

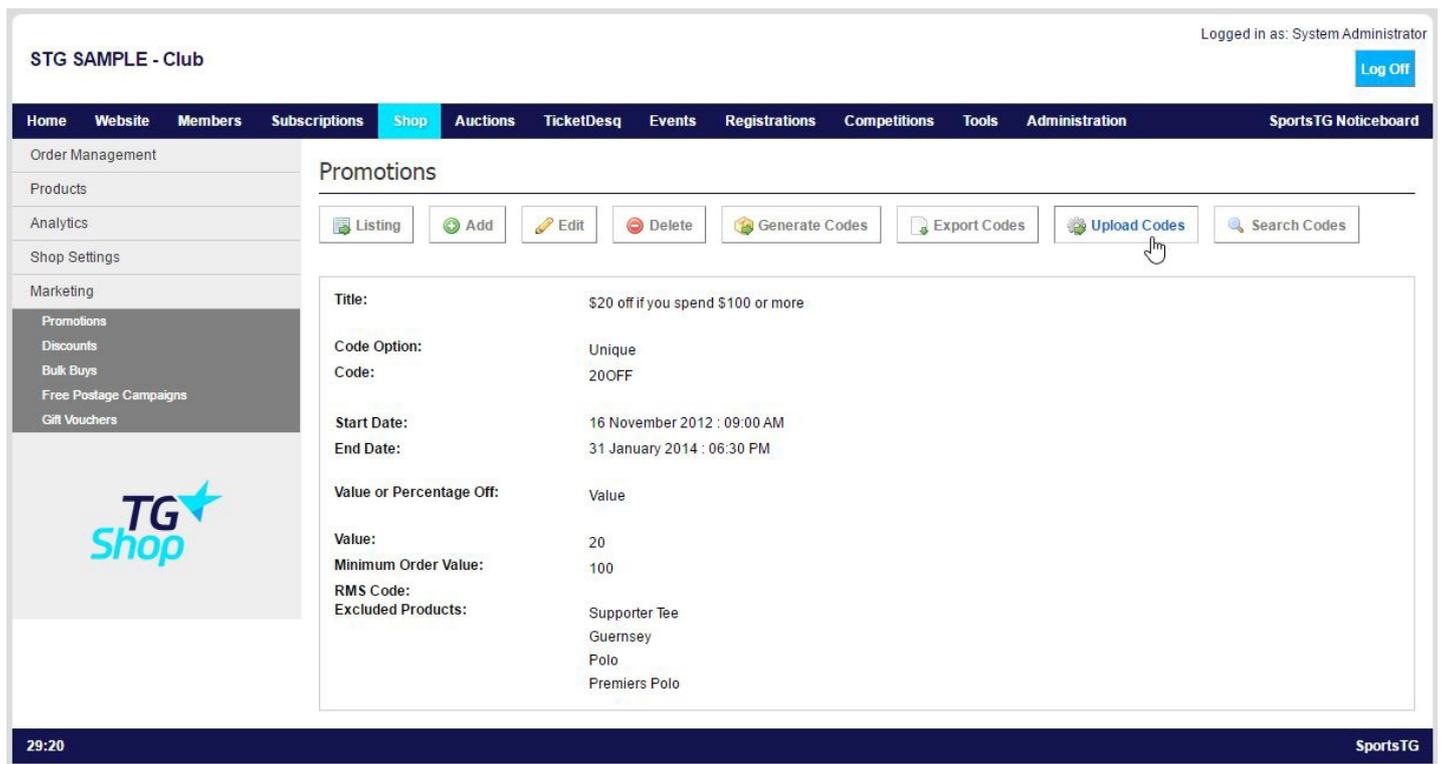
Uploading Promotion Codes

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Quick Steps: Shop > Marketing > Promotions

If your organisation has a Promotion Code that is set to Unique, you then have the option to upload promotion codes into the system. This allows organisations to create a large number of promotion codes for members or previous customers and create them easily in the Management Console.

1. Within the Management Console, select **Shop** from the top menu, then **Marketing** from the left menu.
2. Select **Promotions** from the expanded left menu.
3. Click **View** next to the Promotion Code that you wish to upload codes into.
4. Click **Upload Codes** at the top of the page.



The screenshot shows the SportsTG Management Console interface. At the top right, it says "Logged in as: System Administrator" with a "Log Off" button. The main navigation bar includes "Home", "Website", "Members", "Subscriptions", "Shop" (highlighted), "Auctions", "TicketDesq", "Events", "Registrations", "Competitions", "Tools", "Administration", and "SportsTG Noticeboard". The left sidebar shows a menu with "Order Management", "Products", "Analytics", "Shop Settings", "Marketing", and "Promotions" (expanded to show "Discounts", "Bulk Buys", "Free Postage Campaigns", and "Gift Vouchers"). The "TG Shop" logo is also visible. The main content area is titled "Promotions" and features a toolbar with buttons for "Listing", "Add", "Edit", "Delete", "Generate Codes", "Export Codes", "Upload Codes" (highlighted with a mouse cursor), and "Search Codes". Below the toolbar, the details of a promotion are displayed:

Title:	\$20 off if you spend \$100 or more
Code Option:	Unique
Code:	20OFF
Start Date:	16 November 2012 : 09:00 AM
End Date:	31 January 2014 : 06:30 PM
Value or Percentage Off:	Value
Value:	20
Minimum Order Value:	100
RMS Code:	
Excluded Products:	Supporter Tee Guernsey Polo Premiers Polo

At the bottom left, the time is 29:20, and at the bottom right, it says "SportsTG".

5. Upload a .CSV file with your codes. This file should have only one column with the codes within this column. It should not have a heading row.

6. Click **Upload Codes** and the file will be uploaded and the codes ready to use.

Note: When uploading codes, the system will allow a maximum of 2500 codes per upload.

If you have more codes than this, then split your file into multiple files, ensuring that no file contains more than 2500 rows.

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