

USTA TennisLink: Discount Guide

Table of Contents

Discount Overview	2
Discounts For Tournaments	3
How To Add Coupon Code	3
How To Add Promotional Discount	4
How to Add Fee Schedule	5
How to Add Member Discount	7
Discounts for Leagues	8
Section Level Discounts	8
How To Add Coupon Code	8
How To Add Member Discount	9
How To Add Role Discount	10
How To Add Frequent Play Discount	11
League Level Discounts	13
How To Add Coupon Code	13
How To Add Member Discount	14
How to Add Role Discount	14
How To Add Fee Schedule	15
How To Opt Out of Discounts	17
Discounts for Team Tennis	18
Section Level Discounts	18
How To Add Coupon Code	18
How To Add Member Discount	19
How To Add Role Discount	20
How To Add Frequent Play Discount	21
Program Level Discounts	23
How To Add Coupon Code	23
How To Add Member Discount	24
How To Add Promotional Discount	25
How to Add Role Discount	26
How To Add Fee Schedule	27
How To Opt Out of Discounts	28

USTA TennisLink: Discount Guide

Discount Overview

TennisLink now offers a discount feature that can be used in USTA Tournaments, Leagues and Junior Team Tennis. There are 6 types of discounts available for use:

- Coupon Code
- Role Discount
- Promotional Code
- Fee Schedule
- Member Discount
- Frequent Play

These options will provide discounts or pricing incentives to participants in USTA events. Below is a matrix of which discounts can apply to which applications. This Discount Guide will assist tournament directors and coordinators on how to set up the various discounts available.

Discount Type	League - Section Level	League - League Level	Tournaments - Tournament Level	JTT - Section Level	JTT - Program Level
Coupon	x	x	x	x	x
Role Discount	x	x		x	x
Promotional Discount			x		x
Fee Schedule		x	x		x
Member Discount	x	x	x	x	x
Frequent Play Discount	x			x	

Note: The columns marked with a red x represent an either/or scenario. A discount of this type can only be created once per league/program so it can be created at the Section level or the League/Program level but not both

USTA TennisLink: Discount Guide

Discounts For Tournaments

There are 4 discounts that can be used by a tournament director for their tournament:

- Coupon Code
- Promotional Discount
- Fee Schedule
- Member Discount

How To Add Coupon Code

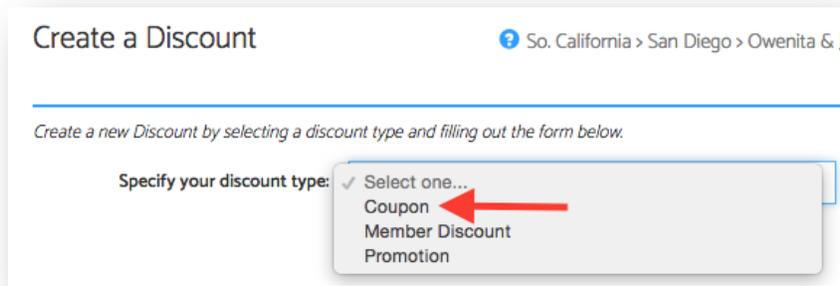
Tournament Directors can use a coupon code to give players a discount when registering for their tournament. This code can have an expiration date, specified number of uses or a combination of both. Coupon codes can also be defined for a specific date range, dollar amount or percentage discount. Follow the steps below to add a Coupon Code to your tournament:

1. Navigate to desired tournament's online sanction form
2. Click **Entry Info** tab
3. Under **Discounts**, click **Add or Manage Discounts**

The screenshot shows the 'Fees' management interface. The 'Entry Information' field contains the text '\$28.00 for first Singles.' To the right of this field is a note: 'The entry information tells the players the Entry Fees and the Event Limits. Note: Info in this box does NOT change the amount the program will charge the player for entry fees.' Below the entry information, the 'Entry Fee Method' is set to 'Flat Fee' and the 'Flat Fee' is set to '25'. The 'Discounts' section is highlighted, and a red arrow points to the 'Add or Manage Discounts' link. Below the discounts section, the 'Miscellaneous Fees' section is visible, with a 'T-Shirt Fee' field.

4. In **Discount Manager**, click **Create**
5. Select **Coupon** discount type

USTA TennisLink: Discount Guide



The screenshot shows the 'Create a Discount' form. At the top, it says 'So. California > San Diego > Owenita & J'. Below that, it says 'Create a new Discount by selecting a discount type and filling out the form below.' The main section is 'Specify your discount type:' with a dropdown menu. The dropdown menu is open, showing four options: 'Select one...', 'Coupon', 'Member Discount', and 'Promotion'. A red arrow points to the 'Coupon' option.

6. Input **Name**
7. Input **Amount**
8. Select **Percent (%)** or **Dollars (\$)**



The screenshot shows the 'Amount:' input field with the value '5'. To the right of the input field is a dropdown menu with two options: 'Percent (%)' and 'Dollars (\$)'. The 'Percent (%)' option is selected.

