Eventact

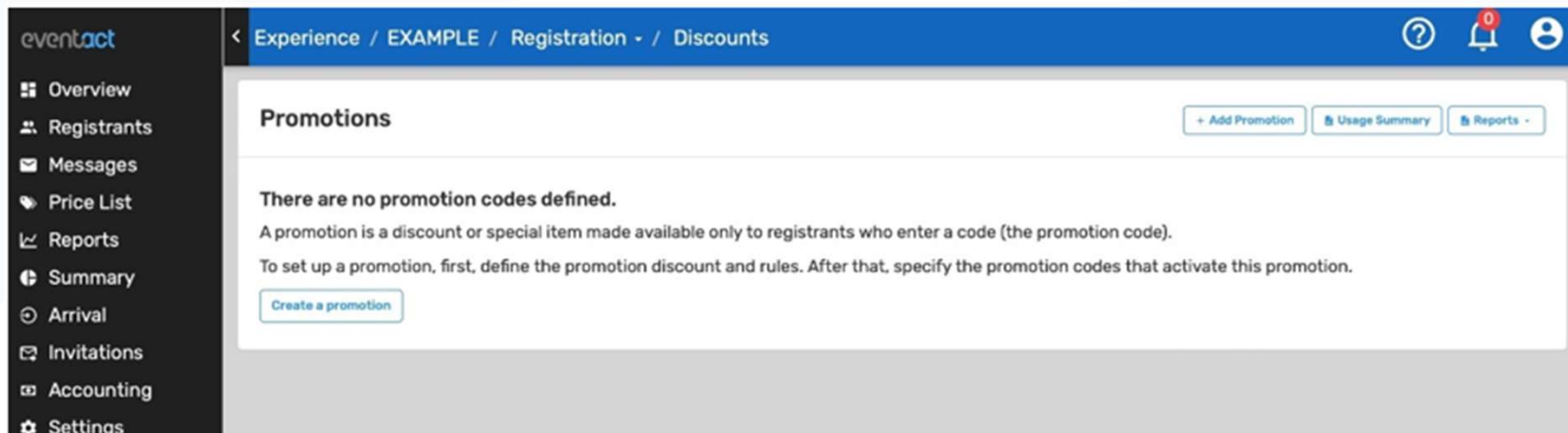## Promotion Codes

Go to registration, click **price list**, and then **promotion codes** in the top right.

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You should see this page.

Click **Create Promotion**.

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The Promotion code will be what the registrants will enter for the promo.

You can add multiple codes by using (.) in between the codes.

The Discount type choices:

Fixed Discount- General discount fixed.

Set a new price- for certain participants, speakers, or exhibitors.

Buy X get Y- If the participant purchases X they will get Y for free.

X percent off 2nd item- X percent off when they purchase a second item.

Buy X to get Y percent off- Y percent off if the participant buys X.

When you are finished filling out your promotion code settings you will be given the option to add a promo code field to your registration form.

Select the items you want to put a promotion on in **+add items**.