

## 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 a summary of registrations (4 Registered, 0 Qty, 0 Canceled) and financials (\$0.00 Refund, 0 Credited, \$100.00 Reg Rev). The main form includes fields for Date (6/18/2010), Attendee Type (Other), and Fee (0.00). A "Fee Schedule" dropdown menu is open, showing a list of codes and amounts: 822222 (20.00) and Nurse (100.00). The "Nurse" option is highlighted. The page also includes a "Cancel Registration" section with fields for Refund Date, Refund Amount, and Refund Memo. A "Register/Change" button is visible at the bottom right.

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. Phone: (333) 333-3333x33333. Fax: support@cmetracker.com.
  - Affiliation: Corner, Specialty: Something, Training Officer/Manager: OUT, Department.
  - A 'Profile' button is located to the right of the affiliation information.
- Registration Fees Section:** Labeled 'Registration Fees' and 'Required Field'.
  - 'Registration Type' dropdown menu is set to 'Nurse - 100.00'.
  - Text: 'All Fees in US Dollars' and 'Affiliate= RH or HP Employee'.
- Payment Section:** Labeled 'Payment'.
  - 'Total Due' is displayed as '\$100.00'.
  - 'CME Code (if applies)' field contains '22222'.
  - A red note states: 'your discount will be subtracted from total at payment processing'.
  - Payment options include:
    - Interdepartment Transfer (xxxxxxxx-xxxxxx): [input field] (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): [input field]
  - Text: 'Click "Continue" to complete registration.'
  - Text: 'Credit cards accepted:' followed by logos for VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS.

The browser's status bar at the bottom indicates 'Unknown Zone (Mixed) | Protected Mode: Off' and a zoom level of 100%.