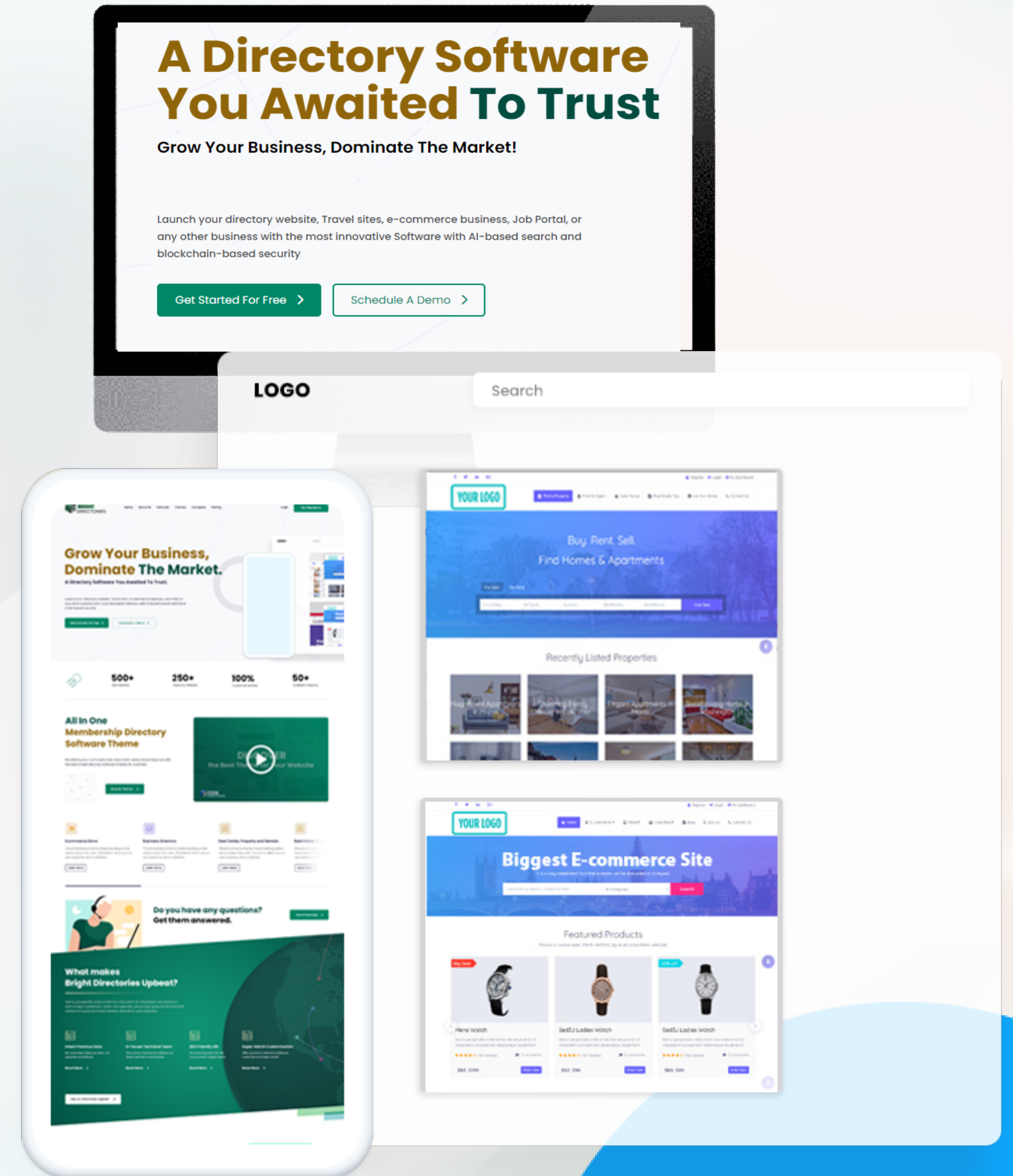




BRIGHT
DIRECTORIES

Administer Coupons & Deals for the Website

www.brightdirectories.com



Coupons & Deals



This is where you can add a new coupon and manage existing coupons for the website.

