Team Fee Scholarship Best Practices With COUPON CODES (updated 2024)
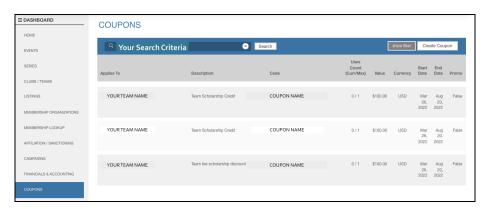
Definition:

- Teams may give a selected athlete or coach scholarship dollars to participate with their team. The team scholarship is not associated with Scholarships that MCA might grant.
- A Team Administrator defines a Coupon Code for a scholarship recipient. The registrant enters the Coupon code at checkout, then applies the code, to reduce the the amount owing for registration. MCA and Team Coupon codes can be used together for a registration.
- SUGGESTED LANGUAGE TO PROVIDE TO THE ATHLETE: Registration with a scholarship coupon must be completed within 30 days from award. If registration is not complete by then, a new scholarship may need to be applied for, but is not guaranteed to be awarded. The scholarship should only be used for the student-athlete it was created for.
- *Note: COUPONS CANNOT BE DELETED. If you created one in error, and you have not used it, you can rename it or save it for future use.*

Add & Manage Your Coupons

In CCN, on the Team's Dashboard, select 'Coupons'.

- Select a Coupon to view or Alter the terms.
- Select 'Create Coupon' to add one.

Coupon Setup

- The team will create a coupon code for a single recipient.
- Applies to: Select Event/Club
- Your Event Club: Select Your team Name

This naming convention prevents duplicates, and ensures searchable names for coupons, as the list of coupons grows year after year. A team sees only their own coupon codes, but all are visible to MCA Admins.

● The Code or Name should be short but recognizable and easy to enter at checkout
● Start with a 2 digit Year
● Add a Team Short Name or Abbreviation
● Add an Abbreviation for Purpose (Scholarship, etc.)
● Add a sequencing code
   o Example: 22-ATEAM-SCH-01: Year/Team Name/Scholarship/ Sequence Nbr or Similar

Value: The coupon value should be a Dollar Amount (US$) to ensure a certain value is not exceeded.

Dates: (SUGGESTED) Registration with a scholarship coupon code should be completed within 30 days from award. If registration is not complete, a new scholarship will need to be applied for and is not guaranteed to be awarded. The scholarship should only be used for the student-athlete it was created for.

Description: Enter a brief description for the coupon's usage that will appear on the registration receipt.

Example: 2022 Team Fee Scholarship for (Athlete's Name)

Team Reports with Coupon Codes.

Detailed Usage Report: CCN Team Dashboard >> Registration Reports >> 'Complete Registration w/ Membership Info'