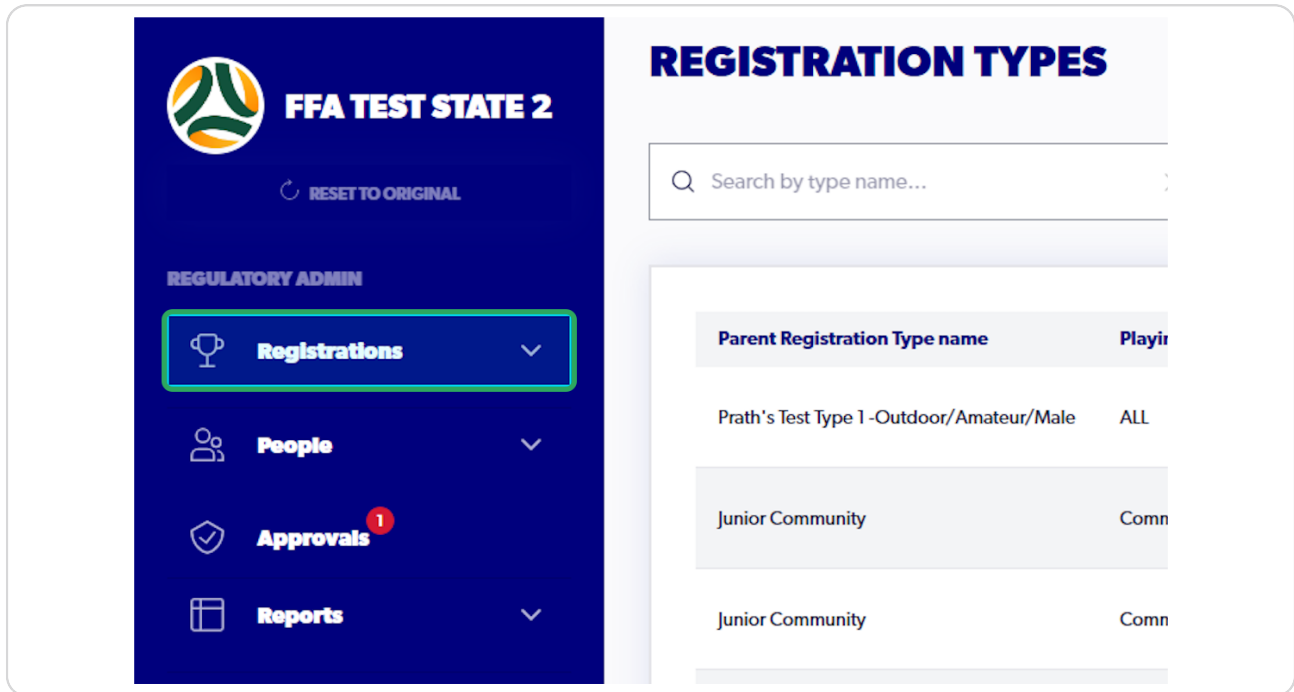


! Single use vouchers are unique voucher codes that can only be used once

## STEP 1

Click on "Registrations"



