

Discount Code

The discount code is set up in the Register page “Fee Schedule”

The screenshot shows the CME Web Tracker Register page for a test event on 4/24/2012. The user is John Beklin, MD [10089]. The page displays registration statistics: 4 Registered, 0 Qty, 0 Canceled, \$0.00 Refund, 0 Credited, and \$100.00 Reg Rev. The main form includes fields for Date (6/18/2010), Attendee Type (Other), and Fee (0.00). A dropdown menu for "Find Attendee Type" is open, showing a "Fee Schedule" table with two entries: 822222 (20.00) and Nurse (100.00). The "Nurse" entry is highlighted. Below the table are fields for Refund Date, Refund Amount, and Refund Memo. A "Cancel Registration" checkbox is also present. The "Register/Change" button is visible at the bottom right.

Fee Schedule	
822222	20.00
Nurse	100.00

Click the binoculars in Find attendee type dropdown

1. Type in the discount code you would like to use preceded by an ampersand
 - a. The discount code can be alpha or numeric or combination
2. Click the green plus sign to add this to the dropdown
3. Click OK to add
4. Click to highlight the added selection
5. Click the Red Check to select
6. Select the amount that you would like discounted/deducted from the total
7. If the amount you would like discounted is not in the fee, add that amount to the fee amount dropdown. (Done as above when adding to a dropdown)
8. You now have the amount that you would like to be used as the discount in the fee schedule

Discount Code

1. You will give this code to your users without the ampersand.
2. They will input the code (without the ampersand) in the CME Code box on their online registration form.
3. The discount will be subtracted from their total at payment processing

The screenshot shows a web browser window displaying the "Online Registration Form" on the website <https://cmetracker.net/PUB/doSelectForm>. The browser's address bar and tabs are visible at the top. The page content is organized into several sections:

- Profile Section:** Contains personal and professional information for "Test Person MD".
 - Address: 1234 Some Street, Saint Paul MN 55109, United States
 - Contact: Ph: (333) 333-3333x33333 Fax: support@cmetracker.com
 - Affiliation: Corner
 - Specialty: Something
 - Training Officer/Manager: OUT
 - Department: [Blank]
 - A "Profile" button is located to the right of the affiliation information.
- Registration Fees Section:** Labeled "Registration Fees" and "Required Field".
 - Registration Type: Nurse - 100.00
 - All Fees in US Dollars
 - Affiliate= RH or HP Employee
- Payment Section:** Labeled "Payment".
 - Total Due: **\$100.00**
 - CME Code (if applies): 22222
 - Red text below the code: "your discount will be subtracted from total at payment processing"
 - Payment options:
 - Interdepartment Transfer (xxxxxxxx-xxxxxx): [Blank] 7 digit Cost Center 5 digit Account Unit
 - Online Credit Card Payment: You will be taken to an online, secure payment processing site. (Authorize.net Secure Checkout)
 - Invoice (xxxxxx): [Blank]
 - Instruction: "Click 'Continue' to complete registration."
 - Credit cards accepted: VISA, MasterCard, DISCOVER, AMERICAN EXPRESS