



Version 1

WooCommerce – Transaction Guide

THE LOYALTY BOX is a combination of world-class technology, backed by a professional support team ensuring that your program is a success.

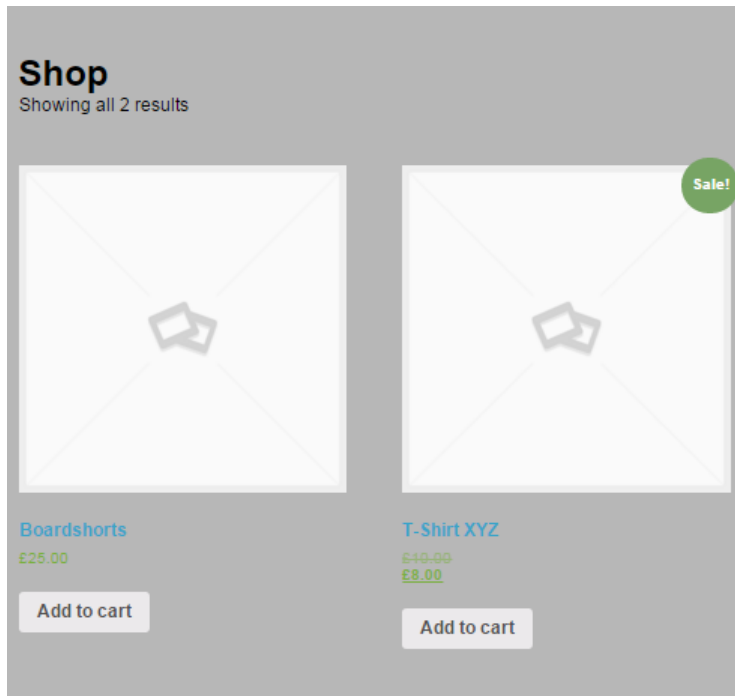
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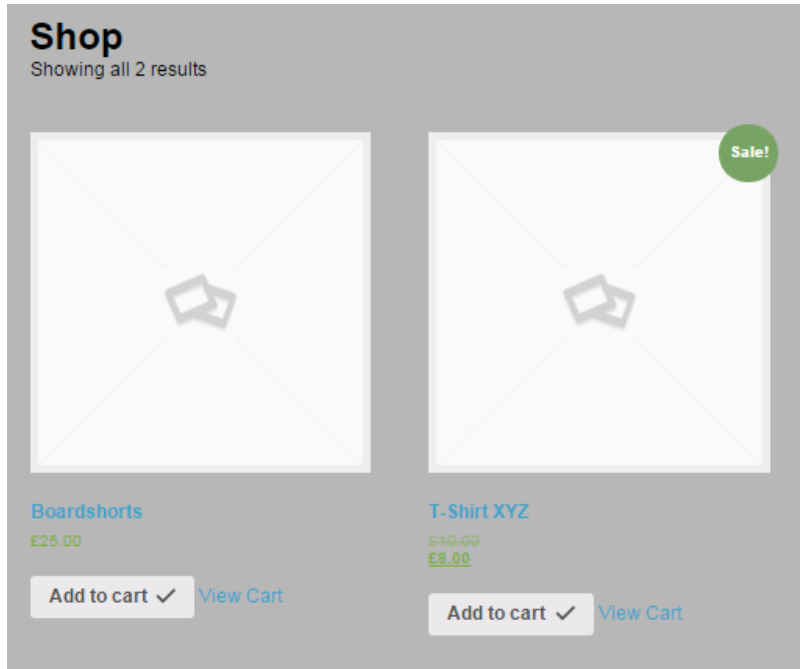
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How to Process Transactions