When you click this section, you will get the button to add a new coupon, search for a particular coupon, and a list of active coupons with basic details and an “Action” menu.

Dashboard / [Coupons & Deals](#)

Create discount codes that buyers can apply when purchasing paid products + Add New Coupon Code

Active Coupons

ACTIVE COUPONS

COUPON & DEALS	DISCOUNT VALUE	ACTIVE DATES	USAGES	ACTION
BD30	234.00 Discount	Starts: Jan-01-1970 Expiry Date: Nov-10-2023 Recurring	Used: 0 Times Max Uses: 23	Action ▾

Add New Coupon Code

If you want to add a new coupon for your website, this is where you do it. As you can see here, when you click this button, you will get a dialogue box where you have to enter a few details in order to create the coupon.

Let's start from the top.

Add Coupon Code ✕

Enter Coupon Code <input type="text"/>	Maximum Uses <input type="text"/>
Type Of Discount Percentage Discount ▼	Enter Value Of Discount <input type="text"/>
Required Card When \$0.00? YES - Require Card ▼	Apply Recurring Payment Yes ▼
When Can This Code Be Used New Sign Ups & Upgrades ▼	Coupon Code Start Date dd-----yyyy 📅
Coupon Code Expiration Date dd-----yyyy 📅	Internal Admin Note <input type="text"/>
Select Membership Plans This Code Will Work With: <input type="checkbox"/> Ex	
<input type="submit" value="Submit"/>	

- The first is “Enter Coupon Code” – Here you have to provide a suitable name for your coupon manually, Such as BD20 or BD30.
- The second one is “Maximum uses” – This is where you mention how many times the coupon can be used. Click on the arrows present in this box to specify the number.
- Next, you have to select the “Type Of Discount” – Select from the dropdown Percentage Discount, Fixed Discount, or *Price Override*.

Type Of Discount

Percentage Discount



Percentage Discount

Fixed Value (i.e. \$10 off)

Price Override

- Next, "Enter Value Of Discount" - use the arrows in this box to specify the value.
- Required Card When \$0.00? - Choose among the two options: YES - Required card or NO - Hide Credit Card Fields.

Required Card When \$0.00?

YES - Require Card ▼

YES - Require Card

NO - Hide Credit Card Fields

- Apply Recurring Payment - Choose Yes or No for this section. If you choose yes, the coupon will automatically be applied to the next payment and again after that until it's valid.

Apply Recurring Payment

Yes ▼

Yes

No

- **When Can This Code Be Used** - Select among the 2 options in this section: New Signups and Upgrades and New Signups Only.

