

Creating a Master 'Generic' Promotional PIN

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Quick Steps: PIN Management > PIN Masters > Add

1. Within the Management Console, select **Events** from the top menu, then click on the event
2. Select **Pin Management** from the expanded left menu and then select **Pin Masters**
3. Click **Add** and insert the PIN code, Title, Expiry Date and Time
4. Insert the Discount Value and select whether it is a **Dollar** or **Percentage** value
5. Add the number of units available for use
6. Click **Save**

The screenshot shows the 'PIN Masters (Referees Clinic)' form within the 'Events' management console. The top navigation bar includes 'Home', 'Website', 'Members', 'subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar lists various event management options, with 'PIN Management' highlighted. The main form area contains the following fields:

- PIN Code:** RpopZh4X
- Title:** (empty text field)
- Expiry Date:** 26-Oct-2016
- End Time:** 12:00 AM
- Discount Value:** 0
- Discount Method:** Dollar Percentage
- Units:** 0

There are 'Save' and 'Cancel' buttons at the top and bottom of the form area. The 'TG Events' logo is visible in the bottom left corner of the sidebar.

Additional Notes:

Master Pins allows you to set one PIN that can be used across ALL Entry Types.

As Master Pins allow access to ALL Entry Types, the PIN can only be setup as a Discount PIN.

The units available is counted per transaction rather than per entrant.

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