

Eventact

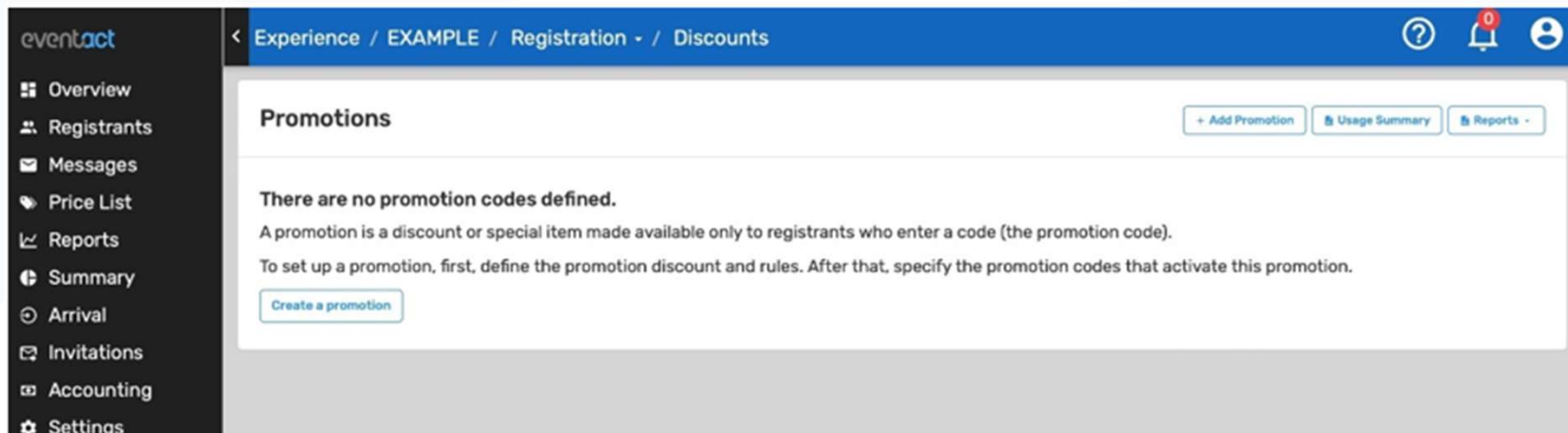
Promotion Codes

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

The screenshot displays the 'Price list' section of the Eventact interface. On the left is a dark navigation sidebar with the following items: Overview, Registrants, Messages, Price List (highlighted), Reports, Summary, Arrival, Invitations, Accounting, Settings, and a search icon. The main content area has a white header with the title 'Price list' and three tabs: Pricing Plan, Promotion Codes (selected), and Payment Settings. Below the header is a grid of eight blue buttons, each with an icon and a label: 'ADD TICKETS' (ticket icon), 'ADD ACCOMMODATIO' (bed icon), 'ADD FLIGHTS' (airplane icon), 'ADD TRANSPORTATIO' (bus icon), 'ADD SHOWS' (stage icon), 'ADD OTHER' (calendar icon), 'ADD ACTIVITIES' (person icon), and 'ADD ATTRACTIONS' (person with gear icon).

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You should see this page.
Click **Create Promotion**.



The screenshot shows the Eventact interface. On the left is a dark sidebar with a white 'eventact' logo and a list of menu items: Overview, Registrants, Messages, Price List, Reports, Summary, Arrival, Invitations, Accounting, and Settings. The main content area has a blue header with a breadcrumb trail: Experience / EXAMPLE / Registration - / Discounts. In the top right of the header are icons for help, notifications (with a red '0'), and a user profile. Below the header, the page title is 'Promotions'. To the right of the title are three buttons: '+ Add Promotion', 'Usage Summary', and 'Reports -'. The main content area contains the following text: 'There are no promotion codes defined.' followed by 'A promotion is a discount or special item made available only to registrants who enter a code (the promotion code). To set up a promotion, first, define the promotion discount and rules. After that, specify the promotion codes that activate this promotion.' At the bottom of this text block is a button labeled 'Create a promotion'.

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Add Promotion

[Promotions List](#) [Save](#)

Promotion Details

Promotion name
Name for backoffice and reports

Promotion code
The code registrant need to enter to activate the discount. You can add multiple codes by separating them with a comma (,). You can add additional codes later

Discount type
X Percent off

Percent off original price

Add advanced promotion condition

Discounted Items

Select items from the price-list that the promotion will effect

[Add items](#)

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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**.