When Can This Code Be Used

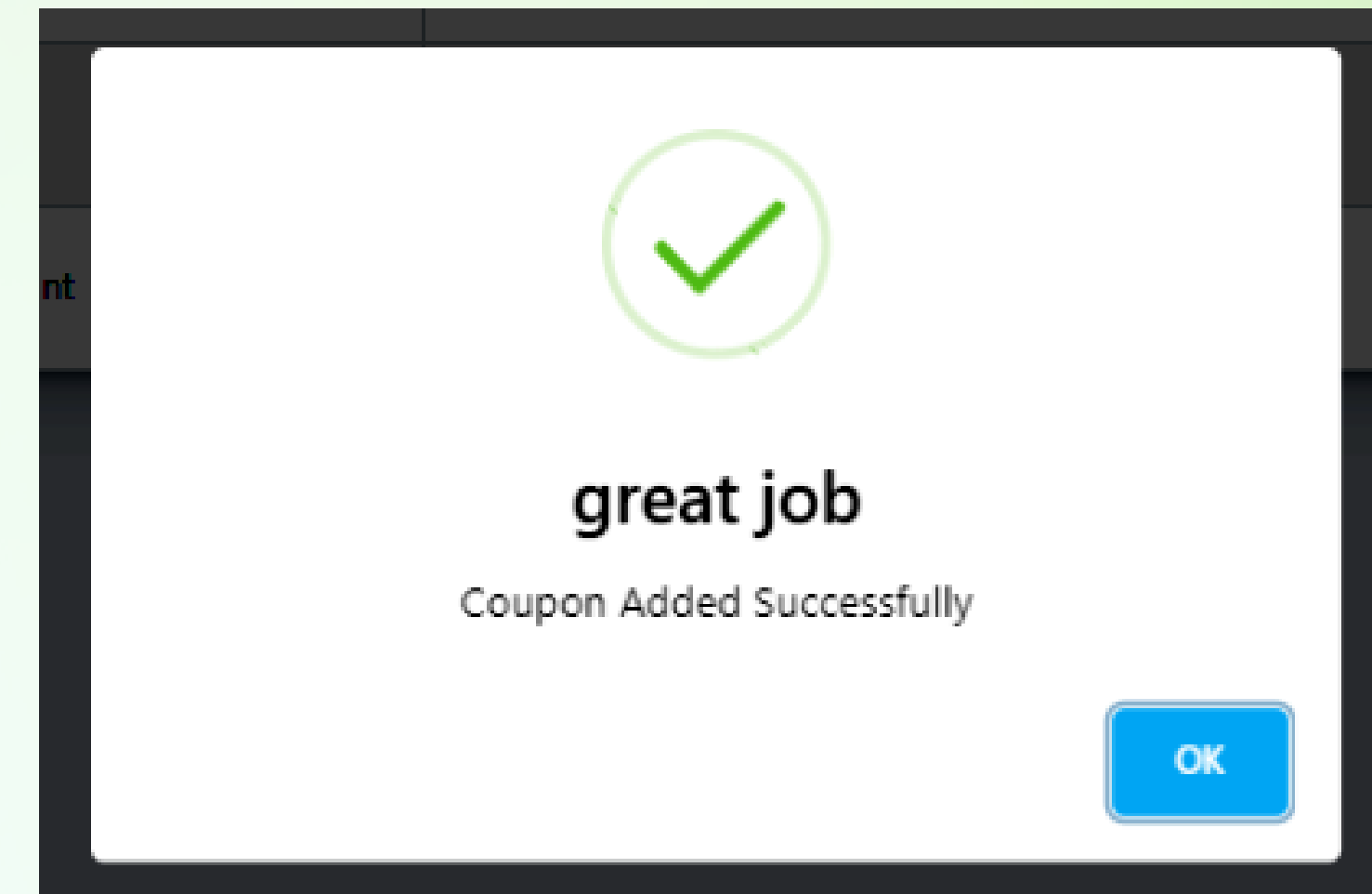
New Sign Ups & Upgrades ▼

New Sign Ups & Upgrades

New Sign Ups Only

- **Coupon Code Start and Expiration Date** - From the calendar icon present here, select the start and end date of the coupon in their respective areas.
- **Internal Admin Note** - This section is about providing a suitable note along with the coupon code.
- Now tick the box of the plans you want the coupon to be applied for.
- Proofread the details you have provided and then finally click "Submit".

Congratulations! You have now successfully created a coupon.



