

# How do I create a discount code

Video tutorial:



Voucher codes are always in upper case and are case sensitive when using them in the webshop. A voucher with code XMAS2017 won't work if you type in xmas2017, xMAS2017 etc.

1. Login to the admin module
2. Go to **Vouchers** **Manage vouchers**

The screenshot shows the DIZIZID admin interface. On the left, a sidebar lists various management options: Locations, Members, Events, Guest list, Vouchers (highlighted), and System. The main content area is titled 'Voucher Management'. It includes a search bar with a 'Search in archive' button, a 'Voucher name' input field, a 'Voucher code' input field, and a '+ Add new voucher' button highlighted with a red box. There are also 'No' and 'Yes' buttons for the voucher code field.

3. Click on **Add new voucher**
4. Fill in the voucher details

The screenshot shows the 'Create voucher' form. It has a progress bar at the top with three steps: 1. Voucher details (active), 2. Select offer, and 3. Create voucher. The form fields include: Name (text input), Code (text input), Discount percentage (No/Yes buttons), Discount (%) (text input with a percentage sign), Start date (date picker), Expiration date (date picker), and Description (text area). A 'Next' button is located at the bottom right.

5. Search and select offers where the voucher will be valid for

Create voucher

1 Voucher details

2 Select offer

3 Create voucher

Name

Event

2016 Demo congress

Status

Schedule

Demo congress 2015 [Party]

Time table

✕ Clear

🔍 Search for offers

Offers

305

Demo congress - Friday welcome party [presale] - [07-01-2017 12:55 - 08-05-2017 0:00]

Select

312

Demo congress - Full pass + double bed [presale] - [15-11-2015 15:47 - 30-04-2017 20:00]

Select

311

Demo congress - Full pass [presale] - [15-11-2015 15:47 - 30-04-2017 20:00]

Select

314

Demo congress - Salsa pass [presale] - [15-11-2015 15:47 - 30-04-2017 20:00]

Select

308

Demo congress - Saturday day pass [presale] - [15-11-2015 15:47 - 30-04-2017 20:00]

Select

306

Demo congress - Saturday gala party [presale] - [15-11-2015 15:47 - 30-04-2017 20:00]

Select

315

Demo congress - Sensual pass [presale] - [15-11-2015 15:47 - 30-04-2017 20:00]

Select

307

Demo congress - Sunday chill out party [presale] - [15-11-2015 15:47 - 30-04-2017 20:00]

Select

309

Demo congress - Sunday day pass [presale] - [15-11-2015 15:47 - 30-04-2017 20:00]

Select

Page: 1 / 2

First

Previous

1

2

Next

Last

Selected offers

316

Demo congress - Cuban pass [presale] - [15-11-2015 15:47 - 30-04-2017 20:00]

Delete

Back

Next

6. Click on **Next**

7. Validate if all details are correct and press **Create voucher**

Create voucher

1 Voucher details

2 Select offer

3 Create voucher

Name	Christmas Voucher
Code	XMAS2017
Discount percentage	%
Start date	01-01-2017 20:00
Expiration date	31-01-2017 20:00
Description	Christmas voucher

Selected offers

316

Demo congress - Cuban pass [presale] - [15-11-2015 15:47 - 30-04-2017 20:00]

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Create voucher