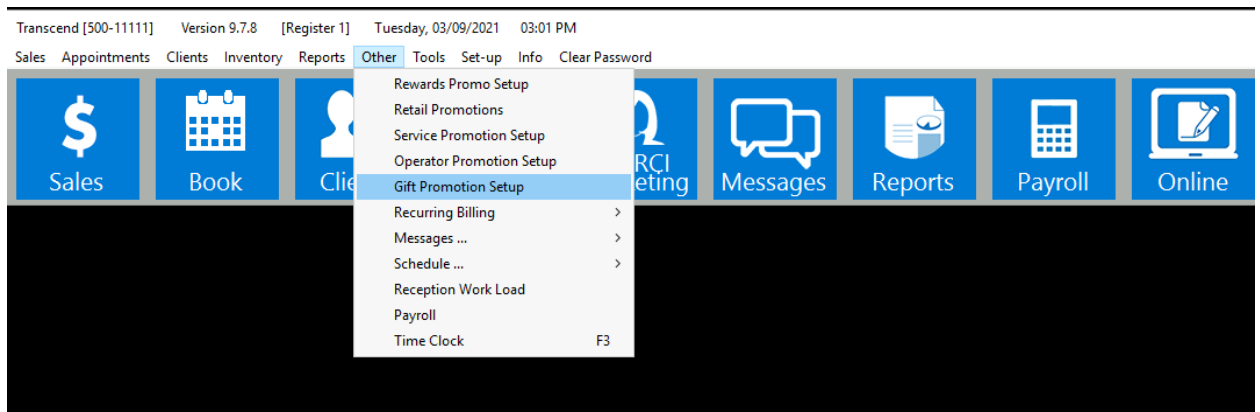# Online Gift Card Promotions: Apply Discount

This document will show you how to setup a promotion for your online gift card store. (**Please Note:** This is only for **Online** sales and will not apply to in house gift card sales)

1.) Go to the **Gift Promotion Setup** screen located under **Other>Gift Card Promotion Setup**

2.) In this screen, name your promotion where it says **Promotion Description** then enter the promotion **Effective Dates.**

(Please Note: Only one promotion can be active at a time)

3.) Select the option **Apply Discount.** Next, select the coupon code you would like the promotion to use by clicking the **Coupon Codes** button. In the example we have selected a code titled **10% Off.** This code is set for a **10%** discount. With this selected, if the purchase meets the criteria we select in later steps, the client will receive **10%** off the total purchase price. You can also use a **$ Amount** code which will take a flat dollar amount off the total purchase price. If you need to create a new coupon code for this promotion you may do so by using the **Coupon Codes** button.

4.) Select the promotion criteria using one of the check boxes below. You have four options:

a.) **Apply to all purchases but must have code:** With this option the client will need the **Code** you setup for the coupon. This can be found by selecting the **Coupon Codes** button.

b.) **Apply to all purchases no code needed**: Same as above but with this option the client will not need the code.

c.) **Only apply to purchases over Dollar Amount and must have code:** With this option the client will need the code and must make a purchase equal to or greater than the amount you specify in the **Dollar Amount** field.

d.) **Only apply to purchases over Dollar Amount no code needed:** Same as above but with this option the client will not need the code.

Please Note: The **Dollar Amount** field will only appear if you have one of the last two options checked.

5.) Once your promotion is setup click **Save.** The promotion will automatically activate during the **Effective Dates** you specified in **Step 2**