

Processing Scholarships in the RMS

Scholarships have just gotten a lot easier to process and track for a region with the Coupon capability in Blue Sombrero.

Once you process a scholarship application you can provide the recipient a Coupon code that can be redeemed online. The coupons have a set dollar value, so you can easily control the amount of the scholarship. One note: You can not pay the national fee with a coupon.

Examples:

If your registration fee is \$100.00, you can generate coupons for \$50.00 to provide a 50% scholarship, but the maximum coupon would be \$82.50 (100.00 – 17.50 national fee). It is a good practice to have scholarship participants pay at least a portion of the fee.

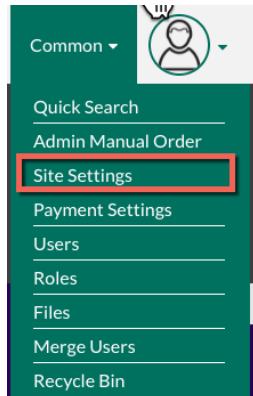
Configure Coupon Discount Codes

Coupon Discount Codes

If you wish to add a coupon discount you will need to create a coupon code. These can be useful for scholarships. The same Coupon Code can be given to multiple accounts but can only be used **once per account**.

Steps to Configure Coupon Discount Codes:

1. Go to **Common**>> **Site Settings**.



2. Scroll down to the **Coupon Discount** section.
3. Enter the coupon **Number** (1, 2, 3, etc.), This is not the Code that will be used. ***Note:** The Code will be generated once you click on Add.

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Coupon Discounts

Number	Code	Name	Amount	Expiry	
1	26634	Scholarship	50.0000	12/12/2012	Edit Delete
<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="\$25 Disco"/>	<input type="text" value="25"/>	<input type="text" value="5/31/2013"/>	Add

- Enter the **Name** of the Coupon Discount (i.e Spring Scholarship). This will display on the check out screen for users who use the code so they know what the discount is for.
- Enter the **Amount** for the Coupon Discount. You do not need to include the dollar sign here.
- Select an **Expiry Date**. Users will only be able to use the Coupon Discount up to this date.
- Click on **Add**. The **Code** will be generated in the **Code** box. This will be the code you provide to your users. Users will input the code at check out. ***Note:** Once a user has used a coupon at check out, you will no long be able to edit this coupon.

Number	Code	Name	Amount	Expiry	
1	26634	Scholarship	50.0000	12/12/2012	Edit Delete
2	31603	\$25 Discount	25.0000	5/31/2013	Edit Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

- You'll also need to do is make sure that the **Coupon Discount** check box is **enabled** under the **Apply Discount** section right above the **Coupon Discount** section. ***Once** you enable the Coupon Discount option, a coupon code text box will be visible on the check out screen. Please note: A user will **not** be able to use a coupon code on an **existing order**. This must be a brand new order in order for this coupon code to apply.

Apply Discounts

Early Bird Discount	<input type="checkbox"/>
Late Fee	<input checked="" type="checkbox"/>
Volume Discount	<input type="checkbox"/>
Family Discount	<input checked="" type="checkbox"/>
Coupon Discount	<input checked="" type="checkbox"/>

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- Click on **Update** at the bottom of the screen to save your changes.