

ELECTRONIC COUPONS JOB AID

BENEFIT PROGRAM SETUP

1. Create Free Bring-a-Friend tickets in Money Bags
2. Create Discount Bring-a-Friend tickets in Money Bags
3. Create Entitlement Calendars in Money Bags
4. Create Member Coupons in Box Office Admin
5. Create in-park Entitlement Calendars in Box Office Admin
6. Add ticket and coupon information onto Benefit Package spreadsheet
7. Send spreadsheet to Jennifer Thompson and Brian Caldwell

FREE BRING A FRIEND

1. Add ticket item to Money Bags (only one free ticket code is needed)
2. Select Daily Ticket form of entitlement
3. Set price for item to \$0.00
4. Set ticket item "Supervisor Only" for sale
5. Set Warning Quantity Override and Maximum Quantity Override to 1
6. Publish

DISCOUNT BRING A FRIEND

1. Add ticket item to Money Bags
2. Select Daily Ticket form of entitlement
3. Set price for item to discounted price (This is what the guest will pay)
4. Set ticket item "Supervisor Only" for sale
5. Set Warning Quantity Override and Maximum Quantity Override to the same number
(This indicates the quantity of tickets available in one purchase per offer)
6. Publish

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MEMBER IN-PARK COUPON

1. Create Coupon in Box Office Admin
2. Select Discounts (These will no longer be available to non-season members)
3. Select 'Only for Membership Package'
4. Publish