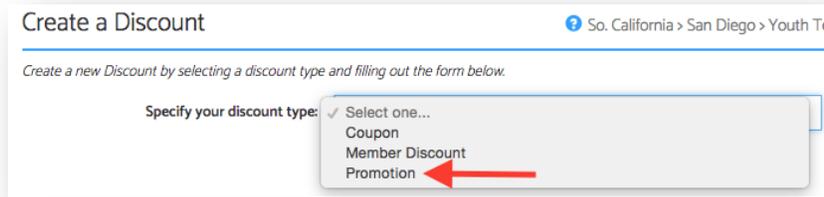
9. Input **Coupon Code**
 - E.g. SUMMER16
10. Input **Description**
11. If desired, input **Expiration Date**
 - **Note:** *None is selected by default. To input specific dates for how long the coupon will be valid for, click the  icon to select a **Start Date and End Date***
12. If desired, input **Max number of uses**
13. Click **Save**

How To Add Promotional Discount

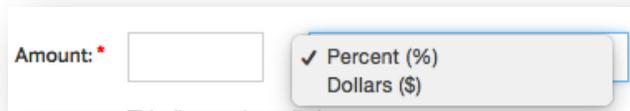
Tournament Directors can use a promotional discount in marketing material to reach any number of players. The promotion discount can be defined for a specific date range or number of registrants. The specific URL will be generated in the Discount Manager and Online Sanction Form after creating the promotion. This registration link can be distributed to players directly. Follow the steps below to create a promotional discount for your tournament:

1. Navigate to tournament's online sanction form
2. Click **Entry Info** tab
3. Under **Discounts**, click **Add or Manage Discounts**
4. In **Discount Manager**, click **Create**
5. Select **Promotion** discount type

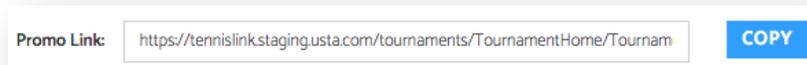
USTA TennisLink: Discount Guide



6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars (\$)**



9. Input **Description**
10. If desired, choose **Expiration Date**
 - **Note:** *None is selected by default. To input specific dates for how long the Promotion will be valid for, click the  icon to select a **Start Date** and **End Date***
11. If desired, input **Max number of uses**
12. Click **Copy** to save promo link



13. Click **Save**

How to Add Fee Schedule

Tournament Directors are limited to a single fee schedule discount per tournament. This allows the tournament director to put in fee deadlines to incentivize players to register early. To add a Fee Schedule discount, follow the steps below:

Note: *The Fee Schedule discount type must be selected from the Entry Fee Method drop down when initially filling out the tournament's online sanction form. If the tournament has already been approved, please contact your Section/District administrator to request this Entry Fee Method update*

1. Navigate to tournament's online sanction form
2. Click **Entry Info** tab
3. Under **Entry Fee Method**, select **Fee Schedule**

USTA TennisLink: Discount Guide

Fees

Entry Information:

The entry information tells the players the Entry Fees and the Event Limits. Note: Info in this box does NOT change the amount the program will charge the player for entry fees.

* Entry Fee Method: Flat Fee
 First/Additional
 By Event
 Fee Table
 Fee Schedule

4. Click **Edit Fee Schedule**
5. In **Fee Schedule** pop-up, input **Dollars** amount

Fee Schedule

Date and Time	Fee
Open Registration Date & Time	<input type="text"/> Dollars

Cancel Continue Add Row

6. Click **Add Row**
7. Click  icon to select **Date** for first fee deadline
8. Input **Time**

Fee Schedule

Date and Time	Fee
Open Registration Date & Time	50 Dollars
09/22/2016 11:59 PM	<input type="text"/> Dollars

Time Format: HH:MM xM format. (i.e. 12:30 AM, 11:59 PM)

Cancel Continue Add Row

9. Input **Dollars** amount
10. To add another fee deadline, repeat steps 6-9

USTA TennisLink: Discount Guide

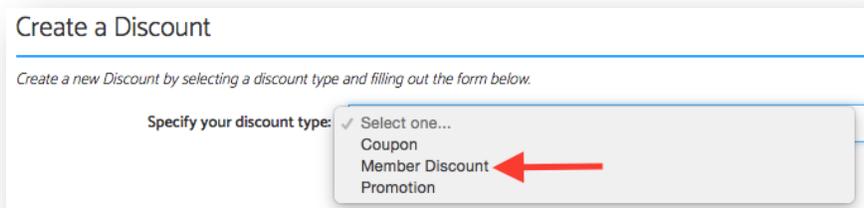
11. Click **Continue** to save Fee Schedule

How to Add Member Discount

Tournament Directors are limited to a single Member Discount per tournament. This discount will automatically apply during checkout for players who are USTA members. The member discount can also include date and time constraints. Follow the steps below to add the Member discount to your event:

Note: *The Member discount is not applied during group or batch registrations*

1. Navigate to tournament's online sanction form
2. Click **Entry Info** tab
3. Under **Discounts**, click **Add or Manage Discounts**
4. In **Discount Manager**, click **Create**
5. Select **Member Discount** type

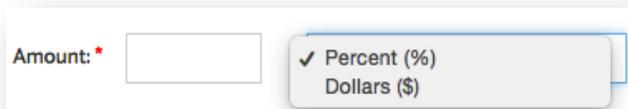


Create a Discount

Create a new Discount by selecting a discount type and filling out the form below.

Specify your discount type: Select one...
Coupon
Member Discount ←
Promotion

6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars (\$)**



Amount: *

Percent (%)
 Dollars (\$)

9. Input **Description**
10. If desired, choose **Expiration Date**
 - **Note:** *None is selected by default. To input specific dates for how long the Promotion will be valid for, click the  icon to select a **Start Date** and **End Date***
11. If desired, input **Max number of uses**
12. Click **Save**

USTA TennisLink: Discount Guide

Discounts for Leagues

Discounts for Leagues can be created at two levels: Section Level and League Level. The Section discounts created at the Section level can be applied to all Districts or specifically selected Districts. This feature allows the same discounts to apply across all Districts/Leagues. The discounts created at the League level can also be applied to all flights or specifically selected flights.

