

Setting Up Voucher Codes



Note: The following process relates to discounting the registration fee due to a specific circumstance, e.g. reduced fees based on number of games left if the season. It does not relate to 'Family Member discounts'.

Voucher codes allow the participant to apply a discount to the registration fee when registering.

For example:

- If you have someone registering after the season has already commenced, you may charge them a reduced registration fee.
- If your club allows families to enter into a payment plan, they still need to register in PlayHQ (because this is mandatory) but they can enter a voucher code to reduce the amount paid when submitting the registration. Then they would pay the remaining fees directly into the club's bank account according to the agreement they have made with you. A voucher code will reduce the registration fees in part or full depending on the arrangement that has been made.

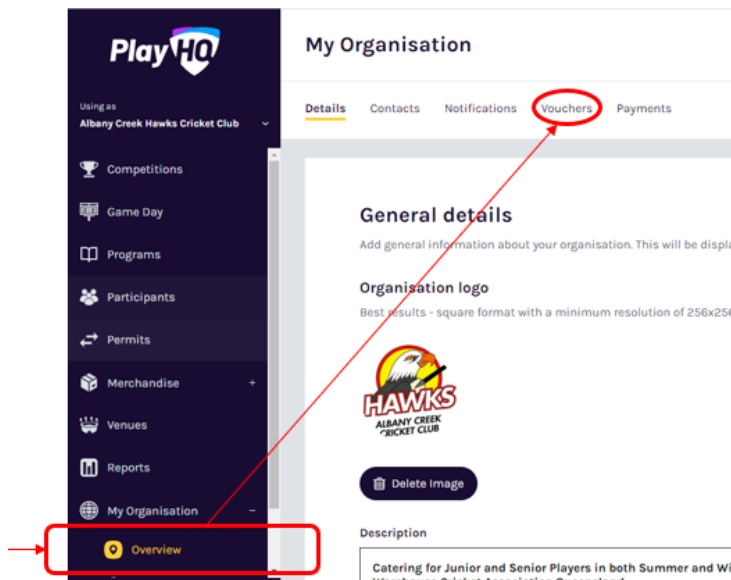
Voucher codes reduce the club registration fee component firstly and then the NRF if necessary.

For example, if the participant is only going to pay the NRF at the point of registering, you would create a voucher code for the club registration component only. For example, if the total registration for a standard registration (i.e. no Family Member Discounts involved) including NRF is \$226.00, a voucher code would be created for \$210.00. The participant would then only be paying the \$16.00 NRF when they submit their registration.

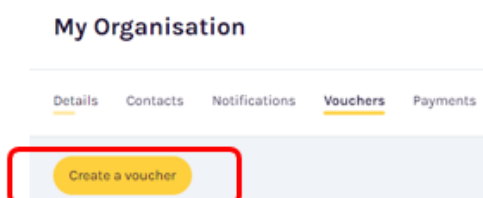


Note: We recommend that you ask each participant to at least pay the NRF component when registering. If the NRF is not recovered in full during the registration process, an invoice will be sent to the club (not the participant).

1. Login to your PlayHQ Admin account.
2. Go to the **My Organisation > Overview** menu and open the **Vouchers** tab.



3. Click on **Create Voucher**.



4. Enter the voucher details.

Voucher details

Voucher name*

It will be displayed at checkout

i.e. Early Bird Voucher Code

Voucher name – will appear at checkout during the registration process; on the tax invoice sent to the participant; and in the **Transaction** report. This can be changed at any time.

Voucher value*

\$ 0

Voucher name – enter a whole dollar amount, e.g. \$10, \$65, \$39). This amount can be changed at any time and the change will apply to future use of the voucher.

Number of uses*

Number of times of usage for a unique code.

1

Voucher name – enter the number of times the voucher can be used by registering players. Once the limit has been reached, registering participants will not be able to use the voucher code, even if it is still enabled.

Activate voucher

Set whether a user can apply the voucher code when completing a checkout on a registration form belonging to your organization.

Voucher name – turn on (move to the right) if you want the voucher to be available at checkout. Turning this off will deactivate the voucher; it can be turned back on at any time.

5. Click **Create** at the top of the screen to generate the voucher code (a unique 8-character code).
6. You can then copy the voucher code and send it to the individuals who will be using it when registering.



Note: Once generated, the voucher code cannot be changed as this is set by the system. The other details on the voucher can be updated as required.