

Creating 'Generic' Promotional PIN for a single Entry Type

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Quick Steps: Entry Types > Edit > Other > Pin > Generic

1. Within the Management Console, select **Events** from the top menu, then click on the event
2. Select **Entry Types** from the expanded left menu
3. Click **Edit** next to the Entry Type you want to create a PIN Code for, and then select the **Other** tab to access the PIN Information
4. Select the **Generic** option
5. Select whether the PIN should be an **Access** or **Discount** PIN

If it is an Access PIN, it will ask you for a Code and then the End Date

If it's a Discount PIN, it will also ask for the amount of discount to be applied. This can be set to a Dollar or Percentage amount

6. Click **Save**

Additional Notes:

Individual Pin Codes for each Entry Type can only be either Access OR Discount, the system will not work correctly if you try to create PIN Codes of both types for an individual Entry Type.

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