

Theme Nights

Can be used to create special group rates on tickets or merchandise for groups that you offer discounts to. Each group will have its own user name and password so that members can log in and make purchases at their group rate.

Groups Tab

You will want to set up your groups before you set up individual users.

Creating a Group

1. Click on New at the top.
2. Enter the Group Name (i.e. Boy Scouts of America)
3. Select the category that they will be purchasing from. (The way Theme Nights works is that you will create special categories that are only used for Theme Night customers. You will then link the specific category to the appropriate group. So you will need separate categories for your different groups.)
4. Create a Welcome Message. This is what the Theme Night users will see when they log in to the Theme Nights page.
5. Contact Name – enter the contact for the group as a whole (for internal use only)
6. Enter the address, city, state, zip, and phone number as needed (for internal use only).
7. Comments – you can post any additional information or notes about this group
8. Save.

Users Tab

Creating a new User

1. Click on New at the top. (Users would be like Troop 191 of the Boy Scouts of America group. They are smaller groups within a big group. You may have multiple users in a group, or you may just have one user within a group.)
2. Create the username and password, and select the applicable Group.
3. Enter the contact name, address, city, state, zip and phone number (for internal use only.) This would be the contact for Troop 191 as opposed to the contact for the Boy Scouts of America as a whole.
4. Comments – you can post any additional information or notes about this group.
5. Save.