EMPLOYEE DISCOUNTS

DIRECTOR DISCOUNT

Step 1- Allow Credits/Unapplied Payments at Checkout

- *Go to Classes > Class Admin > Settings > Sub Program > Click the Title of the Sub Program > Select Yes to Allow Credits at Registration.*

Allow Account to Pay Class Reg Fee using Unapplied Payment/Credit: **YES**

Step 2 - Add Credit to Directors Account

- *Go to Business Tools > Billing Manager > Click on Directors Account > Credit > Add Title, Amount (full amount), Charge Category > Save.*

Step 3 - Director Registers

- *When the director registers the credit will automatically be applied to their total.*

Alternate Option: Manually Register a Member: *Review Here*

TEACHER DISCOUNT

Step 1 - Create a Coupon Code

- *Classes > Class Admin > Settings > Coupons > Add Coupon > Add Title, Code, Start/Expiration Date, Add % for Discounted Amount > Select Unlimited for Redemption Limit > Save.*

Step 2 - Create a Discount Plan

- *Click the Discount tab > New Discount Plan > Add a Discount Plan Name – Coupon Only if no other discounts apply > Click the Coupons Tab and Allow Coupons > Save.*

  Note: you can layer on multi-sibling/class discounts.

Step 3 - Assign Discount Plan to Class

- *Classes > Class Admin > Classes Tab > Gear Icon Right of Class Title > Discounts > Use a Custom Discount Plan > Select Desired Plan.*

  Note: If using Multi Class/Sibling Discounts ensure payment plan is selected to allow discounts

Step 4 – Teacher Registers

- When the teacher registers and adds the coupon it will be applied. It is suggested the teacher selected the **Pay in Full Option**. If this option is not available please connect with your onboarding specialist.

Alternate Option: Manually Register a Member: *Review Here*