

HOW TO APPLY AN INDIVIDUAL MEMBERSHIP PRODUCT DISCOUNT

Swim Central allows discounts to be applied to the Club's component of membership products in two different ways:

1. Individual membership product discounts can be applied for a specified date duration either a dollar amount or a percentage off the membership product price
2. Volume discounts can be applied where multiple membership products are purchased as part of a single transaction

This help guide is for **Club Administrators** to set up membership product discounts.

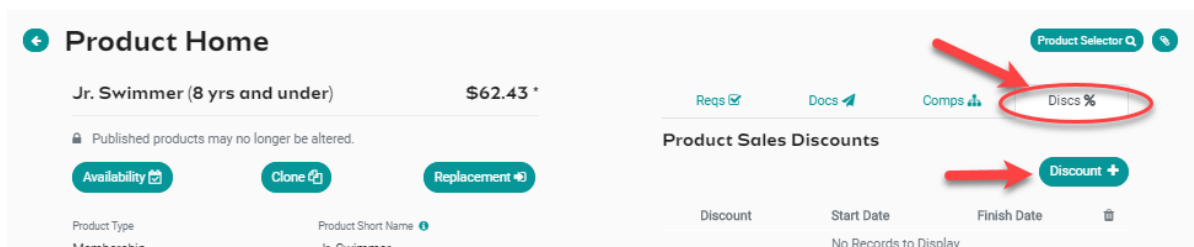
From your home screen, select **Entity Management** and navigate to your Club home page.

Clubs may wish to set up "early bird" or "late joiner" discounts as a dollar amount or a percentage off the original purchase price of the membership with a date constraint. Discounts can be set at any time during the valid period of a membership product. *****Please note that this discount will only apply to your Club component amount (and not any components from region, state or national).*** To set up date restricted discounts on an individual membership, complete the following steps:

Access the *Product Selector* by clicking on the **Products** icon in your entity home. Here you can view a list of your Club's current products.

Select the relevant **product** from the list on the left and select **Product Home** on the right above the product details.

From the Product Home, select the **Discs %** tab to the right and then select **Discount +**



Enter the start and finish dates of the discount. If the discount will be a percentage of the total dollar price, toggle **ON** the 'Discount as Percentage' and then enter the percentage amount in the Discount Amount field. If the discount is a simple dollar amount, leave the toggle OFF and then just enter the dollar amount into the discount amount. ***The 'Discount Amount' is the value that will be subtracted from the Club component of the membership price.***

Add Product Discount

Detail Summary

Product Discount

Start Date

Finish Date

Discount is Percentage

Discount Amount

Back Cancel Next

Select **Next** and confirm the details of the discount you just created. Select **Save** and you will see the discount appear in the list of *Product Sales Discounts*. If you wish to delete the discount, select the bin icon to the far right where you will be asked to confirm the deletion of the discount. Once deleted, the discount is no longer available nor applied to this membership product.

Reqs Docs Comps Discs %

Product Sales Discounts Discount +

Discount	Start Date	Finish Date	
10%	May 27, 2020	Jun 30, 2020	

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Remove Product Discount ×

Are you sure you want to remove this product discount?

Start Date: May 27, 2020

Finish Date: Jun 30, 2020

Discount Amount: 10

After removal, this discount will no longer be applied.

Cancel Continue ✓

If you wish to apply the discount to more than one membership, go back to the *Product Selector* (top right) and select the next product for which a discount should be applied. Repeat the process for as many products as required.