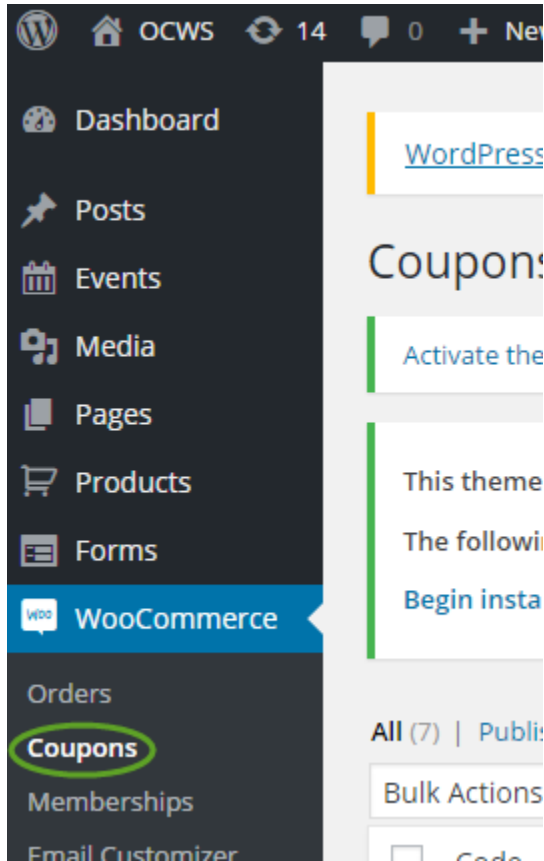


Creating a Coupon

Our WordPress site, using the WooCommerce plug-in, refers to our vouchers as coupons. Coupons are created via the WooCommerce/Coupon admin menu item:



You will now see a list of all the active coupons:

WordPress 4.5 is available! [Please update now.](#)

Coupons

[Add Coupon](#)

Activate the WooThemes Updater plugin to get updates for your WooThemes plugins.

This theme recommends the following plugin: [Contact Form 7](#).

The following recommended plugins are currently inactive: [Events Maker](#) and [Wise Mountain One Click Import](#).

[Begin installing plugin](#) | [Begin activating plugins](#) | [Dismiss this notice](#)

All (7) | Published (7) | Trash (7)

Bulk Actions | Apply | All dates | Show all types | Filter | Search Coupons | 7 items

<input type="checkbox"/>	Code	Coupon type	Coupon amount	Description	Product IDs	Usage / Limit	Expiry date
<input type="checkbox"/>	15-143	Store Credit	10.	Ken Knapp	-	0 / ∞	October 1, 2016
<input type="checkbox"/>	15-153	Store Credit	10.	Jerry Guerin	-	0 / ∞	October 1, 2016
<input type="checkbox"/>	15-110	Store Credit	10.	John Edwards	-	0 / ∞	October 1, 2016
<input type="checkbox"/>	15-151	Store Credit	10.	Scott Chappell	-	0 / ∞	October 1, 2016
<input type="checkbox"/>	15-117	Store Credit	10.	Jim Burk	-	0 / ∞	October 1, 2016
<input type="checkbox"/>	15-101	Store Credit	10.	Robert Bohle	-	0 / ∞	October 1, 2016

To create a coupon, click on the Add Coupon button:

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Coupons

[Add Coupon](#)

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This theme recommends the following plugin: [Contact Form 7](#).

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There are 2 steps needed to create a coupon:

Step 1: Enter **General** information:

The screenshot shows a coupon creation interface. At the top, there are two input fields: the first contains '15-153' and the second contains 'Jerry Guerin'. Below these is a 'Coupon Data' section with a sidebar on the left containing three tabs: 'General' (highlighted with a green circle), 'Usage Restriction', and 'Usage Limits'. The main area of the 'Coupon Data' section contains several fields: 'Discount type' is a dropdown menu set to 'Store Credit'; 'Coupon amount' is a text input field containing '10.'; 'Allow free shipping' is a checkbox that is unchecked, with a note below it: 'Check this box if the coupon grants free shipping. The [free shipping method](#) must be enabled and be set to require "a valid free shipping coupon" (see the "Free Shipping Requires" setting).'; and 'Coupon expiry date' is a text input field containing '2016-10-01'. Red arrows point to the '15-153' field, the 'Jerry Guerin' field, the 'Store Credit' dropdown, the '10.' input, and the '2016-10-01' input.

Data to be entered in **General**:

- **Coupon Code:** code provided by the volunteer Chair.
- **Description:** member name.
- **Discount Type:** **must** be set to Store Credit
- **Coupon Amount:** value of coupon/voucher
- **Coupon expiry date:** for example, the coupons issued at the September 2015 Business Meeting expire Oct 1, 2016.

Step 2: Enter **Usage Restriction** information:

Coupon Data	
General	Minimum spend <input type="text" value="No minimum"/>
Usage Restriction	Maximum spend <input type="text" value="No maximum"/>
Usage Limits	Individual use only <input type="checkbox"/> <i>Check this box if the coupon cannot be used in conjunction</i>
	Exclude sale items <input type="checkbox"/> <i>Check this box if the coupon should not apply to items on work if the item is not on sale. Per-cart coupons will only work cart.</i>
	Products <input type="text" value="Search for a product..."/>
	Exclude products <input type="text" value="Search for a product..."/>
	Product categories <input type="text" value="Any category"/>
	Exclude categories <input type="text" value="x NoCoupons"/>
	Email restrictions <input type="text" value="guerinvineyards@yahoo.com"/>

Data to be entered in **Usage Restriction**:

- **Exclude categories:** select NoCoupons. This category is associated with all products and membership renewals. This setting prevents members from using their coupons when purchasing any products or renewals. Note that all products must have this category setting for this exclusion to be effective.
- **Email restrictions:** enter the member's email address. This must be the email address found in the user's profile information. Note that if the member changes this email address, then we must edit the coupon to reflect the new email address.