

# How to Create a Discount Code

1 Log in to your admin account and proceed to 'Events Admin'

The screenshot shows the admin panel for 'It's Wicket @ Kinsealy #00019'. The left sidebar menu is expanded, and 'Events Admin' is highlighted. The main content area shows the event details form with fields for Event Name, Event Start Date, and Event End Date.

**It's Wicket @ Kinsealy #00019 Admin Panel**  
Programmes Admin > It's Wicket @ Kinsealy

← Back   Registration Link   Registration Link QR Code

Event Details	Venue Address	Additional Info	Payment Confirmation Email	Event Admin Tools
Event Name *				
Event Start Date *				
Event End Date *				

TEST SITE (40)

2 Select the Relevant event type

The screenshot shows the admin panel for 'It's Wicket @ Kinsealy #00019'. The left sidebar menu is expanded, and 'Programmes' is highlighted. The main content area shows the event details form with fields for Event Name, Event Start Date, and Event End Date.

**It's Wicket @ Kinsealy #00019 Admin Panel**  
Programmes Admin > It's Wicket @ Kinsealy

← Back   Registration Link   Registration Link QR Code

Event Details	Venue Address	Additional Info	Payment Confirmation Email	Event Admin Tools
Event Name *				
Event Start Date *				
Event End Date *				

TEST SITE (40)

### 3 Select the Event you want to add a Discount code to.

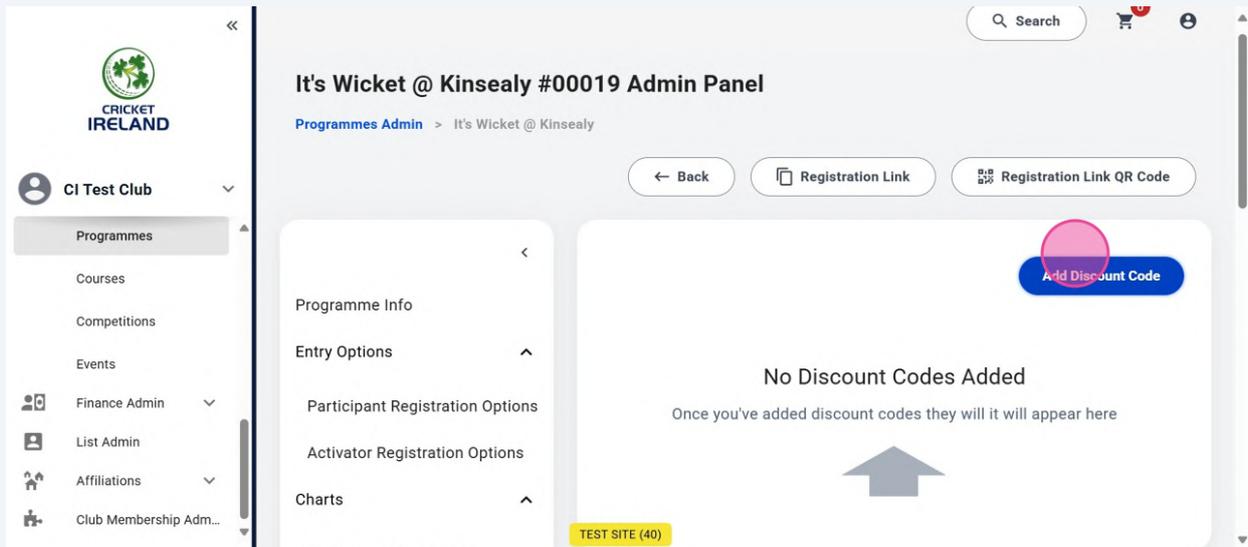
The screenshot shows the 'Programmes Admin' interface. On the left is a sidebar with the 'CRICKET IRELAND' logo and a menu for 'CI Test Club' including 'Programmes', 'Courses', 'Competitions', 'Events', 'Finance Admin', 'List Admin', 'Affiliations', and 'Club Membership Admin...'. The main area displays a table of events with columns: ID, Name, Type, Date, Region, Organiser, On Platform, Status, Info, and Actions. A search bar and a 'Remove All' button are at the top. A filter 'From Date: 2024-02-27' is applied. The table shows 6 records. A pink circle highlights the event 'It's Wicket @ Kinsealy' (ID 19) in the 'Dublin' region, organized by 'Liam Foulkes', with a status of 'Active'.

ID	Name	Type	Date	Region	Organiser	On Platform	Status	Info	Actions
20	Summer @ CI	Summer Training	11/08/2025 - 15/08/2025	Antrim	Liam Foulkes	YES	Pending Create	i	⋮
19	It's Wicket @ Kinsealy	It's Wicket!	08/03/2025 - 29/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮
18	CI Club Winter training	Winter Training	03/03/2025 - 31/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮
6	Smash It @ CI Test CC	Smash It	03/03/2025 - 07/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮
5	It's Wicket @ CI	It's Wicket!	03/03/2025 - 17/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮
4	Smash It				Liam				