Coupon Code, Member Discount and Role Discounts created at the Section Level by a Coordinator will have the ability to go into the Discount Manager and choose which Districts these discounts apply to. If the discount cascades down to the League level and the League Coordinator wishes to create a different discount, the coordinator can choose to opt out of the Section discount and create their own League Level discount.

Section Level Discounts

There are 4 discounts available to Section League Coordinators:

- Coupon Code
- Member Discount
- Role Discount
- Frequent Play

How To Add Coupon Code

If you are a Section League Coordinator and want to add a Section Level Coupon Code, follow the steps below:

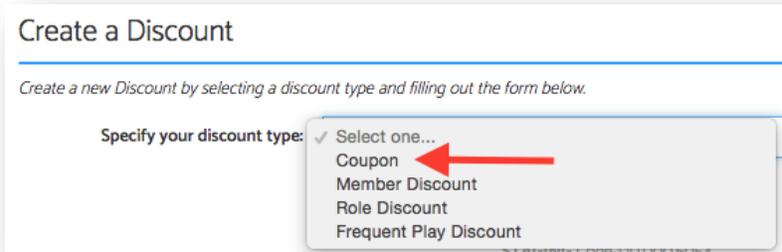
Note: As a Section Coordinator, you will be able to choose which Districts this discount applies to

1. Navigate to **League Tree**
2. Click Section
3. Under **Section Discounts**, click **Add or Manage Discounts**

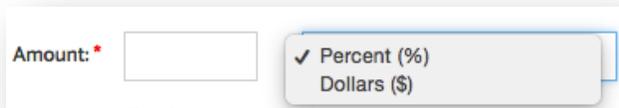


4. In **Discount Manager**, click **Create**
5. Select **Coupon** discount type

USTA TennisLink: Discount Guide



6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars (\$)**



9. Input **Coupon Code** (e.g. League20)
10. Input **Description**
11. If desired, select **Expiration Date**
 - **Note:** *None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date and End Date***
12. If desired, input **Max number of uses**
13. Check boxes for desired Districts
 - **Note:** *The discount will be available to participants for the Districts that you select*
14. Click **Save**

How To Add Member Discount

If you are a Section Coordinator and want to add a USTA Member discount to your Section's Leagues, follow the steps below:

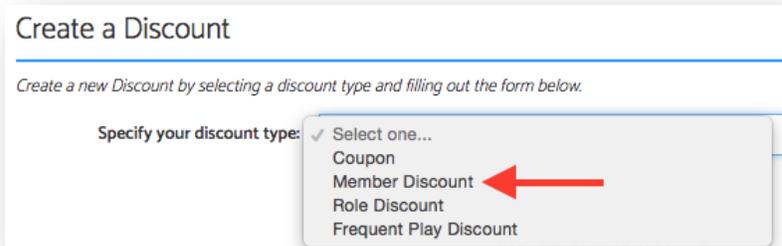
Note: *As a Section Coordinator, you will be able to choose which Districts this discount applies to*

1. Navigate to **League Tree**
2. Click Section
3. Under **Section Discounts**, click **Add or Manage Discounts**

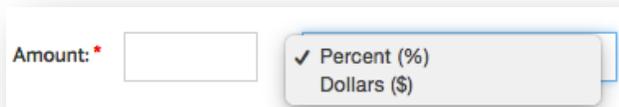
USTA TennisLink: Discount Guide



4. In **Discount Manager**, click **Create**
5. Select **Member Discount** type



6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars (\$)**



9. Input **Description**
10. If desired, select **Expiration Date**
 - **Note:** *None* is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date** and **End Date**
11. If desired, input **Max number of uses**
12. Check boxes for desired Districts
 - **Note:** *The discount will be available to participants for the Districts that you select*
13. Click **Save**

How To Add Role Discount

If you are a Section Coordinator and want to add a Role Discount for the Captains' to your Section's Leagues, follow the steps below:

Note: *As a Section Coordinator, you will be able to choose which Districts this discount applies to*

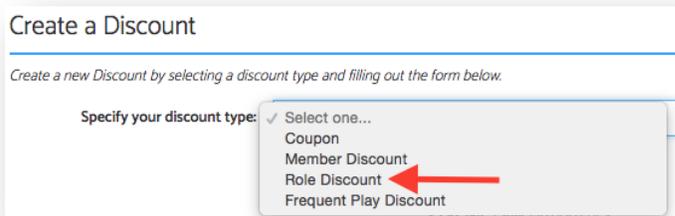
1. Navigate to **League Tree**

USTA TennisLink: Discount Guide

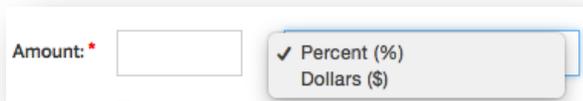
2. Click Section
3. Under **Section Discounts**, click **Add or Manage Discounts**



4. In **Discount Manager**, click **Create**
5. Select **Role Discount** type



6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars (\$)**



9. Input **Description**
10. If desired, select **Expiration Date**
 - **Note:** *None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date** and **End Date***
11. If desired, input **Max number of uses**
12. If desired, check box **Limit to one role per Team**
13. Check boxes for desired Districts
 - **Note:** *The discount will be available to participants for the Districts that you select*
14. Click **Save**