**FFA TEST STATE 2**

RESET TO ORIGINAL

**REGULATORY ADMIN**

- Registrations**
- People**
- Approvals** <sup>1</sup>
- Reports**

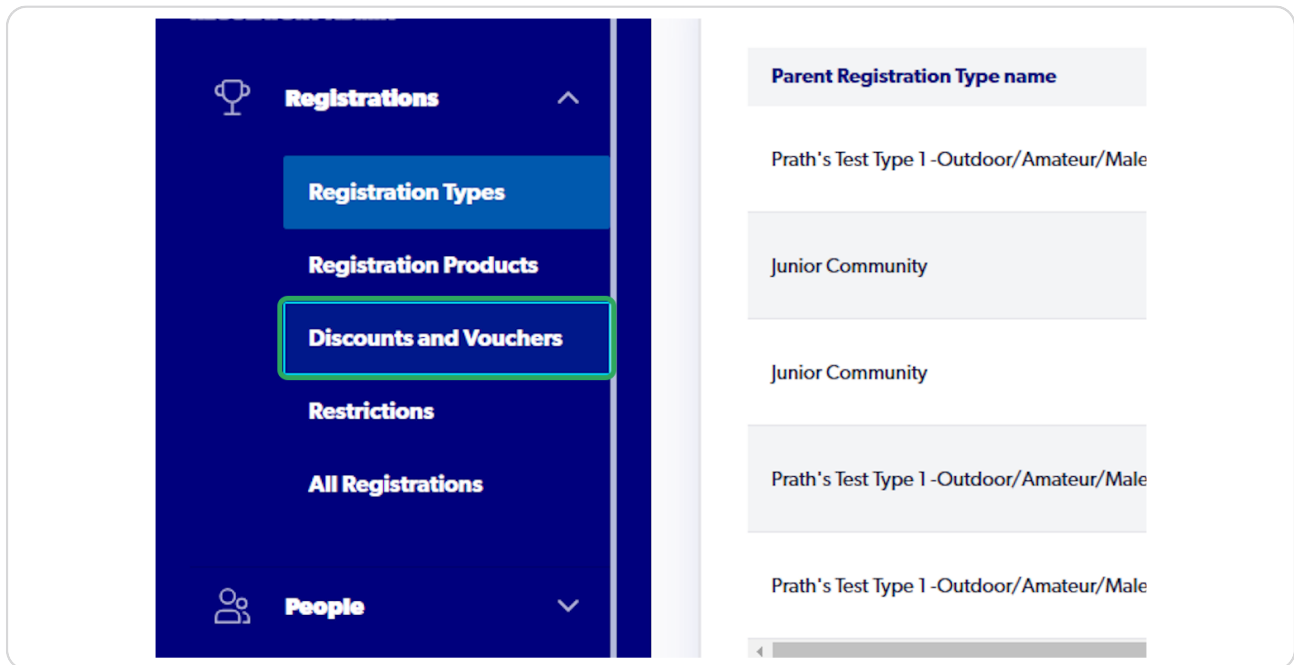
### REGISTRATION TYPES

Search by type name...

Parent Registration Type name	Playin
Prath's Test Type 1 -Outdoor/Amateur/Male	ALL
Junior Community	Comn
Junior Community	Comn

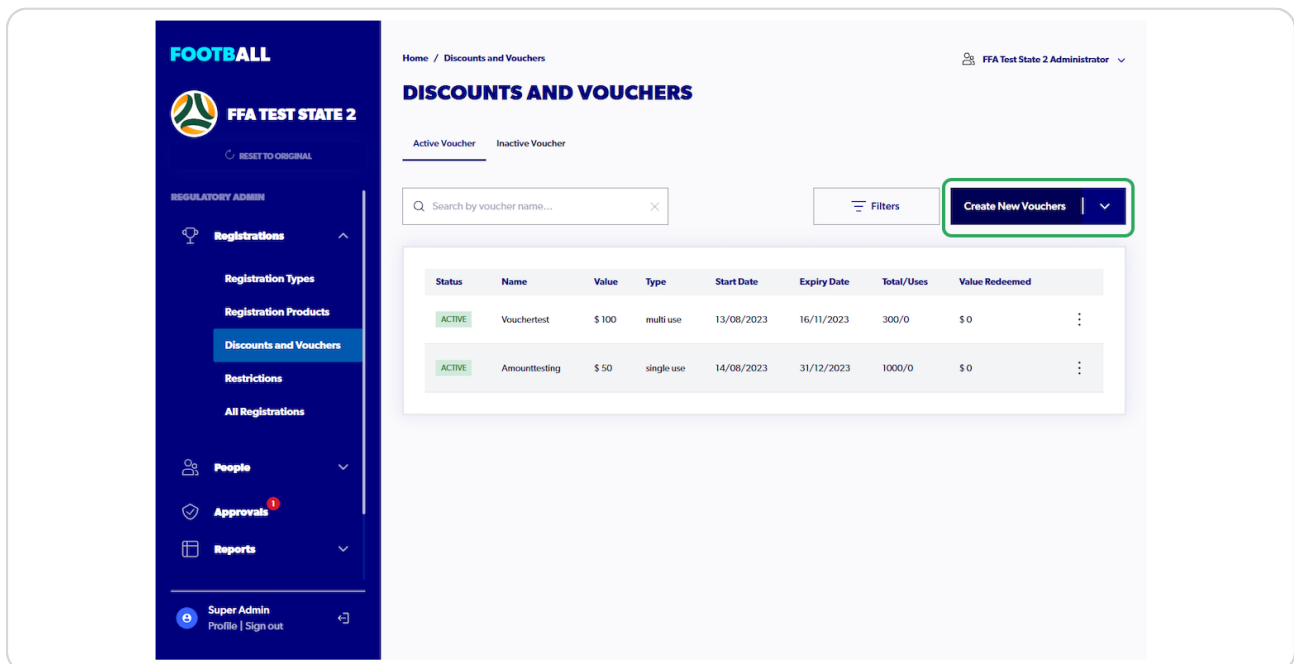
## STEP 2

### Select "Discounts and Vouchers"



## STEP 3

### Click on "Create New Vouchers"



## STEP 4

### Select "Single Use"

The screenshot shows the 'CREATE A NEW VOUCHER' form in the FFA Test State 2 application. The form is titled 'CREATE A NEW VOUCHER' and has a close button (X) in the top right corner. The form is divided into several sections:

- Please give your voucher a type and name:** This section contains a 'Voucher Type' dropdown menu with 'Single Use' selected (highlighted with a green border) and 'Multi Use' as an option. There is also a 'Voucher Name' text input field.
- Please enter a fixed amount and set the quantity:** This section contains a 'Discount Amount' text input field with '\$ 0' and a 'Quantity' text input field with '0'.
- Please set a date for your code to start and end:** This section contains 'Voucher Start date' and 'Voucher Expiry date' text input fields.
- Please set eligibility for participant to use this voucher:** This section contains 'State' and 'Gender' dropdown menus, and 'Minimum Age' and 'Maximum Age' text input fields.

