

Create Promo Codes [Share](#)

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Issue/Question

How do I set up Promo Codes?

Resolution

Currently available in Jackrabbit Labs, Promo Codes allow you to create discounts that families can apply at checkout for selected activities. Once you have [enabled Promo Codes in Labs](#):

1. Go to the **Gear icon** > **Settings** > **Tuition & Discounting** > **Manage Promo Code Settings**.
2. Select **Create Promo Code**.
3. Add a **Promo Code name**, **Type**, **Percentage/Fixed Amount Off**, and an **Active Date** and/or **Expiration Date**, if needed.
4. Select one or more activities to apply the Promo Code to.
 - At this time, there is a limit of one Promo Code per class.
5. **Save Changes**.

⚙️ [Required User Permission](#): **Edit Tuition Defaults**