How To Add Frequent Play Discount

If you are a Section League Coordinator and want to add a Frequent Play Discount to your Section's Leagues, please follow the steps below:

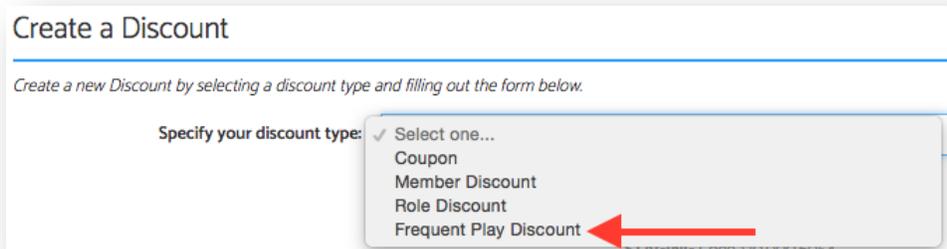
Note: *This discount and registrations towards this discount apply to **all** Leagues in this Section*

USTA TennisLink: Discount Guide

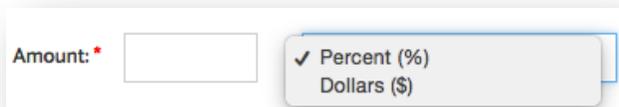
1. Navigate to **League Tree**
2. Click **Section**
3. Under **Section Discounts**
4. Click **Add or Manage Discounts**



5. In **Discount Manager**, click **Create**
6. Select **Frequent Play Discount** type



7. Input **Name**
8. Input **Amount**
9. Choose **Percent (%)** or **Dollars (\$)**



10. Input **Description**
11. If desired, select **Expiration Date**
 - **Note:** *Championship Year 2016 is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date** and **End Date***
12. If desired, input **Max number of uses**
13. Input number for **Automatically apply discount on**
14. If desired, check **Repeat Discount at this interval** box
15. Click **Save**

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League Level Discounts

There are 4 discounts available to League Coordinators at the League Level:

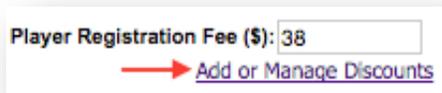
- Coupon Code
- Member Discount
- Role Discount
- Fee Schedule

Note: Updates to discounts at the League level are League specific. Opting out or adding a new discount will need to be done for each desired league

How To Add Coupon Code

If you are a League Coordinator and want to add your own coupon code specific to your league, follow the steps below:

1. Navigate to **League Tree**
2. Drill down to desired League
3. Under **Player Registration Fee (\$)**, click **Add or Manage Discounts**



- **Note:** In **Discount Manager**, if there is already a **Coupon** code check the **Opt-Out** box

NAME	TYPE	AMOUNT	START DATE	END DATE	DESCRIPTION	USES	MAX	OPT-OUT
10% off coupon	Coupon *	10 %			10% off coupon for your registration	0	Unlimited	<input type="checkbox"/>

4. Click **Create**
5. Select **Coupon** discount type
6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars (\$)**
9. Input **Coupon Code**
10. Input **Description**
11. If desired, select **Expiration Date**

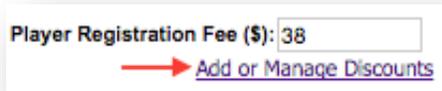
USTA TennisLink: Discount Guide

- **Note:** None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date and End Date**
12. If desired, input **Max number of uses**
 13. Click **Save**

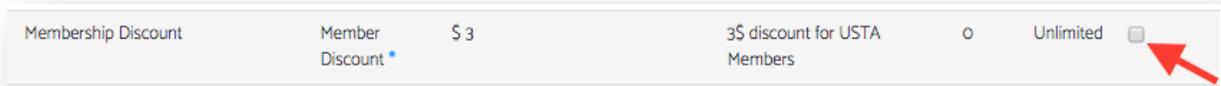
How To Add Member Discount

If you are a League Coordinator and want to add your own member discount that is specific to your league, follow the steps below:

1. Navigate to **League Tree**
2. Drill down to desired League
3. Under **Player Registration Fee (\$)**, click **Add or Manage Discounts**



- **Note:** In **Discount Manager**, if there is already a **Member Discount** check the **Opt-Out** box



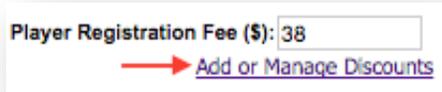
4. Click **Create**
5. Select **Member Discount** type
6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars (\$)**
9. Input **Description**
10. If desired, select **Expiration Date**
 - **Note:** None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date and End Date**
11. If desired, input **Max number of uses**
12. Click **Save**

How to Add Role Discount

If you are a League Coordinator and want to add a role discount for the Captains in your league, follow the steps below:

USTA TennisLink: Discount Guide

1. Navigate to **League Tree**
2. Drill down to desired League
3. Under **Player Registration Fee (\$)**, click **Add or Manage Discounts**



- **Note:** In *Discount Manager*, if there is already a **Role Discount** check the **Opt-Out** box



4. Click **Create**
5. Select **Role Discount** type
6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars (\$)**
9. Input **Description**
10. If desired, select **Expiration Date**
 - **Note:** *None* is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date** and **End Date**
11. If desired, input **Max number of uses**
12. If desired, check **Limit to one role per Team** box
13. Click **Save**

