

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:
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Create / Edit Discounts
 Discounts created are per registrant and only affect the registrant designated by the # of registrations to qualify. For example, a multi child discount set for a \$10 flat fee, requiring 2 registrations to qualify will only affect the 2nd registration within a user's total cart order.

Name of Discount to display: *
 (example: 2nd Child Registration)

Amount/Type of Discount: *
 (example: 10.00
 Reduced Amount in \$ or %)

Valid From: until:

of Registrations to Qualify for Discount: * Group By User?
 (example: 2 For 2nd Child Registration)

Maximum Redemptions:

Can Combine?

Displayed Discount Description
 To register multiple kids, please enter your first registration, then on the "Submit Payment" page, click "Register Someone Else," and proceed to register your next participant(s).

(Maximum length is 500 characters)

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.
 - Switch the toggle to the right of this field to match your discount (reduced rate, reduced percentage, or a flat rate).
 - 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.
 - This field accepts html code.