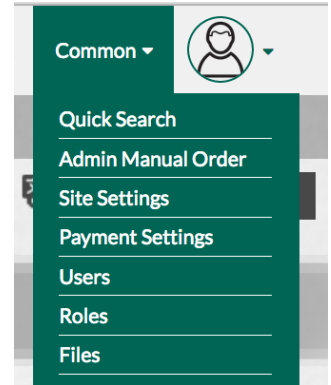


Setting Up “Early Bird” Discount

First go to the **Site Settings** and scroll down to “**Apply Discounts**” (Check the boxes below – Plus the Family discount if you use that. Make sure to Select the coupon discount as well, you can use coupons for Scholarships (makes it easy to track). Make sure after you check the boxes to scroll to the bottom click “**Update**”



Once that is done, go to **Registration**

The Early Bird Discount is per division. You view all divisions (Step 6 in registration) then for each division (sorry, one by one) you click the **Advanced** button, then the **Fees & Discounts** tab, enter the Early Bird end date and time and the Discount (example screen shot below), then click Save Settings. Repeat for each division.