How To Add Fee Schedule

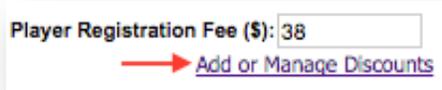
If you are a League Coordinator and want to add a Fee Schedule type discount for your league, follow the steps below:

Note: *The fee schedule will be applied to all flights within the League*

Note: *The values defined in the fee schedule will supersede the fee defined in the Player Registration Fee field*

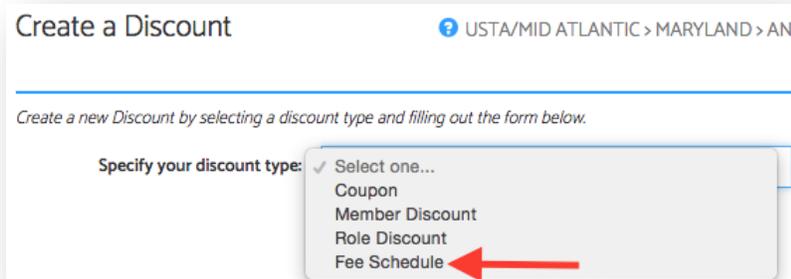
1. Navigate to **League Tree**
2. Drill down to desired League
3. Under **Player Registration Fee (\$)**, click **Add or Manage Discounts**

USTA TennisLink: Discount Guide



Player Registration Fee (\$): 38
→ [Add or Manage Discounts](#)

4. Click **Create**
5. Select **Fee Schedule** discount type

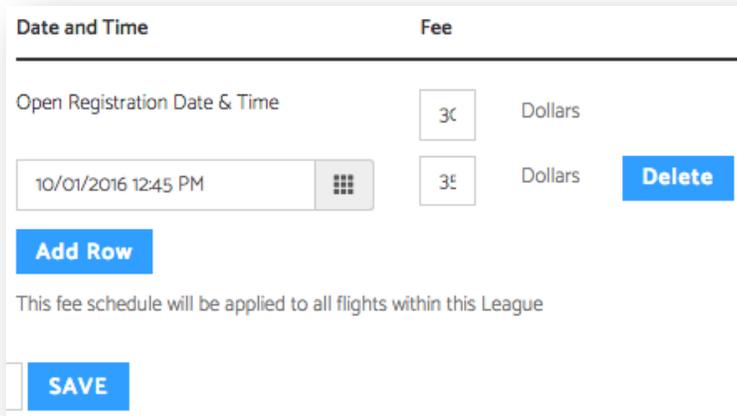


Create a Discount USTA/MID ATLANTIC > MARYLAND > ANI

Create a new Discount by selecting a discount type and filling out the form below.

Specify your discount type: Select one...
 Coupon
 Member Discount
 Role Discount
 Fee Schedule

6. Input **Name**
7. Next to **Open Registration Date & Time**, enter **Fee**
8. Click  icon to select date and time for fee deadline
9. Next to deadline, input **Fee**
10. If desired, click **Add Row**
11. Follow steps 8-9 above to add another fee deadline
12. When finished, click **Save**



Date and Time	Fee
Open Registration Date & Time	30 Dollars
10/01/2016 12:45 PM 	30 Dollars Delete

[Add Row](#)

This fee schedule will be applied to all flights within this League

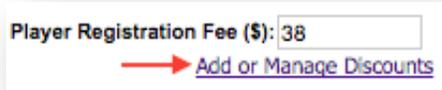
[SAVE](#)

USTA TennisLink: Discount Guide

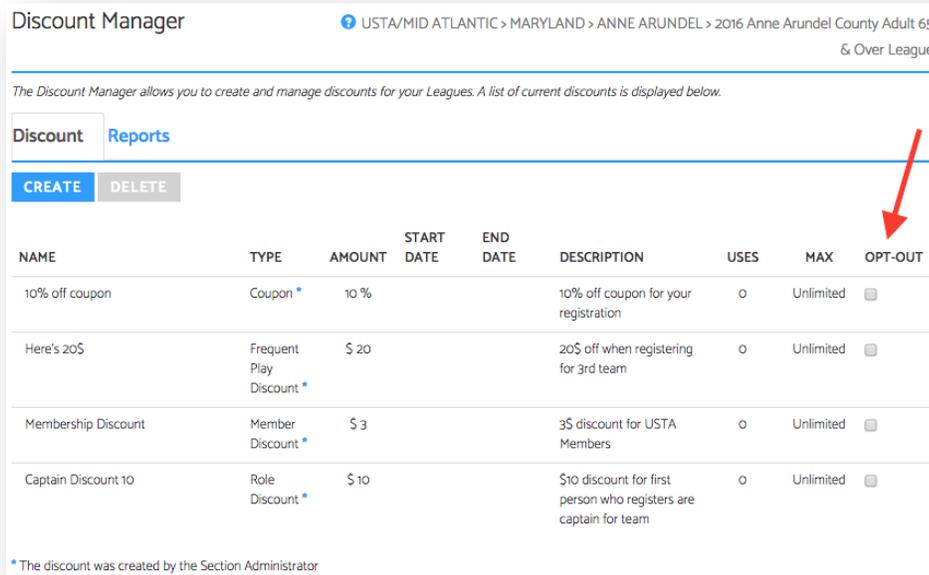
How To Opt Out of Discounts

If you are a League Coordinator and want to Opt-Out of Section created discounts, follow the steps below:

1. Navigate to **League Tree**
2. Drill down to desired League
3. Under **Player Registration Fee (\$)**, click **Add or Manage Discounts**



4. In **Discount Manager**, check **Opt-Out** box(s) for desired discounts



5. Close browser
6. Refresh League Tree

USTA TennisLink: Discount Guide

Discounts for Team Tennis

Similar to Leagues, the Team Tennis discounts are created at the Section and Program Level. There are 4 discounts available to Section Coordinators:

- Coupon Code
- Member Discount
- Role Discount
- Frequent Play

The discounts created at the Section level can be applied to all Districts or specifically selected Districts. The discounts created at the Program level can also be applied to all flights or specifically selected flights.

