

# Manage Promo Codes

It is now possible to Manage Event Promo Codes from the Promo Codes page in the left navigation.

The screenshot shows the 'Promo Codes' management interface. At the top right, there is a 'CREATE' button. Below it, a 'CREATE CODE' button is highlighted in red. The main content is a table of promo codes:

COUPON CODE	DISCOUNT	TOTAL USED	MAX USES	START DATE	EXPIRATION DATE	STATUS	ENABLED/DISABLED
FREE00GT	\$20 off	10	100	04/21/2022	04/21/2022	Active	<input checked="" type="checkbox"/>
100OFFTODAY	30% off	15	10,000	03/15/2022	03/15/2022	Active	<input checked="" type="checkbox"/>
50OFFTODAY	50% off	76	1	02/10/2022	02/10/2022	Active	<input checked="" type="checkbox"/>
SHALOM20	10% off	10	10,000	01/5/2022	01/5/2022	Upcoming	<input checked="" type="checkbox"/>
HAPPYNEWYEAR	\$10 off	0	10,000	12/29/2021	12/29/2021	Expired	<input type="checkbox"/>

At the bottom right of the table, it says 'Rows per page 25' and '1-25 of 50'.

## Here is how to create a promo code:

Click on the Create Promo Code button in the top right.

The screenshot shows the 'Create Promo Code' form. At the top right, there is a 'CREATE' button. The form includes the following fields:

- ENABLED
- Start Date:
- Expiration Date:
- Promo Code Title:
- Max Uses:
- Max Uses Per Buyer:
- Discount:  \$   %

At the bottom, there is a 'SAVE' button.