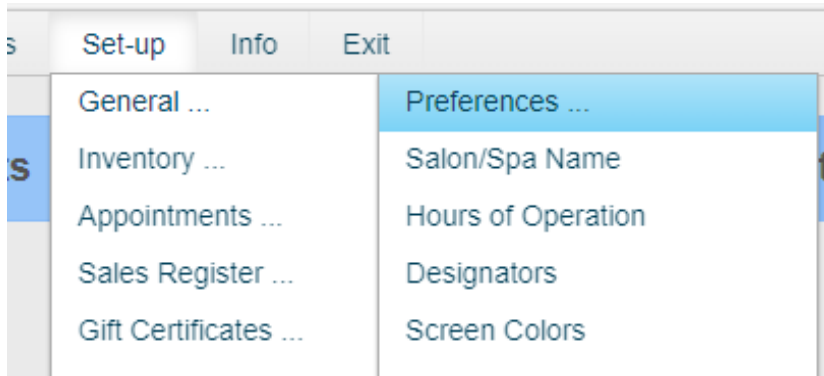# Points Earnings for Retail

Please note that each points-earning class runs simultaneously with any others you may create. For this reason, you must not create conflicting classes. Each class should focus on its own unique earnings for gift certificates, packages, series, services, retail, or referrals.

1. From the main screen select Setup/General/Preferences.

2. Select and Activate 'Enable "Points" Program'

3. You may choose to activate "Do NOT Allow Partial Point Redemptions as well. However, that is not required. Briefly, this selection means that if the customer has not earned enough "points" to get the product or service for "free" then they may not use their points at all. If however, you DO allow Partial Point Redemptions, your customers may use their points to get "discounts" rather than "free."

Enable "Points" Program	⬤
Do NOT Allow Partial Point Redemptions	⬤

4. Upon activating "Enable Points Program" the following screen appears

POINTS PROGRAM SETUP

To create a new CLASS - Click the 'New' button then type in new class name

To Delete a CLASS - Select the CLASS then click the 'Delete' button

Earnings Class

[New] [ALL ▼] [Delete]

[Save]

[Exit]

Ratio and Point Assignments

Show Selected Only ⬤

Group
- ☐ Body Treatments
- ☐ Botox
- ☐ Brows and Tints
- ☐ Classes

[Load]

Service [All]
- ☐ @3 Hour Fish
- ☐ @4 Hour Fish
- ☐ @5 Hour Fish
- ☐ @Aerobics
- ☐ @Pilates
- ☐ @Yoga
- ☐ 1 Hour Fish
- ☐ 1/2 Arm wax
- ☐ 1/2 Leg Wax
- ☐ 1/2LegBikini
- ☐ 15 min Treatment

EARNINGS

$ 1 earns [____] + [____] Point(s)

REDEMPTIONS

[____] Point(s) = $ 1 + [____] Point(s)

Other
- ☐ Gift Certificates
- ☐ Packages
- ☐ Series
- ☐ All Services
- ☐ All Retail
- ☐ Referral

Category
- ☐ Accessories
- ☐ American Hair Remova
- ☐ Aromatic Care
- ☐ Beauty Neuve
- ☐ Blush

[Load]

Product [All]

5. To Create a new points earnings "class" click "New" then type in the name of your class. (Your customers will not see these class names, these are for your information and can be named anything at all.)

Earnings Class

| New | Retail ✕ ▼ | Delete |

6. After entering the name of the new earnings class (we used the name "Retail" for the new class) you will then select which items this particular class will affect. You do this by placing a check mark in the box next to the items you wish to be affected by this class in the "Other" box. In this lesson we will select "All Retail"

Other
☐ Gift Certificates
☐ Packages
☐ Series
☐ All Services
☑ All Retail
☐ Referral

7. To the right of the "Other" box you will see a list of the Categories of products you offer. Place a check next to the category or categories you would like to work with and then press "load" and the products from that category or categories will appear. You will place a check mark in the box to the left of the service name that you would like this earnings class to apply to.

Category

- ☐ Aromatherapy
- ☐ ACCESSORIES
- ☐ APPAREL
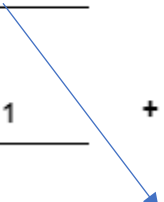- ☑ BATHBODY

Load

Product

- ☑ AL, 6540, Rib Inset Capri (Black)
- ☐ TB, 6550, HRU Hooded Robe Urbana
- ☐ AC, 12370, Shoe Laces
- ☐ AL, 2990, Aveda   Shampoo
- ☑ ED, 6560, A Bath Rose Petal 2 oz
- > ☑ ED, 6570, A Bath French Lavender 2 oz

8. Once you have selected the services or products you wish to include in this points program, you will then move to the right center of the screen and use the following:

EARNINGS

$ 1 earns   [1]   +   [0]   Point(s)

REDEMPTIONS

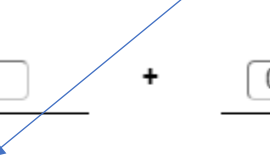[0]   Point(s) = $ 1   +   [0]   Point(s)

Here you will enter the number of points a single spent dollar will earn the customer on the services or products you have selected. Then, you may enter additional points earned as well.

The number after the plus "+" sign will be additional points earned that don't require dollars spent. For example, if this was for a referral, you could have $1 = 0 and "+" = 50. This would give the customer 50 points for a referral that they, obviously, did not spend any money on.

9. Below the "Earnings" detail we have the "Redemptions" detail. In this box you will place how many points will equal "=" a dollar. For example, you may have $1 = 1 point but 20 points = $1. This means the customer spending $20 would earn 20 points, and could redeem those 20 points for a single dollar's worth of value in your business.

EARNINGS

$ 1 earns   [1]   +   [0]   Point(s)

REDEMPTIONS

[0]   Point(s) = $ 1   +   [0]   Point(s)

10.   Click 'Save' in the top right corner

A client cannot earn points until they are a part of a membership. Please read our tutorial on creating a membership.