Coupon Code, Member Discount and Role Discounts created at the Section Level by a Section Coordinator will have the ability to choose which Districts these discounts apply to. If the discount cascades down to the Program level and the Program Coordinator wishes to create a different discount, the coordinator can choose to opt out of the Section discount and create their own Program level discount.

Section Level Discounts

How To Add Coupon Code

If you are a Section Coordinator and want to add a coupon code that applies to your Section's programs, follow the steps below:

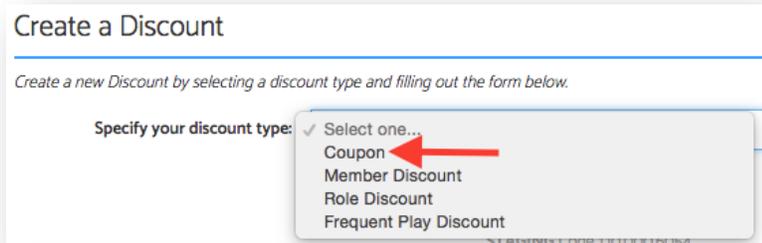
Note: *As a Section Coordinator, you will be able to choose which Districts this discount applies to*

1. Navigate to JTT Section Settings
2. Under **Discounts**, click **Add or Manage Discounts**



3. In **Discount Manager**, click **Create**
4. Select **Coupon** discount type

USTA TennisLink: Discount Guide

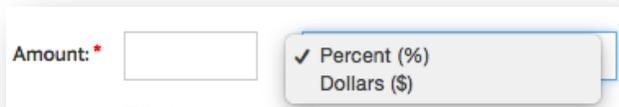


Create a Discount

Create a new Discount by selecting a discount type and filling out the form below.

Specify your discount type: Select one...
 Coupon
 Member Discount
 Role Discount
 Frequent Play Discount

5. Input **Name**
6. Input **Amount**
7. Choose **Percent (%)** or **Dollars (\$)**



Amount: *

Percent (%)
 Dollars (\$)

8. Input **Coupon Code**
9. Input **Description**
10. If desired, select **Expiration Date**
 - **Note:** None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date** and **End Date**
11. If desired, input **Max number of uses**
12. Check boxes for desired Districts
 - **Note:** The discount will be available to participants for the Districts that you select
13. Click **Save**

How To Add Member Discount

If you are a Section Coordinator and want to add a member discount that applies to your Section's programs, follow the steps below:

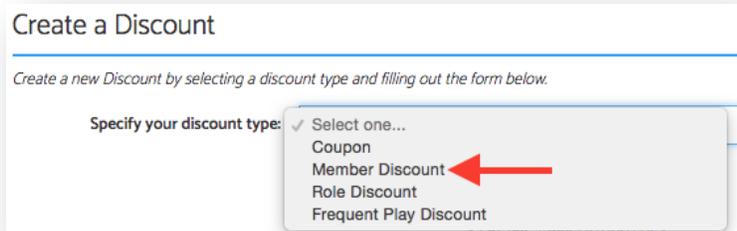
Note: As a Section Coordinator, you will be able to choose which Districts this discount applies to

1. Navigate to JTT Section Settings
2. Under **Discounts**, click **Add or Manage Discounts**

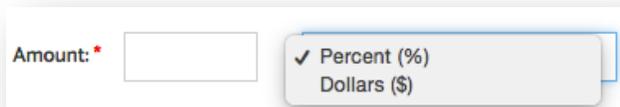
USTA TennisLink: Discount Guide



3. In **Discount Manager**, click **Create**
4. Select **Member Discount** type



5. Input **Name**
6. Input **Amount**
7. Choose **Percent (%)** or **Dollars (\$)**



8. Input **Description**
9. If desired, select **Expiration Date**
 - **Note:** *None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date** and **End Date***
10. If desired, input **Max number of uses**
11. Check boxes for desired Districts
 - **Note:** *The discount will be available to participants for the Districts that you select*
12. Click **Save**

How To Add Role Discount

If you are a Section Coordinator and want to add a role discount that applies to your Section's programs, follow the steps below:

Note: *As a Section Coordinator, you will be able to choose which Districts this discount applies to*

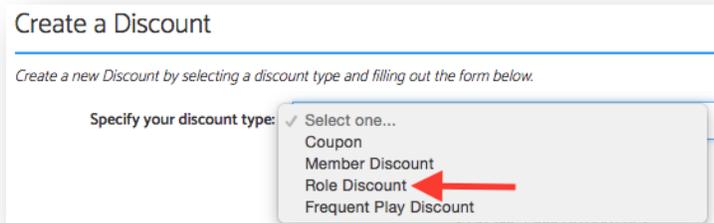
1. Navigate to JTT Section Settings

USTA TennisLink: Discount Guide

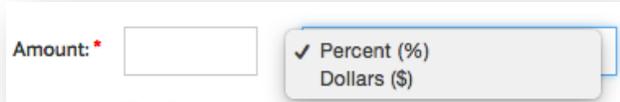
2. Under **Discounts**, click **Add or Manage Discounts**



