

1. Decide the full extent of the discount by filling in this sentence:

The customer will get _____ on _____ by/because/during _____ except for _____

examples: the customer will get 10% off on jewelry during February except for those with collectors tags

the customer will get 100% off on shipping during feb by ordering over \$150 except for outside US

the customer will get \$5 off on orders by ordering the book of the month

2. Go to the discount rules page and create new
3. Choose the discount type based on the underlined portion of your sentence
 1. If you choose Free shipping, you will only see the rules section next, not the filter or discount
4. Change your **filter** to match the green section of your sentence – is it just one item, all items, etc
5. Change your **discount** to match the blue
6. Change the **rules** to match the yellow/red sections of your sentence