The left sidebar of the application shows the 'REGULATORY ADMIN' menu with options like 'Registrations', 'Registration Types', 'Registration Products', 'Discounts and Vouchers', 'Restrictions', and 'All Registrations'. The 'Discounts and Vouchers' option is currently selected. The right sidebar shows the 'FFA Test State 2 Administrator' user profile and a 'Create New Vouchers' button.

## STEP 5

### Input the Name of your voucher

This will be the name that appears for participants when viewing relevant vouchers

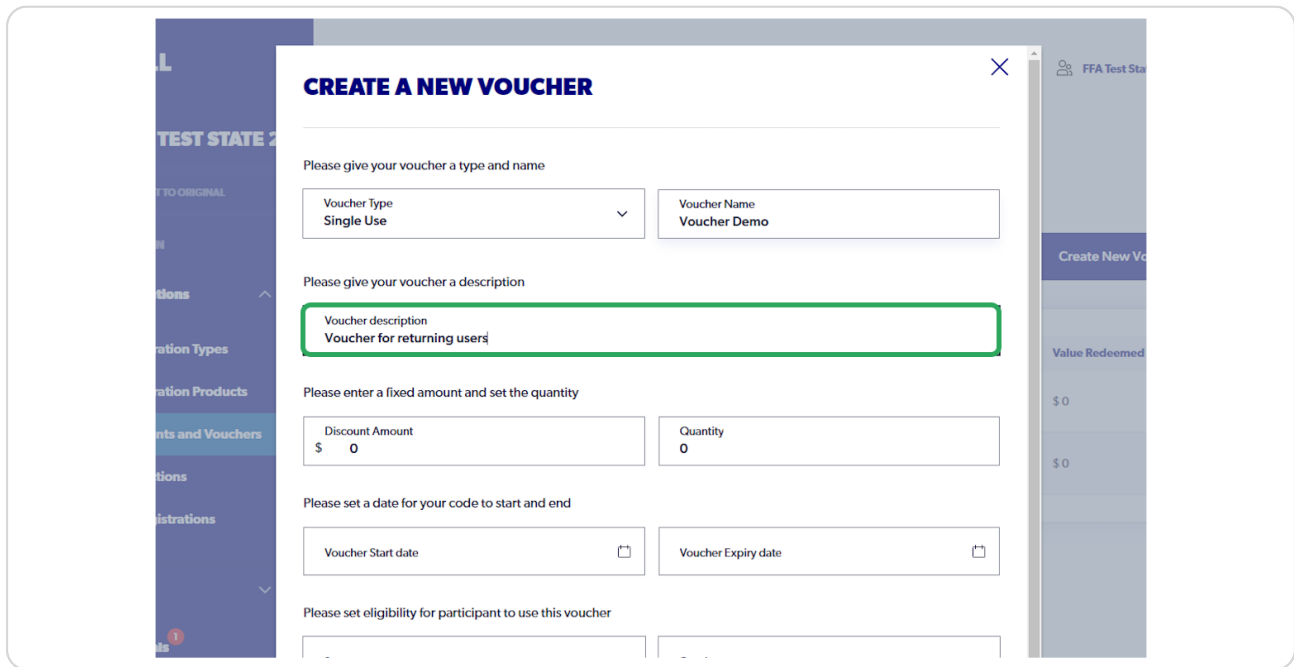
The screenshot shows the 'CREATE A NEW VOUCHER' form in the FFA Test State 2 application. The form is titled 'CREATE A NEW VOUCHER' and has a close button (X) in the top right corner. The form is divided into several sections:

- Please give your voucher a type and name:** This section contains a 'Voucher Type' dropdown menu with 'Single Use' selected and 'Multi Use' as an option. There is also a 'Voucher Name' text input field, which is highlighted with a green border and contains the text 'Voucher Demo'.
- Please enter a fixed amount and set the quantity:** This section contains a 'Discount Amount' text input field with '\$ 0' and a 'Quantity' text input field with '0'.
- Please set a date for your code to start and end:** This section contains 'Voucher Start date' and 'Voucher Expiry date' text input fields.
- Please set eligibility for participant to use this voucher:** This section contains 'State' and 'Gender' dropdown menus, and 'Minimum Age' and 'Maximum Age' text input fields.

