

Setting Up a Free Postage Campaign

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Quick Steps: Shop > Marketing > Free Postage Campaigns

Free Postage Campaigns allow organisations to set up a campaign that offers free postage to customers based upon their order being over a certain value.

1. Within the Management Console, select **Shop** from the top menu, then **Marketing** from the left menu.

2. Select **Free Postage Campaigns** from the expanded left menu.

3. Click on **Add** at the top of the screen, then complete the information for the campaign, as below:

- **Minimum Order Value** - the order amount at which the free postage will be available to customers.
- **Delivery Area** - whether the offer will be available to both Domestic and International Customers or just one or the other.
- **End Date & Time** - the date and time at which the offer will no longer be available.
- **Start Date & Time** - the date and time on which the offer will begin.

The screenshot shows the 'Promotions' form in the TG Shop Management Console. The form is titled 'Promotions' and has 'Save' and 'Cancel' buttons at the top. The form fields are as follows:

- Minimum Order Value:** 0.00
- Start Date:** 03-Oct-2016
- Start Time:** 11:11 AM
- End Date:** 03-Oct-2016
- End Time:** 11:11 AM
- Delivery Area:** Both, Domestic, International
- Excluded Products:** Apparel, Supporter Tee, Guernsey, Polo

The left sidebar shows the navigation menu with 'Marketing' expanded and 'Free Postage Campaigns' selected. The top navigation bar shows 'Shop' selected. The user is logged in as 'System Administrator'.

4. Once you have completed all relevant details for the campaign, click **Save**.

5. Return to the **Listing** and update the status to **Online**.

Note: If you'd like to offer year-round free postage to customers, just set the end date to a date in the future and remember to update it when required.

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