify those items based on what is available with the club. This will feed from the clubs already set up membership, events and product items.

+ Add Items

| Items    | Actions |
|----------|---------|
| Basic    |         |
| Social   |         |
| Premium  |         |
| Standard |         |

**Discount Value** provides a field to enter the discount you want to provide. The slider lets you change between a % or \$ figure for the value above.

3 Discount

Discount Value \*

10.00

☒ Is Percentage

Use the **Codes** window to create the code. There is also an option to bulk-create codes based on the parameters above. Please note, you won't be able to generate codes until you have completed some items above (it will prompt and highlight missing items).

4 Codes

+ Add Code

+ Generate Codes

Codes

When adding a code it will let you create a code/set of codes including if you want to put a prefix or other text around it. Once done click on save.

Add Code
Save

Beginning text

TEST

Code \*

123

Ending text

TA

Preview: TEST123TA

The Codes window will show all available codes, including usage (this will come later). Finally here you will click on save and the created code should be ready to go.

| Codes     | Assigned Members | Codes Redeemed | Actions |
|-----------|------------------|----------------|---------|
| TEST123TA | Anyone Eligible  | 0              |         |

At the checkout there is a section to enter the discount codes in. If the code you used matches with any of the conditions behind it, it will activate and discount as appropriate.

Checkout & Payment

1 Order Review

2 Confirm Payment

Order Summary

Total Items: 1  
Items saved for later: 0  
Discount: -\$75.00  
Net Total: \$0.00  
Total(AUD): \$0.00

ITEM SUMMARY

|   | QTY | NET TOTAL | TAX    | TOTAL   |
|---|-----|-----------|--------|---------|
| Technical Official <a href="#">View details</a><br>Trophies Australia<br>An accredited Technical Official who plans to officiate on the field of play at sanctioned football events.<br>View for Later Remove | 1   | \$85.00   | \$0.00 | \$85.00 |

ITEMS SAVED FOR LATER (0)

Hide saved items

Enter your discount code, please ensure it matches

discount code

Apply

2 Options

Order Summary

Total Items: 1  
Items saved for later: 0  
Discount: -\$75.00  
Net Total: \$0.00  
Total(AUD): \$0.00

Complete Order