The left sidebar of the application shows the 'REGULATORY ADMIN' menu with options like 'Registrations', 'Registration Types', 'Registration Products', 'Discounts and Vouchers', 'Restrictions', and 'All Registrations'. The 'Discounts and Vouchers' option is currently selected. The right sidebar shows the 'FFA Test State 2 Administrator' user profile and a 'Create New Vouchers' button.

## STEP 6

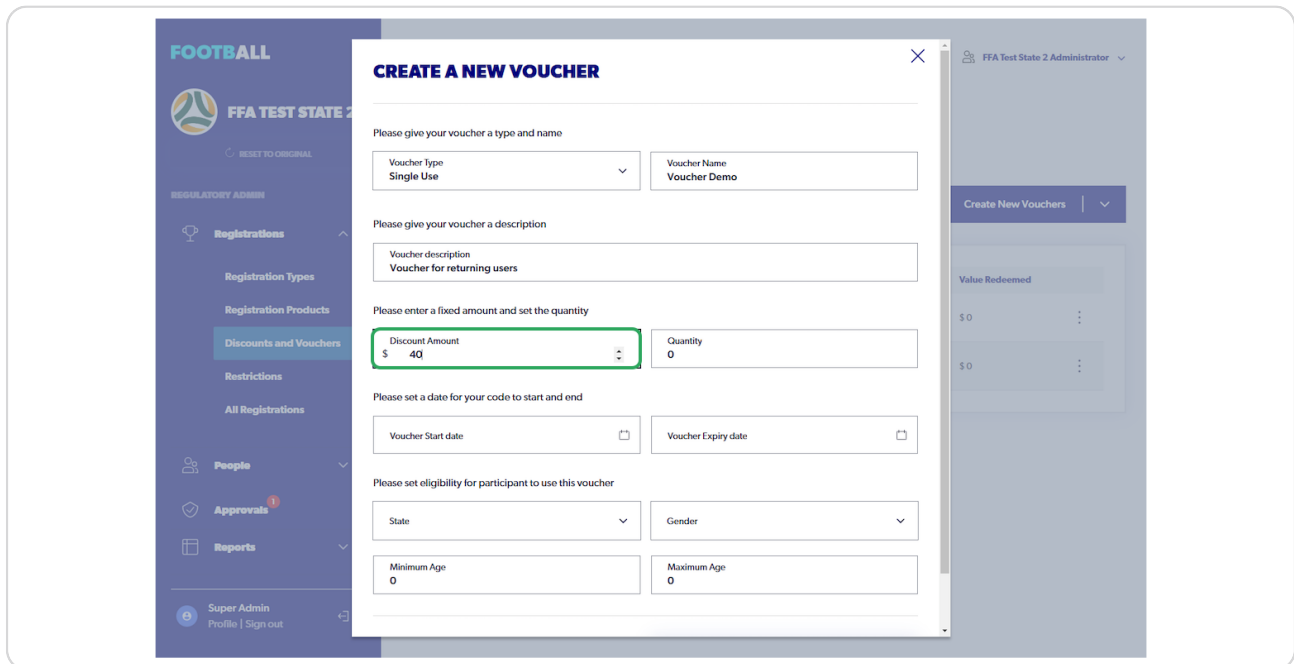
### Add a description



The screenshot shows a web application interface for creating a new voucher. The main form is titled "CREATE A NEW VOUCHER" and is divided into several sections. The first section, "Please give your voucher a type and name", contains a "Voucher Type" dropdown menu set to "Single Use" and a "Voucher Name" text field containing "Voucher Demo". The second section, "Please give your voucher a description", contains a "Voucher description" text field with the text "Voucher for returning users" entered. This field is highlighted with a green border. The third section, "Please enter a fixed amount and set the quantity", contains a "Discount Amount" text field with "\$ 0" and a "Quantity" text field with "0". The fourth section, "Please set a date for your code to start and end", contains a "Voucher Start date" and a "Voucher Expiry date" text field, both with calendar icons. The fifth section, "Please set eligibility for participant to use this voucher", contains a "State" dropdown menu and a "Gender" dropdown menu. The background shows a sidebar with navigation links: "TEST STATE 2", "TO ORIGINAL", "ations", "ation Types", "ation Products", "nts and Vouchers", "ations", and "istrations".