3. In **Discount Manager**, click **Create**
4. Select **Role Discount** type



5. Input **Name**
6. Input **Amount**
7. Choose **Percent (%)** or **Dollars (\$)**



8. Input **Description**
9. If desired, select **Expiration Date**
 - **Note:** *None* is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date** and **End Date**
10. If desired, input **Max number of uses**
11. If desired, check **Limit to one role per Team** box
12. Check boxes for desired Districts
 - **Note:** *The discount will be available to participants for the Districts that you select*
13. Click **Save**

How To Add Frequent Play Discount

If you are a Section Coordinator and want to add a frequent play discount that applies to your Section's programs, follow the steps below:

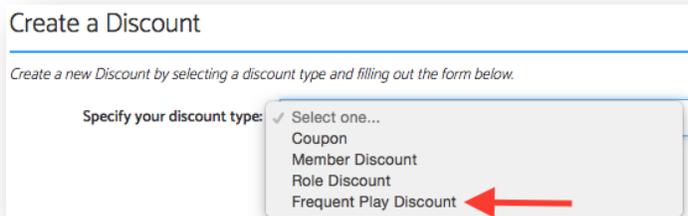
1. Navigate to JTT Section Settings

USTA TennisLink: Discount Guide

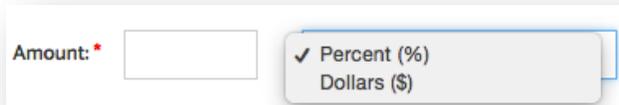
2. Under **Discounts**, click **Add or Manage Discounts**



3. In **Discount Manager**, click **Create**
4. Select **Frequent Play Discount** type



5. Input **Name**
6. Input **Amount**
7. Choose **Percent (%)** or **Dollars (\$)**



8. Input **Description**
9. If desired, select **Expiration Date**
 - **Note:** *Championship Year 2016 is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date** and **End Date***
10. If desired, input **Max number of uses**
11. Input number for **Automatically apply discount on** (e.g. apply discount on 3rd or 4th registration)
12. If desired, check **Repeat Discount at this interval** box
13. Click **Save**

USTA TennisLink: Discount Guide

Program Level Discounts

There are 4 discounts available to Program Coordinators at the Program level:

- Coupon Code
- Member Discount
- Promotional Discount
- Role Discount
- Fee Schedule

Note: Updates to discounts at the Program level are program specific. Opting out or adding a new discount will need to be done for each desired program

How To Add Coupon Code

If you are a Program Coordinator and want to add your own coupon code specific to your program, follow the steps below:

1. Navigate to Program
2. Under **Administration**, click **Modify Program**
3. Click **Detail & Divisions** tab
4. Under **Discounts**, click **Add or Manage Discounts**



- **Note:** In **Discount Manager**, if there is already a **Coupon** code check the **Opt-Out** box

NAME	TYPE	AMOUNT	START DATE	END DATE	DESCRIPTION	USES	MAX	OPT-OUT
10% off coupon	Coupon *	10 %			10% off coupon for your registration	0	Unlimited	<input type="checkbox"/>

5. Click **Create**
6. Select **Coupon** discount type
7. Input **Name**
8. Input **Amount**
9. Choose **Percent (%)** or **Dollars (\$)**
10. Input **Coupon Code**

USTA TennisLink: Discount Guide

11. Input **Description**
12. If desired, select **Expiration Date**
 - **Note:** *None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date and End Date***
13. If desired, input **Max number of uses**
14. Click **Save**

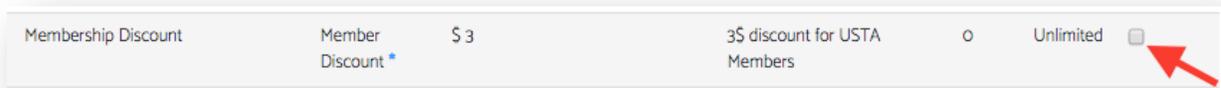
How To Add Member Discount

If you are a Program Coordinator and want to add your own member discount that is specific to your program, follow the steps below:

1. Navigate to Program
2. Under **Administration**, click **Modify Program**
3. Click **Detail & Divisions** tab
4. Under **Discounts**, click **Add or Manage Discounts**



- **Note:** *In **Discount Manager**, if there is already a **Member Discount** check the **Opt-Out** box*



13. Click **Create**
14. Select **Member Discount** type
15. Input **Name**
16. Input **Amount**
17. Choose **Percent (%)** or **Dollars (\$)**
18. Input **Description**
19. If desired, select **Expiration Date**
 - **Note:** *None is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date and End Date***
20. If desired, input **Max number of uses**
21. Click **Save**

USTA TennisLink: Discount Guide

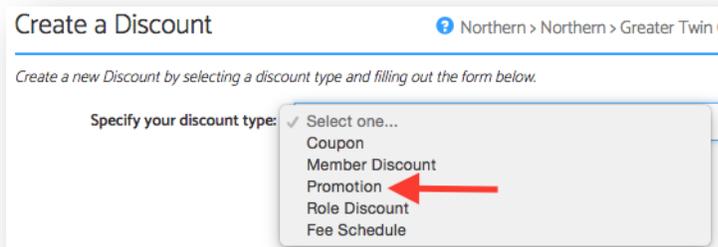
How To Add Promotional Discount

If you are a Program Coordinator and want to add a promotional discount for you program, follow the steps below:

