



Activating promotions

- Go to reseller preferences and under marketing preferences select YES for “Use the product promotions system”
- Wait 1 hour before the changes can take effect.
- Once is has activated, click on the promotions under “reseller admin”
- Click “add: new promotion”
- Input promotion name and description, and the dates of the promotion.
- Select the promotion type:
 - Limited Promotion
 - Mail out promotion
 - Follow up promotion – Transfer in
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- Select the discount type and amount of discount promoted or whether it will be a product trial.
- “Staff Commissions” can be used to keep track of sales made by your staff.
- Click on add
- Return to the promotions page and you will see your new promotion.
- Click on the promotion, and Add a unique promotional code
- Select which account are participating
- Select the products you want to include for the special promotion.