## STEP 7

### Input your discount amount



The screenshot shows the same "CREATE A NEW VOUCHER" form as in Step 6, but with the "Discount Amount" text field highlighted with a green border. The field now contains "\$ 40". The "Quantity" text field still contains "0". The "Voucher description" text field still contains "Voucher for returning users". The "Voucher Start date" and "Voucher Expiry date" text fields are still empty. The "State" and "Gender" dropdown menus are still set to their default values. The background shows the same sidebar with navigation links: "FOOTBALL", "FFA TEST STATE 2", "RESET TO ORIGINAL", "REGULATORY ADMIN", "Registrations", "Registration Types", "Registration Products", "Discounts and Vouchers", "Restrictions", "All Registrations", "People", "Approvals", "Reports", "Super Admin", "Profile", and "Sign out".

## STEP 8

### Input number of codes wanting to generate

**CREATE A NEW VOUCHER**

Please give your voucher a type and name

Voucher Type: Single Use

Voucher Name: Voucher Demo

Please give your voucher a description

Voucher description: Voucher for returning users

Please enter a fixed amount and set the quantity

Discount Amount: \$ 40

Quantity: 30

Please set a date for your code to start and end

Voucher Start date: [Calendar Icon]

Voucher Expiry date: [Calendar Icon]

Please set eligibility for participant to use this voucher

State: [Dropdown]

Gender: [Dropdown]

Minimum Age: 0

Maximum Age: 0

## STEP 9

### Select your voucher start date

This will be the date that the voucher will become eligible

**CREATE A NEW VOUCHER**

Please give your voucher a type and name

Voucher Type: Single Use

Voucher Name: Voucher Demo

Please give your voucher a description

Voucher description: Voucher for returning users

Please enter a fixed amount and set the quantity

Discount Amount: \$ 40

Quantity: 30

Please set a date for your code to start and end

Voucher Start date: [Calendar Icon]

Voucher Expiry date: [Calendar Icon]

Please set eligibility for participant to use this voucher

State: [Dropdown]

Gender: [Dropdown]

Minimum Age: 0

Maximum Age: 0

## STEP 10

### Select your voucher end date

This will be the date that the voucher will no longer be valid to be redeemed

**FOOTBALL FFA TEST STATE 2**

**CREATE A NEW VOUCHER**

Please give your voucher a type and name

Voucher Type: Single Use

Voucher Name: Voucher Demo

Please give your voucher a description

Voucher description: Voucher for returning users

Please enter a fixed amount and set the quantity

Discount Amount: \$ 40

Please set a date for your code to start and end

Voucher Start date: 01/09/2023

Voucher Expiry date: DD/MM/YYYY

Please set eligibility for participant to use this voucher

State: [Dropdown]

Gender: [Dropdown]

Minimum Age: 0

Maximum Age: 0

September 2023

30

Create Voucher

## STEP 11

### Select "state"

**FOOTBALL FFA TEST STATE 2**

**CREATE A NEW VOUCHER**

Please give your voucher a type and name

Voucher Type: Single Use

Voucher Name: Voucher Demo

Please give your voucher a description

Voucher description: Voucher for returning users

Please enter a fixed amount and set the quantity

Discount Amount: \$ 40

Quantity: 30

Please set a date for your code to start and end

Voucher Start date: 01/09/2023

Voucher Expiry date: 30/09/2023

Please set eligibility for participant to use this voucher

State: [Dropdown]

Gender: [Dropdown]

