

Commission Rates

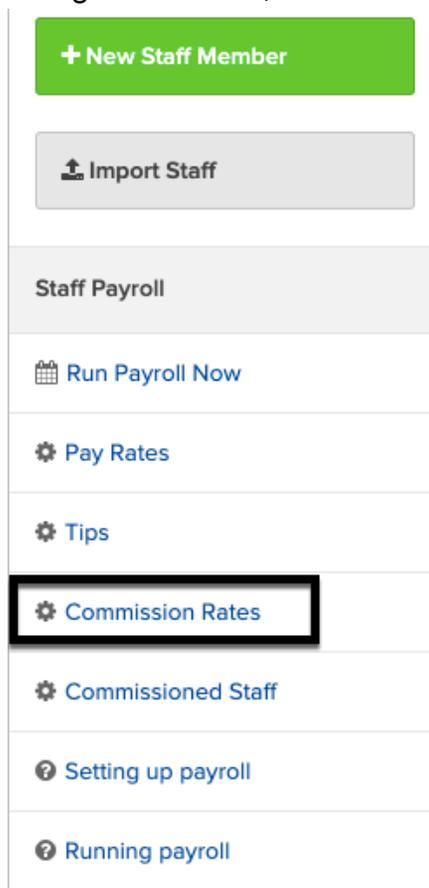
Once a commission is set up and assigned, staff member(s) will receive the rate when they are marked as having sold this product.

To set commissions:

- 1) Go to Staff.



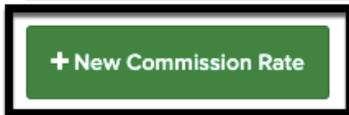
- 2) On the right hand side, select Commission Rates



3) Select New Commission Rate.

Commissions are awarded when a staff member sells a qualifying product. Tap **New Commission Rate** to create commission rates for your products.

You haven't set up any commissions.



4) Click on the carrot then choose the product you wish to set the commission rate for.

New Commission Rate

* Choose a product

10 Private Pitching Lessons – \$500.00 



Commission rate is a fixed dollar amount

Commission rate is a percentage of total sale

\$

+ Create

Cancel

5) Choose whether the commission for this product is a dollar amount or percentage of the sale. Depending on your choice, enter the dollar amount or percentage. Click Create.

New Commission Rate

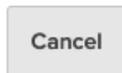
* Choose a product

10 Private Pitching Lessons – \$500.00

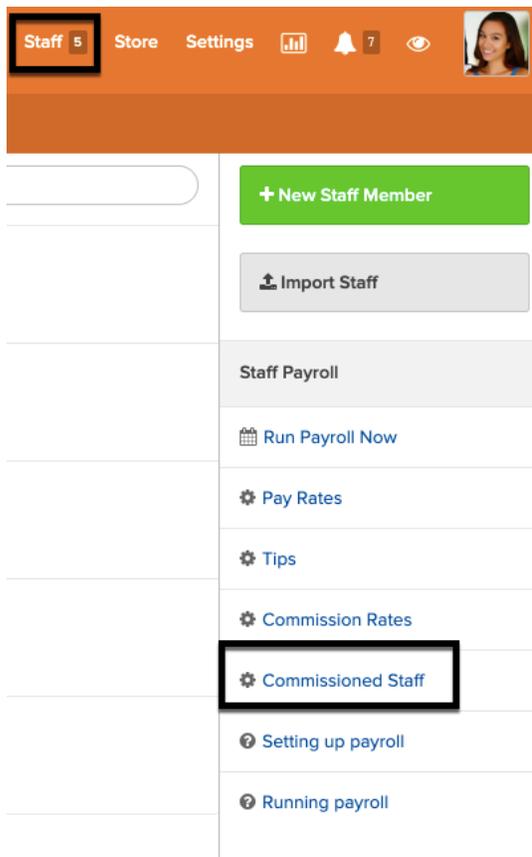
Commission rate is a fixed dollar amount

Commission rate is a percentage of total sale

\$



6) Once you have set all of your rates, go back to Staff and select Commission Staff.



7) Select on (the green check mark) for staff who should receive commissions on product sales.



Julie L.

Owner (Primary)



Lacey L.

Manager



Owen O.

Staff Member



Michelle M.

Staff Member

