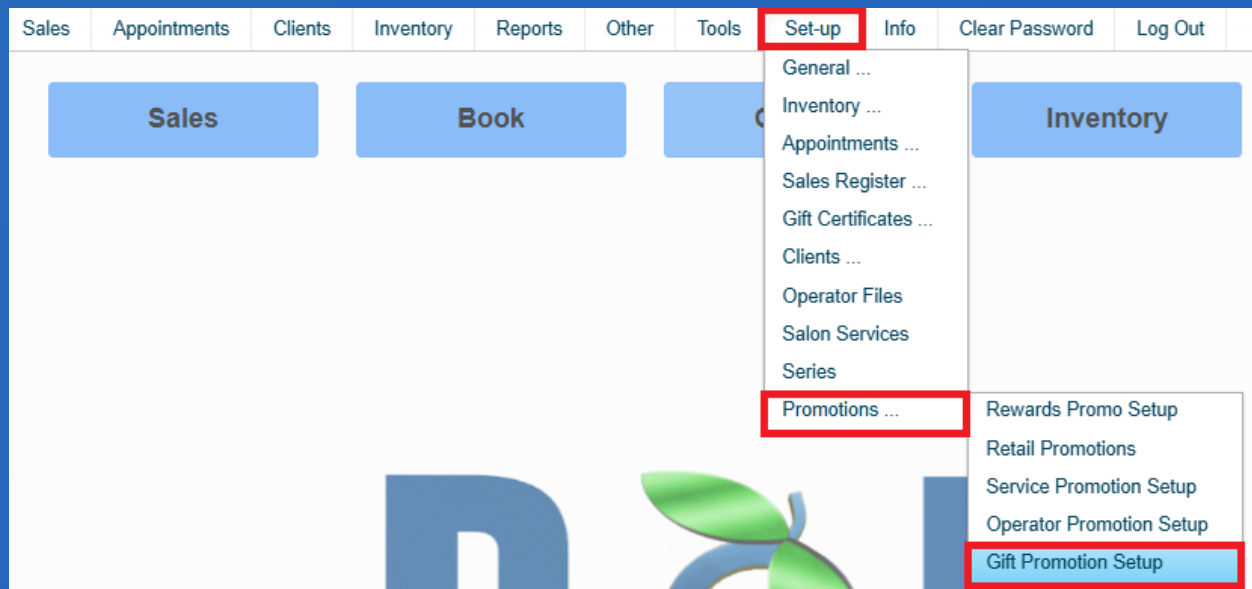


Online Gift Card Promotion:

Apply Discount

This document will show you how to setup a promotion for your online gift card store using the "Apply Discount" option.
(**Please Note:** This is only for **Online sales** and will not apply to in-house gift card sales)

1. Go to the Set-up -> Promotions -> Gift Promotion Setup



2. In this screen name your promotion where it says
“Promotion Description” then enter the promotion Effective
Dates (Please Note: Only one promotion can be active at a
time)

ONLINE Gift Promo Setup

Promotion Description

10% off Purchase

Effective Dates

From 11/01/25 To 11/30/25

☒ Apply Discount ☐ Add Value

Coupon Codes

Coupon Code

Discount 10%

Apply to all purchases but must have code

Apply to all purchases no code needed

Delete

Save

Clear

Exit

3. Select the option Add Value then select the coupon code you would like the promotion to use where you see Coupon Code. In the example we have selected a code titled Free \$20 GC this code is set for a flat dollar amount of \$20. With this selection if the purchase meets the criteria, we select in later steps the client will receive an additional gift card for \$20 with their purchase. You can also use a percentage coupon. With a percentage coupon the client will receive an additional gift card worth the percentage of their purchase you select (IE. A client purchases a \$100 gift card and you have a 10% code applied, they would receive a \$10 gift card.) If you need to create a new coupon code for this promotion you may do so by using the Coupon Codes button.

ONLINE Gift Promo Setup

Promotion Description
10% off Purchase ▼

Effective Dates
From 11/01/25 To 11/30/25

☒ Apply Discount ☐ Add Value

Coupon Code
Discount 10% ▼

Apply to all purchases but must have code ☐

Apply to all purchases no code needed ☐

Buttons: Delete, Save, Clear, Exit, Coupon Codes

4. Depending on the type of code you selected (Amount or Percentage) you will have two of the four options appear:

a.) Apply to all purchases but must have code

(Percentage): With this option the client will need the Code you set up for the coupon. This can be found by selecting the Coupon Codes button.

b.) Apply to all purchases no code needed

(Percentage): Same as above but with this option the client will not need the code.

c.) Only apply to purchases over Dollar Amount and must have code (Amount): With this option the client will need the code and must make a purchase equal to or greater than the amount you specify in the Dollar Amount field.

d.) Only apply to purchases over Dollar Amount no code needed (Amount): Same as above but with this option the client will not need the code.

Please Note: The Dollar Amount field will only appear if you have one of the last two options checked.

ONLINE Gift Promo Setup

Promotion Description
10% off Purchase ▼

Effective Dates
From 11/01/25 To 11/30/25

☒ Apply Discount ☐ Add Value

Coupon Code
Discount 10% ▼

Apply to all purchases but must have code ☐

Apply to all purchases no code needed ☐

Buttons: Delete, Save, Clear, Exit, Coupon Codes

5. Once your promotion is set up click Save it will automatically activate during the Effective Dates you specified in Step 2

ONLINE Gift Promo Setup

Promotion Description
10% off Purchase ▼

Effective Dates
From 11/01/25 To 11/30/25

☒ Apply Discount ☐ Add Value

Coupon Code
Discount 10% ▼

Apply to all purchases but must have code ☐

Apply to all purchases no code needed ☐

Buttons: Delete, Save, Clear, Exit, Coupon Codes