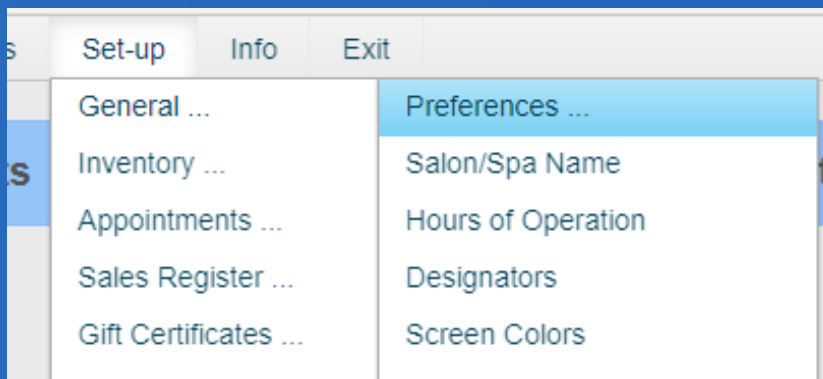


# Points Earnings for Services

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 just some of their points to receive a discount.

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

**EARNINGS**  
\$ 1 earns  +  Point(s)

**REDEMPTIONS**  
 Point(s) = \$ 1 +  Point(s)

**Category**

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

**Group**

- Body Treatments
- Botox
- Brows and Tints
- Claceee

**Service**

- @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

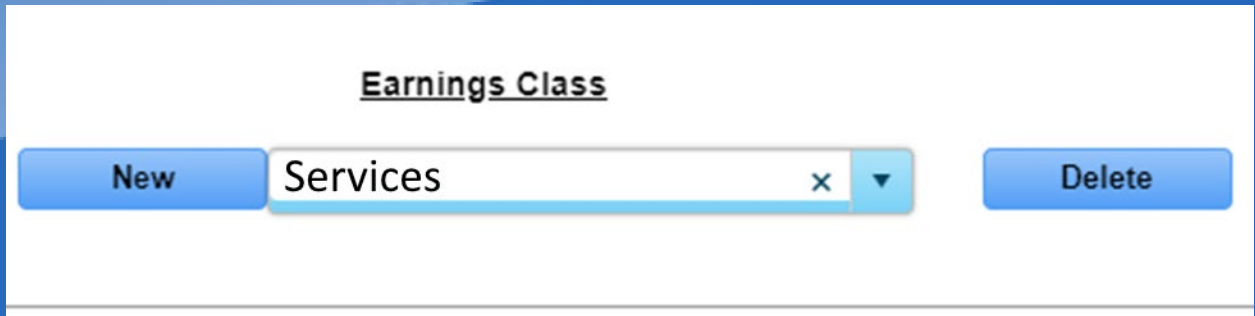
**Other**

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

**Product**

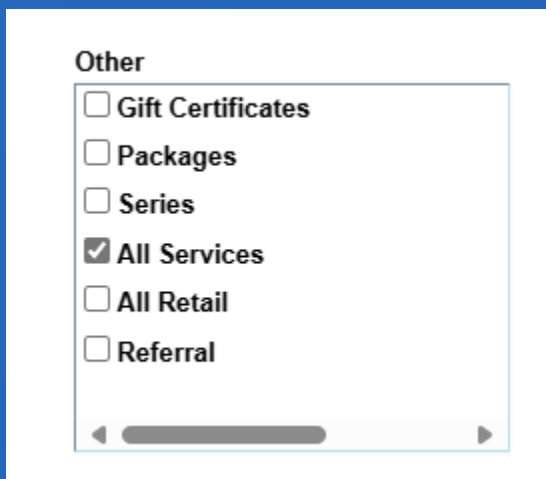
Load Load

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.)



The screenshot shows a white rectangular interface titled "Earnings Class" in bold black text. Below the title, there is a blue button labeled "New" on the left. To its right is a text input field containing the word "Services". The input field has a small "x" icon to clear the text and a downward-pointing triangle to its right. Further to the right is another blue button labeled "Delete".

6. After entering the name of the new earnings class (we used the name “Services” 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 just select “All Services”



The screenshot shows a white rectangular box titled "Other" in bold black text. Inside the box is a list of items, each with a checkbox to its left. The items are: "Gift Certificates", "Packages", "Series", "All Services", "All Retail", and "Referral". The checkbox next to "All Services" is checked with a black checkmark. Below the list is a horizontal scrollbar.

7. To the left of the “Other” box you will see a list of the groups and services you offer. Place a check next to the group or groups you would like to work with and then press “load” and the services from those groups will appear. You will place a checkmark in the box to the left of the service name that you would like this earnings class to apply to. Or you can select “All”

**Ratio and Point Assignments**

Show Selected Only

**Group**

- Classes
- Color
- Derma
- Hair Cuts

**Load**

**Service** **All**

- @Advanced Yoga
- @Beginners Yoga
- @ClassName
- @Cut/Style
- @Spa (Limit 1)
- @Spa (Limit 2)
- Acrylic Fill
- Bang Trim
- Blow Dry
- Blow Out
- Braids
- Cheeks

8. Once you have selected the services 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  +  Point(s)

---

**REDEMPTIONS**

Point(s) = \$ 1 +  Point(s)

Here you will enter the number of points a single spent dollar will earn the customer on the services 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  +  Point(s)

---

**REDEMPTIONS**

Point(s) = \$ 1 +  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.