Minimum Age: 0

Maximum Age: 0

Cancel

Create Voucher

## STEP 12

### Select "Gender"

FOOTBALL FFA TEST STATE 2

REGULATORY ADMIN

Registrations

Registration Types

Registration Products

Discounts and Vouchers

Restrictions

All Registrations

People

Approvals

Reports

Super Admin Profile | Sign out

Please give your voucher a type and name

Voucher Type: Single Use

Voucher Name: Voucher Demo

Please give your voucher a description

Voucher description: Voucher for returning users

Please enter a fixed amount and set the quantity

Discount Amount: \$ 40

Quantity: 30

Please set a date for your code to start and end

Voucher Start date: 01/09/2023

Voucher Expiry date: 30/09/2023

Please set eligibility for participant to use this voucher

State: New South Wales

Gender: Mixed

Minimum Age: 0

Cancel

Create Voucher

## STEP 13

### Input Minimum age

FOOTBALL FFA TEST STATE 2

REGULATORY ADMIN

Registrations

Registration Types

Registration Products

Discounts and Vouchers

Restrictions

All Registrations

People

Approvals

Reports

Super Admin Profile | Sign out

Please give your voucher a type and name

Voucher Type: Single Use

Voucher Name: Voucher Demo

Please give your voucher a description

Voucher description: Voucher for returning users

Please enter a fixed amount and set the quantity

Discount Amount: \$ 40

Quantity: 30

Please set a date for your code to start and end

Voucher Start date: 01/09/2023

Voucher Expiry date: 30/09/2023

Please set eligibility for participant to use this voucher

State: New South Wales

Gender: Mixed

Minimum Age: 4

Maximum Age: 0

Cancel

Create Voucher

## STEP 14

### Input Maximum Age

FOOTBALL FFA TEST STATE 2

REGULATORY ADMIN

Registrations

Registration Types

Registration Products

Discounts and Vouchers

Restrictions

All Registrations

People

Approvals

Reports

Super Admin Profile | Sign out

Please give your voucher a type and name

Voucher Type: Single Use

Voucher Name: Voucher Demo

Please give your voucher a description

Voucher description: Voucher for returning users

Please enter a fixed amount and set the quantity

Discount Amount: \$ 40

Quantity: 30

Please set a date for your code to start and end

Voucher Start date: 01/09/2023

Voucher Expiry date: 30/09/2023

Please set eligibility for participant to use this voucher

State: New South Wales

Gender: Mixed

Minimum Age: 4

Maximum Age: 99

Cancel

Create Voucher

## STEP 15

### Click on "Create Voucher"

FOOTBALL FFA TEST STATE 2

REGULATORY ADMIN

Registrations

Registration Types

Registration Products

Discounts and Vouchers

Restrictions

All Registrations

People

Approvals

Reports

Super Admin Profile | Sign out

Please give your voucher a type and name

Voucher Type: Single Use

Voucher Name: Voucher Demo

Please give your voucher a description

Voucher description: Voucher for returning users

Please enter a fixed amount and set the quantity

Discount Amount: \$ 40

Quantity: 30

Please set a date for your code to start and end

Voucher Start date: 01/09/2023

Voucher Expiry date: 30/09/2023

Please set eligibility for participant to use this voucher

State: New South Wales

Gender: Mixed

Minimum Age: 4

Maximum Age: 99

Cancel

Create Voucher



## STEP 16

Click on 3 dot menu next to the voucher created

The screenshot shows the 'DISCOUNTS AND VOUCHERS' page in the 'FFA TEST STATE 2' system. The left sidebar contains navigation links for 'Registrations', 'Registration Types', 'Registration Products', 'Discounts and Vouchers' (highlighted), 'Restrictions', 'All Registrations', 'People', 'Approvals', and 'Reports'. The main content area has a search bar, filters, and a 'Create New Vouchers' button. Below is a table of vouchers:

Status	Name	Value	Type	Start Date	Expiry Date	Total/Uses	Value Redeemed
ACTIVE	Voucher Demo	\$ 40	single use	01/09/2023	30/09/2023	30/0	\$ 0
ACTIVE	Vouchertest	\$ 100	multi use	13/08/2023	16/11/2023	300/0	\$ 0
ACTIVE	Amounttesting	\$ 50	single use	14/08/2023	31/12/2023	1000/0	\$ 0

A green circle highlights the 3-dot menu icon next to the 'Voucher Demo' row.

## STEP 17

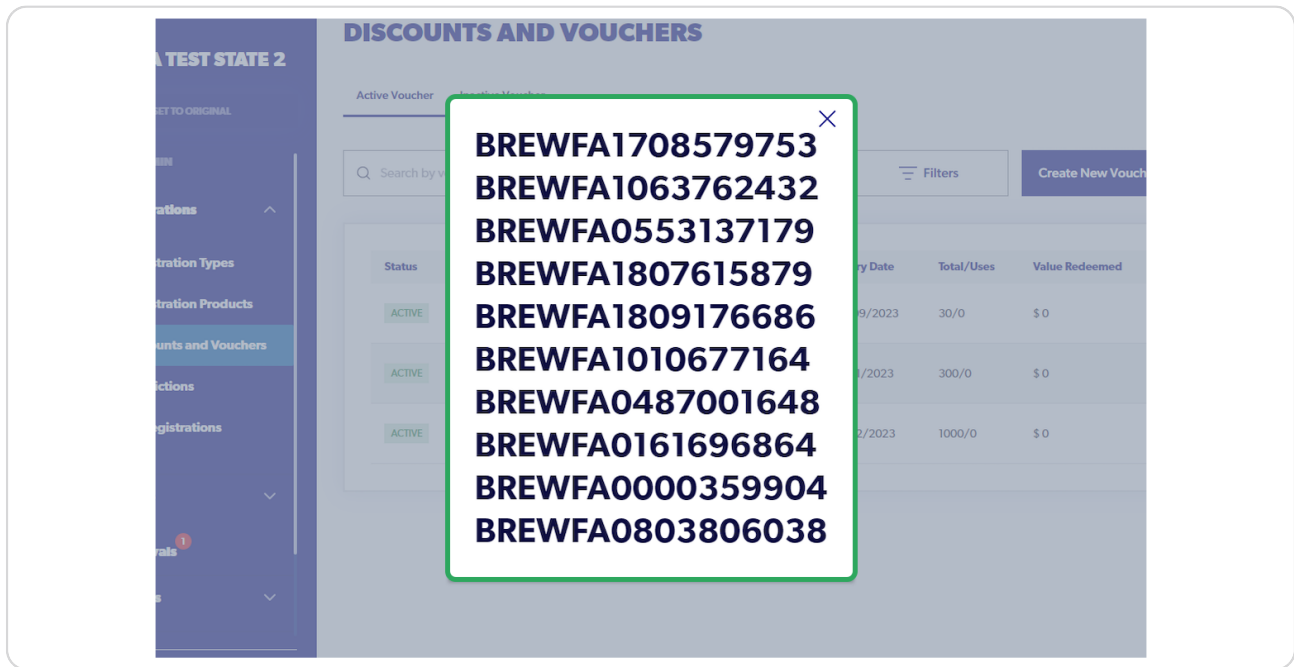
Click on Show code(s)

