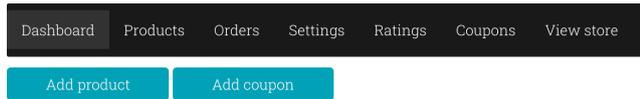




Adding a coupon code to your store

1. Go to your dashboard and select 'Add a Coupon'

Pro Dashboard



2. Now pick what coupon code you wish your customer to use for example, THEFAMILYNETWORK10. – This would go in the 'coupon code' box

Coupon Description – what is this coupon for? E.g. Easter Promotion

Add Coupon

Coupon code

Coupon description

3. You then need to decide if it's a money off or a % off.
a Fixed Discount – for example, £5 off the order value
a Percent discount – for example, 10% off the order value

Discount type



- 4. If the discount applies to all your products in your store be sure to check the checkbox if it doesn't leave it blank and we will come to this later on.

Apply to all my products

Check this box if the coupon applies to all your products.

- 5. Now set the amount, so it's £5 off or 5% off, you would still put '5' in this box

Coupon amount

- 6. If you would like the coupon to allow the user to have free shipping as well as the discount then tick this box. If you would like the coupon to just be free shipping then be sure to put '0' in the coupon amount box

Allow free shipping

Check this box if the coupon grants free shipping.

- 7. Remember to set the expiry date of your discount code.

Coupon expiry date

- 8. Now let's move onto usage restrictions, you need to select this from the sub menu

[General](#) [Usage restrictions](#) [Usage limits](#)



9. You can set a min and max spend, so if you want the customer to spend £15 and then they're entitled to your discount put 15 in the min box

Minimum spend

Maximum spend

10. If you don't want the customer to use it on products already in the sale (with a sale price put in the individual product then put a tick box in 'Exclusive sale items' If you don't want the coupon to be used in conjunction with any other discount ensure to tick the 'Individual use only'.

Individual use only

Check this box if the coupon cannot be used in conjunction with other coupons.

Exclude sale items

Check this box if the coupon should not apply to items on sale. Per-item coupons will only work if the item is not on sale. Per-cart coupons will only work if there are no sale items in the cart.

11. If you want the coupon to only work on certain products or you wish to exclude products, you can do this here.

Products

Exclude products



12. Let's move onto usage limits (how many times the coupon can be used)

General

Usage restrictions

Usage limits

Usage limit per coupon – How many times the coupon can be used

Usage limit to x items - How many items the coupon can be applied to before being invalid.

This field is only displayed if there is one or more products that the coupon can be used with, and is configured under the Usage Restrictions.

Usage limit per user – how many times an individual user can use the coupon code.

Usage limit per coupon

Unlimited usage

Usage limit to x items

Unlimited usage

Usage limit per user

Unlimited usage