

Coupons

Coupons Video Walkthrough

Coupon amounts are deducted from the charge amount when viewing financial reports.

1. From the left navigation menu, click **Classes > Class Admin**.
2. Click the **Settings tab**.
3. Click **Coupon**.
4. Click **+ Add Coupon** to create a new coupon, or click the name of an existing coupon to edit.
5. Fill out the coupon information.
6. Click **Save**.

How to Implement Coupons

NOTE: Coupon codes must be attached to a discount plan, either an existing one or one explicitly created for the coupon code.

1. From the left navigation menu, click **Classes > Class Admin**.
2. Click the **Settings tab**.
3. Click **Discounts**.
4. Click the **Coupons** sub-tab and check the box for **Allow Coupons**. When finished, click **Save**.
 - For the coupon code to work, the discount plan to which the code is connected must be attached to the class.

What are the Options for Class Coupon Codes?

- **Coupon Title** — Your internal identification.
- **Coupon Code** — The code given to accounts to enter at checkout.
- **Start Date** — The date an account can start using the coupon.
- **Expiration Date**—The Coupon's expiration date.
- **Discounted by**— Choose either a flat dollar amount or a percentage of the class fee.
 - The amount discounted will never exceed the fee. If the fee is \$10 and the coupon is \$25, the net fee will be \$0, NOT -\$15.
 - For prorated percentage discounts, the discount applies to the prorated amount.
 - **Not to Exceed**—Enter the maximum dollar amount that can apply.
- **Redemption Limit**— The number of times a Coupon is available.
 - **Once**.
 - **Once per account**.
 - **Apply to charges**— The Coupon applies the same discount to all qualifying charges.
 - **Apply to Cart**—The Coupon spreads the discount across all qualifying items.
 - **Unlimited**—The Coupon is available multiple times per account, and the same discount will apply to all qualifying charges.

Important Note Regarding Monthly Classes

Coupons apply only at checkout and will not apply to items billed later. Therefore, coupon codes will not apply to monthly class charges not charged during registration, and coupons do not apply to annual fees.

To apply a coupon during registration, have a member register once the class starts so they can pay via checkout.