The screenshot shows the 'DISCOUNTS AND VOUCHERS' page with a dropdown menu open for the 'Voucher Demo' row. The menu options are 'View and Edit', 'Show code(s)' (highlighted with a green circle), and 'Download to CSV'.

Status	Name	Value	Type	Start Date	Expiry Date	Total/Uses	Value Redeemed
ACTIVE	Voucher Demo	\$ 40	single use	01/09/2023	30/09/2023	30/0	\$ 0
ACTIVE	Vouchertest	\$ 100	multi use	13/08/2023	16/11/2023	300/0	\$ 0
ACTIVE	Amounttesting	\$ 50	single use	14/08/2023	31/12/2023	1000/0	\$ 0

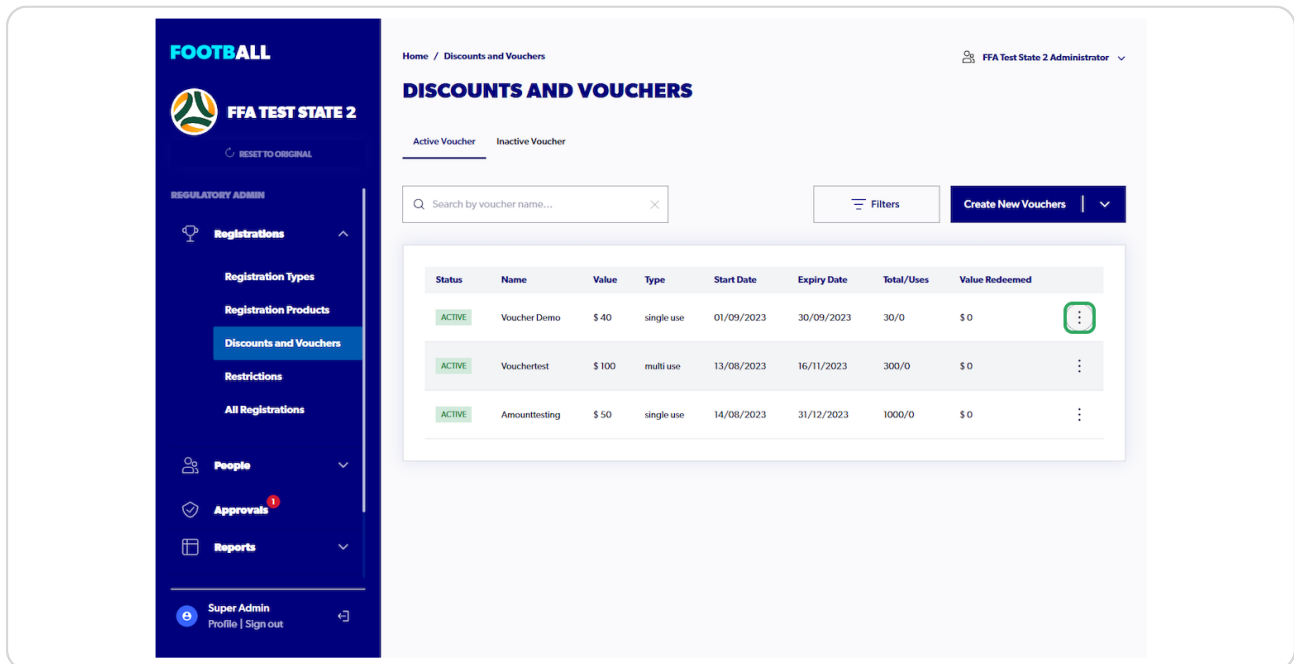
## STEP 18

The codes will now display



## STEP 19

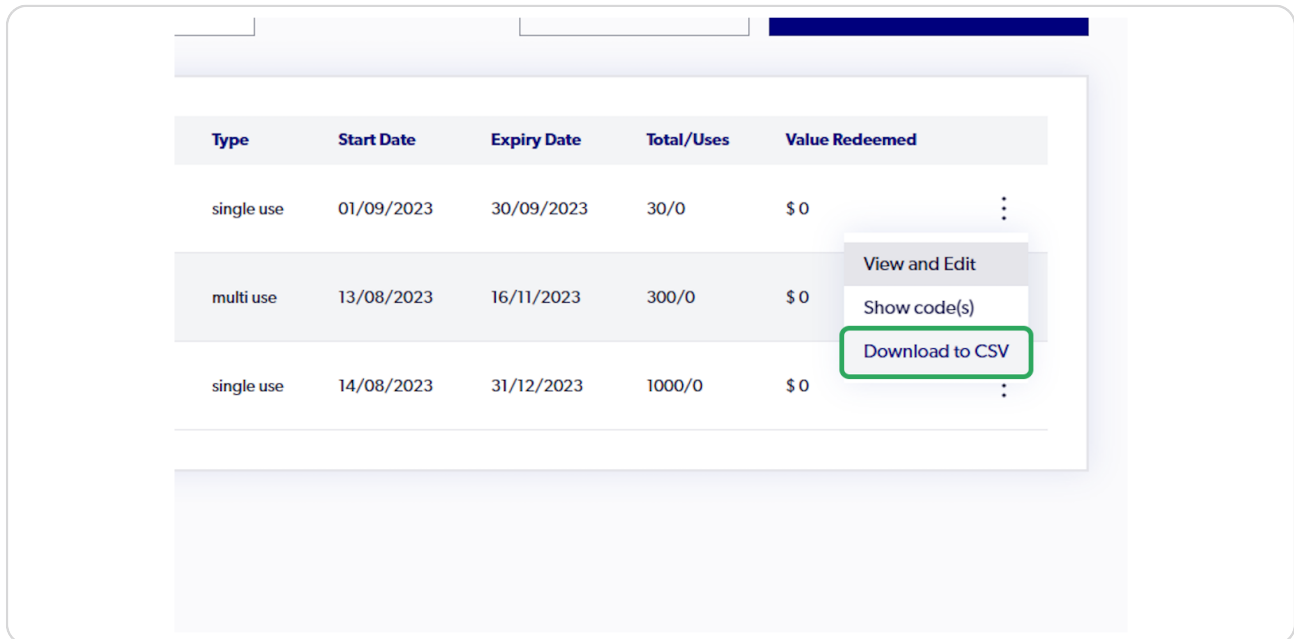
Click on "more" (3 dots)



## STEP 20

### Click on "Download to CSV"

This will reveal all the uniquely generated voucher codes



Type	Start Date	Expiry Date	Total/Uses	Value Redeemed
single use	01/09/2023	30/09/2023	30/0	\$ 0
multi use	13/08/2023	16/11/2023	300/0	\$ 0
single use	14/08/2023	31/12/2023	1000/0	\$ 0

## STEP 21

### CSV file

	A	B	C	D	E	F
1	name	code	discount	start date	end date	
2		BREWFA1708579753	40	9/01/2023	09/30/2023	
