

Creating gift cards in Gift Card Manager

Gift Card Manager

ESTIMATED TIME 5 minutes

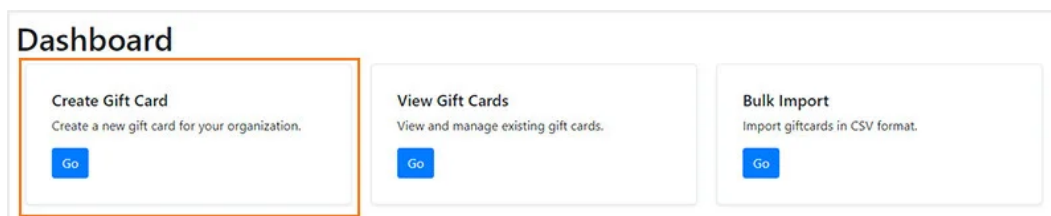
Gift Card Manager loads funds onto a code that can then be spent at the POS. The code can come from somewhere else — printed on a physical card, or issued by a purchase app — or you can have Gift Card Manager generate one. Throughout this guide, gift card covers gift vouchers too: both are the same thing, a code carrying a balance.

Before you start

- A sign-in for the Gift Card Manager portal at <https://giftcard.triniteq.com>.
- The gift card code, if the cards were printed or issued somewhere else.

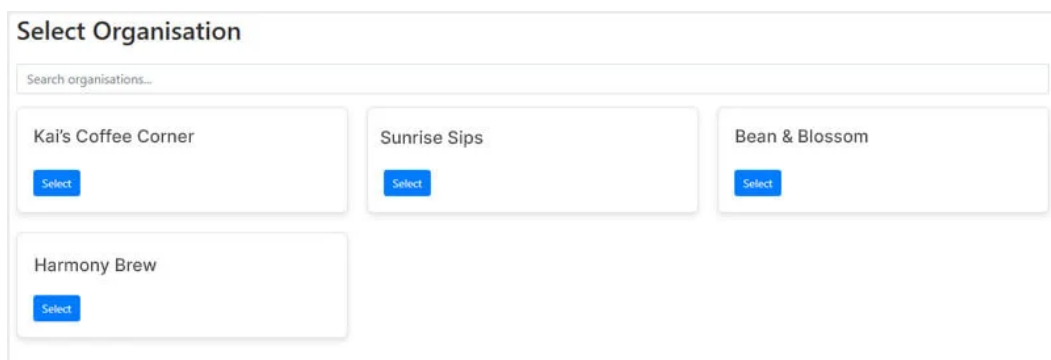
1 Sign in and start a gift card

Open giftcard.triniteq.com and select **Create Gift Card**.



2 Choose the organisation

Select the organisation the gift card belongs to.



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Create the card

There are two ways to go from here. A **preloaded** card carries a set value — \$50 or \$100, say — and can be used the moment it is created. A **registered** card carries no value yet; it is activated and loaded at the POS when somebody buys it.

To preload it, enter the gift card code or select **Generate** for a new one, add the value, choose the type, add any notes such as a name or email address, and select **Create Gift Card**.

To register it instead, enter or generate the code, choose the type, and select **Create Gift Card**. Its status will read *Not Yet Valid* until it is activated and topped up on the POS.

Number	Type	Status	Activation	Expiry	Starting (\$)	Current (\$)
9987642	Electronic	Valid	2024-07-26	2027-07-26	\$1.00	\$0.00
998765	Electronic	Not Yet Valid	2024-07-26	2027-07-26	\$0.00	\$0.00
CBOQGKCM	Physical	Valid	2024-07-26		\$50.00	\$15.00

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Phone **1300 784 276**

Email **support@triniteq.com**

Our support team is here to help.