

# Use a Promo Code or Coupon Code

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While coupons, promo codes, etc. cannot be automatically applied during online registration, you can use a few Jackrabbit features to get the job done!

## Add Coupons/Codes to Online Registration

From the *Gear (icon) > Settings > General > User-defined Fields (left menu)*, label a Family **User-Defined field** as "Enter Coupon#". This will provide a text box on the **Online Registration Form** where the customer can enter the information.


The image shows two screenshots. On the left is the 'User-defined Field Settings' window. It has a table with the following content:

Family User-defined fields	Label
Family field1:	Enter Coupon #
Family field2:	
Family field3:	
Family field4:	
Family field5:	

A yellow arrow points from the 'Enter Coupon #' label in the table to the 'Enter Coupon #' field in the 'Online Registration Form' on the right. The registration form includes fields for Family Last Name (Ager), Home Address (2016 Hummingbird Crescent), City (Huntersville), State (NC), Zip (28078), and Home or Primary Phone ((704) 374-2415). Under 'ADDITIONAL INFO', there is an 'Enter Coupon #' field with the value 284011.

## Post a Credit for the Promotion/Coupon

First, you have to identify any families that need to have a coupon credit posted to their account.

1. Go to **Families** (menu) > **All Families**.
2. Click the **Open filters** icon  in the upper right.
3. Enter User Defined Fields in the search field.
4. Enter the Coupon # in the **Enter Coupon #** field.
5. Click **Apply**. The families that need to have a coupon credit posted to their account will display in the grid.
6. Follow the procedures outlined in [Post a Credit - Groupon Credit Example](#) to apply the credit to the account.