1. Navigate to Program
2. Under **Administration**, click **Modify Program**
3. Click **Detail & Divisions** tab
4. Under **Discounts**, click **Add or Manage Discounts**



5. Select **Promotion** discount type



6. Input **Name**
7. Input **Amount**
8. Choose **Percent (%)** or **Dollars (\$)**
9. Input **Description**
10. If desired, select **Expiration Date**
 - **Note:** *None* is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date** and **End Date**
11. If desired, input **Max number of uses**
12. Click **Copy** to save promo link



13. Click **Save**

USTA TennisLink: Discount Guide

How to Add Role Discount

If you are a Program Coordinator and want to add a role discount for the Captains in your program, follow the steps below:

1. Navigate to Program
2. Under **Administration**, click **Modify Program**
3. Click **Detail & Divisions** tab
4. Under **Discounts**, click **Add or Manage Discounts**



- **Note:** In **Discount Manager**, if there is already a **Role Discount** check the **Opt-Out** box

Captain Discount 10	Role Discount *	\$ 10	\$10 discount for first person who registers are captain for team	0	Unlimited	<input type="checkbox"/>
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14. Click **Create**
15. Select **Role Discount** type
16. Input **Name**
17. Input **Amount**
18. Choose **Percent (%)** or **Dollars (\$)**
19. Input **Description**
20. If desired, select **Expiration Date**
 - **Note:** *None* is selected by default. If you want to input specific dates, click **Specify Start and End Dates** then click the  icon to input a **Start Date** and **End Date**
21. If desired, input **Max number of uses**
22. If desired, check **Limit to one role per Team** box
23. Click **Save**

USTA TennisLink: Discount Guide

How To Add Fee Schedule

If you are a Program Coordinator and want to add a Fee Schedule type discount for your program, follow the steps below:

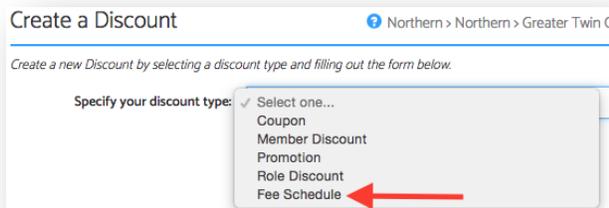
Note: The fee schedule will be applied to all flights within this program

Note: The values defined in the fee schedule will supersede the fee defined in the Divisions Fee field

1. Navigate to Program
2. Under **Administration**, click **Modify Program**
3. Click **Detail & Divisions** tab
4. Under **Discounts**, click **Add or Manage Discounts**



5. Click **Create**
6. Select **Fee Schedule** discount type



7. Input **Name**
8. Next to **Open Registration Date & Time**, enter **Fee**
9. Click  icon to select date and time for fee deadline
10. Next to deadline, input **Fee**
11. If desired, click **Add Row**
12. Follow steps 8-9 above to add another fee deadline
13. When finished, click **Save**

USTA TennisLink: Discount Guide

The screenshot shows a configuration window with two tabs: "Date and Time" and "Fee". Under the "Fee" tab, there are two rows of fee entries. Each row has a text input for "Open Registration Date & Time", a numeric input for the amount, and a dropdown for the unit (currently set to "Dollars"). The first row has "10/01/2016 12:45 PM" in the date field and "30" in the amount field. The second row has "30" in the amount field and a "Delete" button to its right. Below the rows is an "Add Row" button. At the bottom of the window, there is a "SAVE" button and a note: "This fee schedule will be applied to all flights within this League."

How To Opt Out of Discounts

If you are a Program Coordinator and want to Opt-Out of Section created discounts, follow the steps below:

1. Navigate to Program
2. Under **Administration**, click **Modify Program**
3. Click **Detail & Divisions** tab
4. Under **Discounts**, click **Add or Manage Discounts**



5. In **Discount Manager**, check **Opt-Out** box(s) for desired discounts

The screenshot shows the "Discount Manager" interface. At the top, it says "USTA/MID ATLANTIC > MARYLAND > ANNE ARUNDEL > 2016 Anne Arundel County Adult 65 & Over League". Below this is a description: "The Discount Manager allows you to create and manage discounts for your Leagues. A list of current discounts is displayed below." There are two tabs: "Discount" and "Reports". Below the tabs are "CREATE" and "DELETE" buttons. The main part of the interface is a table with the following columns: NAME, TYPE, AMOUNT, START DATE, END DATE, DESCRIPTION, USES, MAX, and OPT-OUT. A red arrow points to the "OPT-OUT" column header. The table contains four rows of discount information.

NAME	TYPE	AMOUNT	START DATE	END DATE	DESCRIPTION	USES	MAX	OPT-OUT
10% off coupon	Coupon *	10 %			10% off coupon for your registration	0	Unlimited	<input type="checkbox"/>
Here's 20\$	Frequent Play Discount *	\$ 20			20\$ off when registering for 3rd team	0	Unlimited	<input type="checkbox"/>
Membership Discount	Member Discount *	\$ 3			3\$ discount for USTA Members	0	Unlimited	<input type="checkbox"/>
Captain Discount 10	Role Discount *	\$ 10			\$10 discount for first person who registers are captain for team	0	Unlimited	<input type="checkbox"/>

* The discount was created by the Section Administrator

6. Close browser
7. Refresh League Tree