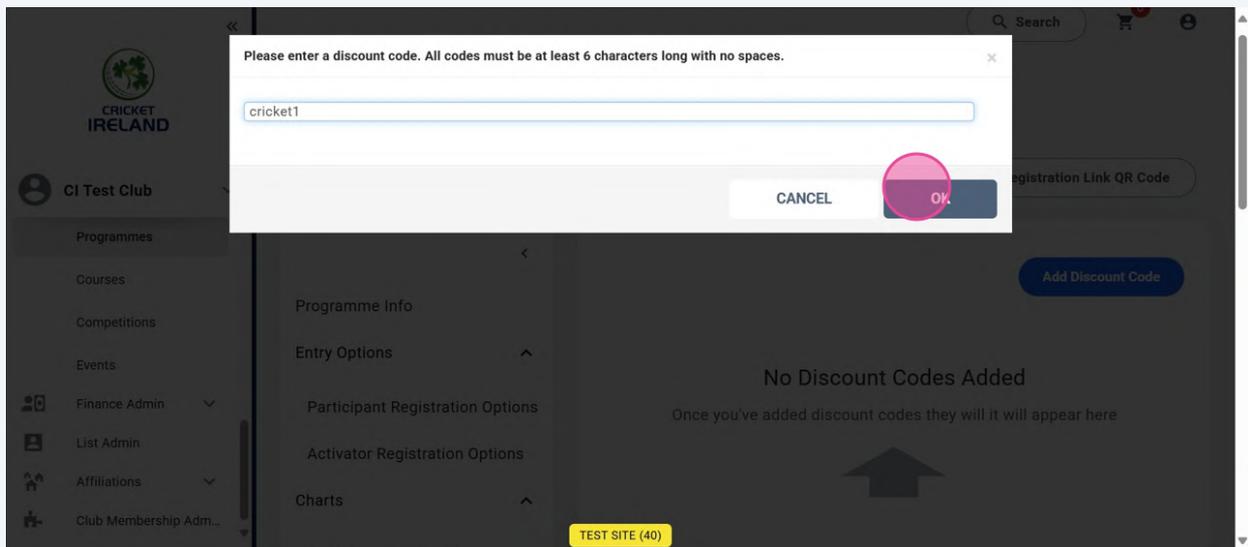
### 4 Click "Discount Codes"

The screenshot shows the 'Discount Codes' configuration page for the event 'It's Wicket @ Kinsealy'. The left sidebar is the same as in the previous screenshot, with 'Discount Codes' highlighted in pink. The main area is divided into two columns. The left column contains a list of options: 'Participant Registration Options', 'Activator Registration Options', 'Charts', 'Participant Registration', 'Activator Registration', 'Programme Files', 'Volunteers', 'Discount Codes', 'Bulk Age Restriction Date Change', 'Entries', and 'Check In'. The right column contains a form for event details: 'Event Name \*' (It's Wicket @ Kinsealy), 'Event Start Date \*' (2025-03-08), 'Event End Date \*' (2025-03-29), 'Event Organiser Name \*' (Liam Foulkes), 'Event Organiser Email \*' (liam.foulkes@cricketireland.ie), 'Event Organiser Phone Number' (5765675), and 'Event Website'. A note states: 'Event Organiser Details will be publicly viewable. If this is an Organisation (Member Association, Region, Centre) please put those details here.' A 'TEST SITE (40)' label is visible at the bottom.

## 5 Click "Add Discount Code"



## 6 Name your code and click 'ok'



## 7 Make the code active.

**Discount Code Info**

---

This is only visible for administrators as a more readable way of identifying specific discount codes.

Display Name

Is Active \*  Yes  No

Please Note: You must provide either a percentage discount or a fixed amount discount, and cannot enter both.

Percentage Discount

Fixed Amount Discount

This is the total number of times the discount code can be used. If left empty there will be no limit. Please note if the discount code multiple times in one entry it will decrease the number available by the number of times used. Fore example if the code is used for an athlete entering two sessions it will decrement the number available by 2.

TEST SITE (40)

## 8 You can decide if you want your code to be a percentage discount or a fixed amount.

**Discount Code Info**

---

This is only visible for administrators as a more readable way of identifying specific discount codes.

Display Name

Is Active \*  Yes  No

Please Note: You must provide either a percentage discount or a fixed amount discount, and cannot enter both.

Percentage Discount

Fixed Amount Discount

This is the total number of times the discount code can be used. If left empty there will be no limit. Please note if the discount code multiple times in one entry it will decrease the number available by the number of times used. Fore example if the code is used for an athlete entering two sessions it will decrement the number available by 2.

TEST SITE (40)

## 9 Select the limits per organisation and users.

Is Active \*  Yes  No

Please Note: You must provide either a percentage discount or a fixed amount discount, and cannot enter both.

Percentage Discount

Fixed Amount Discount

This is the total number of times the discount code can be used. If left empty there will be no limit. Please note if the discount code multiple times in one entry it will decrease the number available by the number of times used. Fore example if the code is used for an athlete entering two sessions it will decrement the number available by 2.

Total Limit

The number of times the discount code can be used by per user/organisation.

Limit Per User

The number of times the discount code can be used by **TEST SITE (40)** athlete.

## 10 Add the availability dates.

Limit Per Athlete

The number of times the discount code can be used per entry.

Limit Per Entry

Available From

Available To

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

TEST SITE (40)

# 11 Click "Save"

The number of times the discount code can be used by per user/organisation.

Limit Per User

The number of times the discount code can be used per athlete.

Limit Per Athlete

The number of times the discount code can be used per entry.

Limit Per Entry

Available From

Available To

TEST SITE (40)