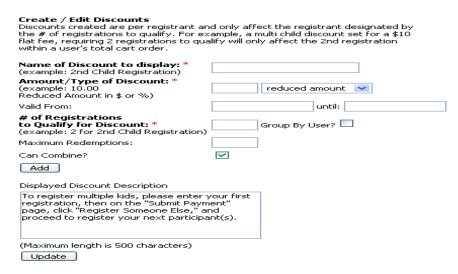


Discounts: How to setup registration discounts

The discounts tool allows you to create and edit multi-registrant discounts for your online registration form. You have the option to setup a reduced dollar amount, a reduced percentage, or a flat rate for multiple registration discounts.

- 1. Go to www.active.com/explorer
- 2. Type in your username and password, click log in
- 3. When the page refreshes go to the "Select Listing ->" drop down bar located in the top left pull the bar down to select which listing you would like to access
- 4. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page; to view the discounts tool: click "Discounts" which is under the Administration folder in the left-hand window pane. You will then be presented with the following screen:
- 5. To view the discounts tool: click "Discounts" which is under the Administration folder in the left-hand window pane. You will then be presented with the following screen:



- 6. Steps in creating the discount:
 - Enter a name for the discount in the first field (Ex: "2nd Child Discount").





- Enter in the amount of the discount in the second field. This can be a dollar amount, a percentage, or a flat rate.
 - o Switch the toggle to the right of this field to match your discount (reduced rate, reduced percentage, or a flat rate).
 - o Enter a date for the discount if you would like it to expire at some point. This field is NOT mandatory.
- Enter in the number of registrations one must have in order to qualify for the discount. For example, if you are setting up a 2nd Registrant Discount, you would enter the number 2 in this field. If you were setting up a 3rd Registrant Discount, you would enter the number 3, and so on and so forth.
- You can choose a maximum number of redemptions for this discount as well.
 This field is NOT mandatory.
 - Select the check box underneath if you would like registrants to have the ability to combine this discount with other discounts.
- Hit the ADD button when you are finished setting up your discount in order to save the discount to your listing.
- The text box below the ADD button is where you can write a brief description of the discount that will appear on the categories page of registration.
 - o This field accepts html code.

