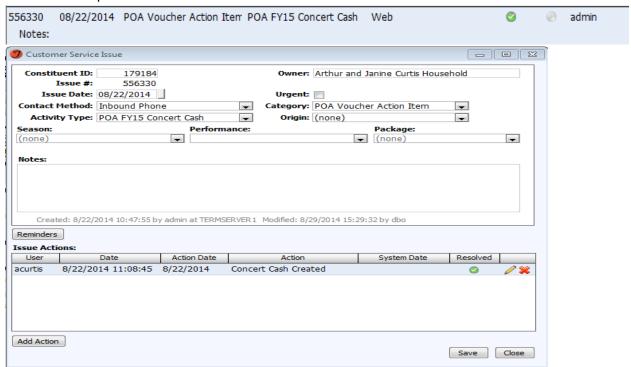# POA Procedure – Concert Cash

1. Patrons are able to buy a CYO6 or a fixed package (excluding Sunday packages) and get $50 in "Concert Cash" for each subscription seat they purchase to use towards any future POA performance. This will be good towards any concert that occurs during the 2015-2016 year (up to June 30, 2016). This promotion is not applicable for CYO4, CYO5, or Sunday packages.
2. **The promo code is CONCERTCASH. When processing a Concert Cash order, please use source code number 41930.**
3. There is no special price type associated with the Concert Cash promo. Use the price type you would normally use.
4. Click the Money Bag and process as normal.
5. After processing a CSI will automatically generate for that order overnight and a Concert Cash voucher will be sent out to the patron.

How to Redeem a Concert Cash Voucher

1. Proceed with order as normal.
2. Click the Money Bag and process similar to a Gift Certificate purchase.
3. **Payment Method: $50.00 to POA Concert Cash – GC and enter Concert Cash voucher number.**
4. Select insert and complete transaction with proper payment method.
5. Authorize, select "OK" and select "Done" to complete the order.

How to Generate Concert Cash Vouchers – for Leads and reps only!

1. Enter the Patron ID# into a new order.
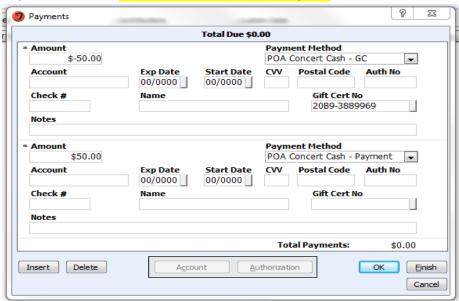2. Enter source 28962.
3. Choose a delivery method: US Mail.
4. Enter Category: Mail
5. **MOS: POA-TP Subs Serv**
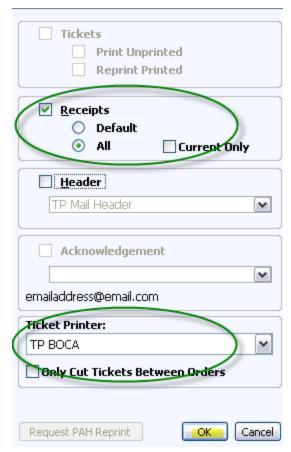6. **Payment Method: $-50.00 to POA Concert Cash – GC**
7. **Payment Method: $50 to POA Concert Cash - Payment**

8. Do this for each subscription in the applicable order.
9. Select OK to return to the order, enter a note "Concert Cash" along with number of vouchers crerated..
10. **Click on** Print Order
11. Print out the vouchers on the **BOCA printer** using these parameters, and click 'ok'

12. Take vouchers and stuff with letter in a POA envelope.