

Gift Cards

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SELL GIFT CARD

1. Find or add member
2. Hover over "Offerings" > Click "Gift Cards" from drop down menu
3. Click "Add"
4. Enter gift card number and amount
5. Click "Add" and follow regular process for a [New Registration](#)

REDEEM GIFT CARD

1. Find or add member
2. Click "Payment Methods"
3. Click "Redeem Gift Card"
4. Enter gift card number
5. Click "Redeem"
6. Gift card balance will be available as a payment method in the Cart and on the Make Payment screen

Note: Gift cards cannot be transferred. If a member wants to use their gift card balance on another account, sell a new gift card using the original gift card as the payment method, then redeem the new gift card on the other account.