3		BREWFA1063762432	40	9/01/2023	09/30/2023	
4		BREWFA0553137179	40	9/01/2023	09/30/2023	
5		BREWFA1807615879	40	9/01/2023	09/30/2023	
6		BREWFA1809176686	40	9/01/2023	09/30/2023	
7		BREWFA1010677164	40	9/01/2023	09/30/2023	
8		BREWFA0487001648	40	9/01/2023	09/30/2023	
9		BREWFA0161696864	40	9/01/2023	09/30/2023	
10		BREWFA0000359904	40	9/01/2023	09/30/2023	
11		BREWFA0803806038	40	9/01/2023	09/30/2023	
12		BREWFA1422879034	40	9/01/2023	09/30/2023	
13		BREWFA0084491168	40	9/01/2023	09/30/2023	
14		BREWFA0637624966	40	9/01/2023	09/30/2023	
15		BREWFA1750062725	40	9/01/2023	09/30/2023	
16		BREWFA1187238615	40	9/01/2023	09/30/2023	
17		BREWFA0172280455	40	9/01/2023	09/30/2023	
18		BREWFA0714471628	40	9/01/2023	09/30/2023	
19		BREWFA0300354399	40	9/01/2023	09/30/2023	
20		BREWFA1942735919	40	9/01/2023	09/30/2023	
21		BREWFA1212014393	40	9/01/2023	09/30/2023	
22		BREWFA1934893369	40	9/01/2023	09/30/2023	



Please note you can edit your voucher once created, but only the quantity of vouchers and the expiry date of the voucher

**PLAY FOOTBALL**