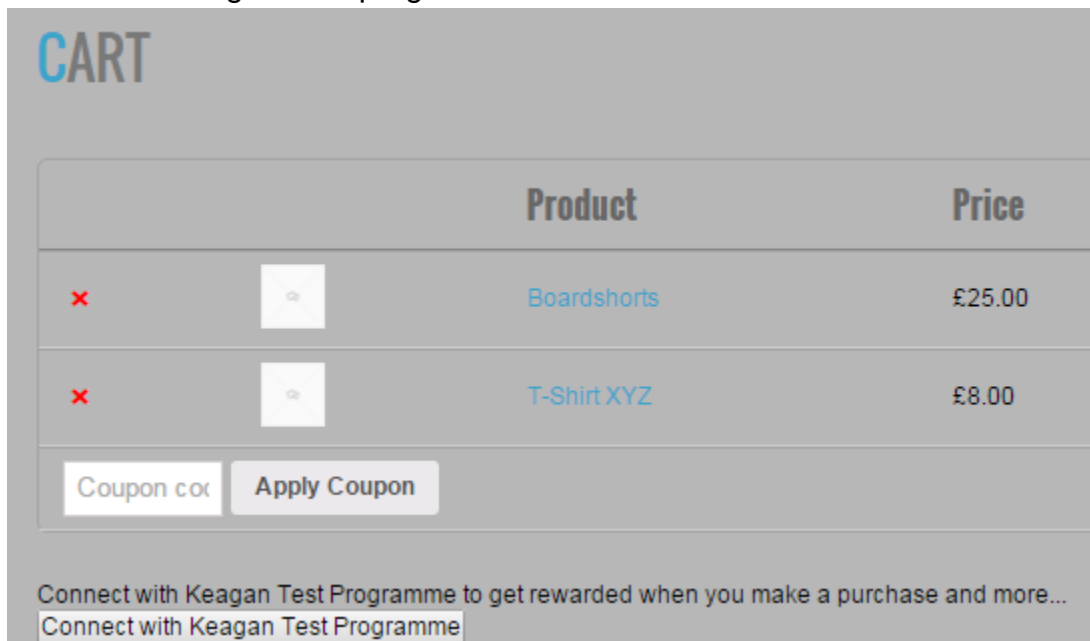
1. Select the items you wish to purchase and Click → Add To Cart.



2. Once you have added the desired items to your cart, Click → View Cart to review your order.



3. You then need to connect to the website's loyalty rewards program, eg. Connect with Keagan Test programme as below:



4. A pop-up window will appear where you can either register as a new user or login if you have previously registered with the website's loyalty program.

Connect with Keagan Test Programme ✕

All form fields are required.

| | | | |
|-----------|----------------------|----------------------|----------------------|
| Full Name | <input type="text"/> | Email | <input type="text"/> |
| | <input type="text"/> | Phone number | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Or [login](#) if already registered.
download our [mobile application](#)

5. You will now be able to see how many points you have available and be given the option to redeem them.

Hi **Samantha,** | [Logout\(Keagan Test Programme\)](#)
You have 0 Points in your **Keagan Test Programme** account.

6. To redeem an amount of your available points, click → Click Here to Redeem, enter the number of points you would like to redeem, and click the Redeem icon.
7. Once you have chosen the amount of points to be redeemed, if applicable, you will now see the amount payable and any discounts or points redeemed that have been applied to your shopping cart.

Cart Totals

| | |
|------------------|------------------------------------|
| Subtotal | £33.00 |
| <hr/> | |
| Discount Applied | −£3.30 [Remove] |
| <hr/> | |
| Shipping | Free Shipping |
| | Calculate Shipping |
| <hr/> | |
| Total | £29.70 |
| <hr/> | |






- You may now proceed to checkout as normal, where you will confirm your Billing Information, SHipping Method, Payment Methods, etc in order to finalize your order.

| Your order | |
|-------------------------|--|
| Product | Total |
| Boardshorts × 1 | £25.00 |
| T-Shirt XYZ × 1 | £8.00 |
| Subtotal | £33.00 |
| Discount Applied | -£3.30 [Remove] |
| Shipping | Free Shipping |
| Total | £29.70 |

Direct Bank Transfer

Make your payment directly into our bank account. Please use your Order ID as the payment reference. Your order won't be shipped until the funds have cleared in our account.

Cheque Payment

PayPal      [What is PayPal?](#)

[Place order](#)

Support

If you have any questions, please contact The Loyalty Box.

South African Contact Number: 010 020 0601

International Contact Number: (+27)10 020 0601

Email Address: support@theloyaltybox.com