

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

Family **User-defined fields** can be customized to enable you to capture coupon information during online registration in a couple of steps.

1. From the Gear icon > Settings > General > User-defined Fields (left menu), label a Family User-defined field as *Enter Coupon #*.
2. By default, User-defined fields are hidden, so you'll need to go to your Online Registration Form settings to change that field to optional. This will add a text box on the **Online Registration Form** where the customer can enter the information.

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 needing a coupon credit posted to their account will be displayed in the grid.

To apply the coupon's credit to the account, follow the procedures outlined in **Post a Credit—Groupon Credit Example**.
