

FAQ: YEARBOOK ORDER CENTER UPGRADES

YEARBOOK DISCOUNT CODES

1. What are discount codes?

Through a new addition to eBusiness and Yearbook Order Center, schools can offer discounts on yearbooks and ads purchased online through the Yearbook Order Center.

2. How does it work?

The adviser sets up the discount code in eBusiness, gives the buyer the code and then the buyer enters the code at checkout.

3. Is there a service fee?

No, it's free.

4. Who is eligible?

All schools that sell yearbooks and ads on Yearbook OrderCenter.com are eligible for this service.

5. What items are eligible for discounts?

Yearbooks and ads are eligible for discounts determined by the school. Other accessories such as magnets, ad prints or YearbookSafe are not eligible for discounts.

6. Can a school opt-out or discontinue use of discount codes?

Even after the adviser begins using a discount code, they can discontinue using that discount at any time. Purchasers who try to use a deactivated code will get a message that the code is not active. If the discount code has not been used by any purchaser (as tracked in eBusiness), the adviser can simply delete the code in the system.

7. What will schools be responsible for?

If schools choose the discount code service, they will be responsible for creating, managing and communicating discount codes to students/parents/faculty as they deem eligible. The system does not verify the eligibility of the purchaser and will honor anyone who uses the code issued by the school.

8. What tools do schools have to track the financials?

Just as in current set up, eBusiness will provide visibility into discounted financials like recorded sales, monies collected, monies due and net projected revenue.

HOW DISCOUNT CODES WORK

- In eBusiness, the adviser creates discount codes in the Setup Sales area.
- The discount codes can be either be percentage based or dollar based. (So, 10% off or \$10 off.)
- The amount or percentage of the discount is the adviser's choice, but the discount cannot result in a zero-dollar transaction for a yearbook purchase. Discount codes for ads cannot result in less than \$1.50 USD.
- Separate discount codes must be created for yearbook sales and ad sales. The same discount code cannot be used for both.
- Any number of discount codes can be created based on the school's need. But, we recommend that advisers plan ahead and use them carefully.
- A discount code can be edited or changed as long as it has not been used by any purchaser.
- The adviser can deactivate the code by editing the dates it is available or unchecking the Active box.

9. Is this applicable to schools in Canada?

Yes, this is applicable for schools in Canada and the United States.

10. Are discount codes supported on phone-in orders or in-school sales?

Discount codes can be added at checkout on YearbookOrderCenter.com or by the school as in-school sales are added in eBusiness. However, if a customer calls the YOC service team to purchase, they will not be able to use the discount code.