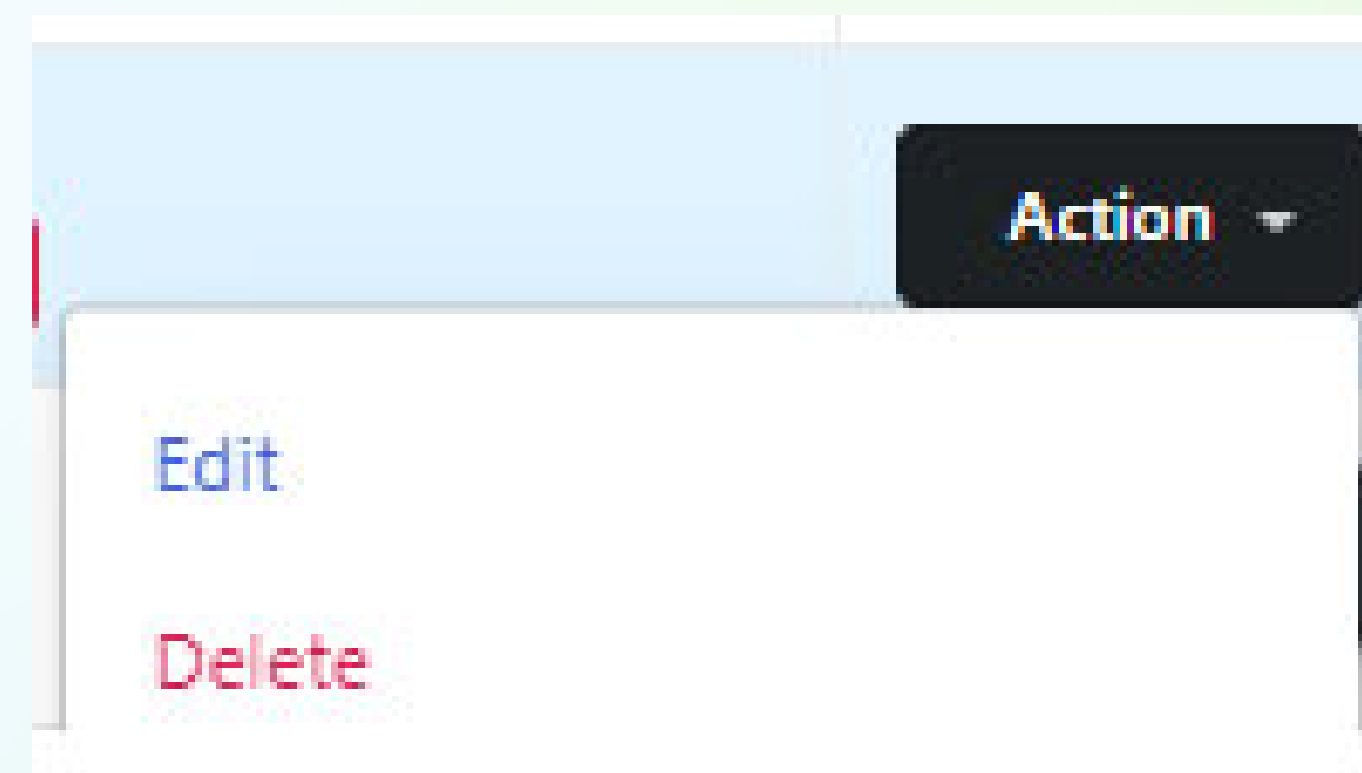
ACTIVE COUPONS				
COUPON & DEALS	DISCOUNT VALUE	ACTIVE DATES	USAGES	ACTION
	Discount	Starts: Jan-01-1970 Expiary Date: Jan-01-1970 Recurring	Used: 0 Times Max Uses: Limit Reached	Action -
BD30	234.00 Discount	Starts: Jan-01-1970 Expiary Date: Nov-10-2023 Recurring	Used: 0 Times Max Uses: 23	Action -

Your new coupon will now be displayed in the "Active Coupon" list.

Active Coupons

This will show you all the coupons that are currently active on the website and the option to edit the details.

- If you want to search for a particular coupon, enter a keyword in the search bar present on the right side.
- On the right side of each coupon listing, you can see there is an “Action” menu, that has 2 options: Edit and Delete.



- On clicking the delete option, the coupon will permanently be deleted from the website along with its details.
- With the “Edit” option, you can change all the aspects of the coupon that you used while creating the coupon. You can change the coupon name, the type of discount it possesses, the expiring date, the plans for which the coupon is applicable, and more.

After you have made your necessary edits, click "Save Changes" present below to update the coupon.

Dashboard / [Edit Coupon Code](#)
[« Back](#)

EDIT COUPON CODE

Enter Coupon Code <input type="text"/>	Maximum Uses <input type="text"/>
Type Of Discount Percentage Discount ▼	Enter Value Of Discount <input type="text"/>
Required Card When \$0.00? YES - Require Card ▼	Apply Recurring Payment Yes ▼
When Can This Code Be Used New Sign Ups & Upgrades ▼	Coupon Code Start Date dd----yyyy 📅
Coupon Code Expiration Date dd----yyyy 📅	Internal Admin Note <input type="text"/>

Select Membership Plans This Code Will Work With:
 Ex

[Save Changes](#)

Contact Us

Call Us: 503-928-5984

Email Us: support@brightdirectories.com

Web: www.brightdirectories.com

Reach us if you need technical support:

<https://support.brightdirectories.com/>

