OWN

volunteers

SQUARE

Instructions

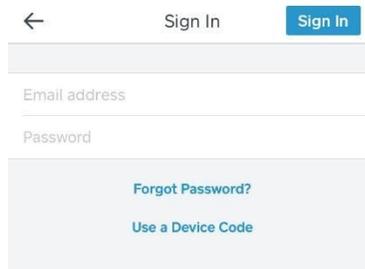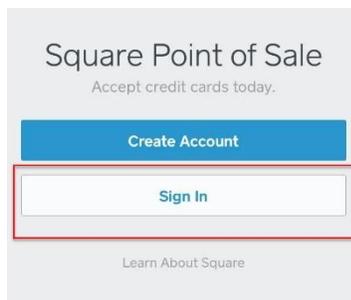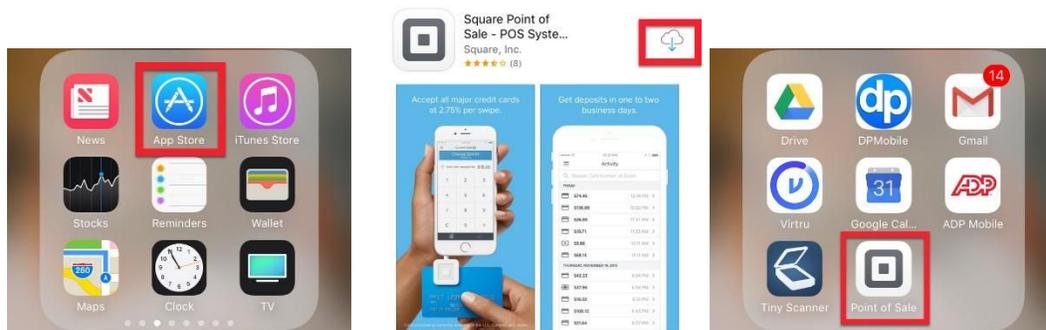SQUARE INSTRUCTIONS

How to Download the Square App

*ATTN: If you've used the Square before, be sure to logout of any other account, even if it was an O.U.R. account and start over with the login provided. *

1. Plug the Square Card Reader into the headphone jack on your cell phone.
2. Click on the App Store (or Google Play for Android).
3. Search for "Square Register". Once downloaded, click "open" or the cloud.
4. Once open, you will be prompted to sign in using the username and password provided.
5. Enable or "Allow" the microphone, location and push notifications.
6. Click "start using point of sale".
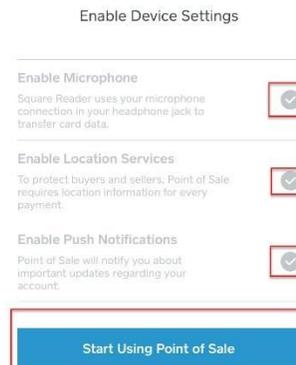
SQUARE INSTRUCTIONS

How to Use the Square App

RUN EVERYTHING through square:

- Swag purchases (cash, credit, check)
- Donations (cash, credit, check)

*There is a donation item in the inventory list you can use to record donations. Please do not just enter a custom amount. *

1. Click on the items you would like to add to the order. (There are a lot of items listed in the inventory, if you have any questions about which item to choose, please let us know).
2. Some items will have an additional option to select, (i.e. when selecting a shirt, you will need to select the color and size). Please be sure to select this correctly to help with correct inventory tracking.
3. When all items have been added to the order, click "charge".
4. Select the payment method.
5. For credit card payments, swipe the card through the card reader with the mag strip facing down. For cash, click "cash" and then select "tender". For checks, select "other" then select "check" and then select "tender".
6. When prompted, have the donor sign their name on the screen.
7. Next, have the donor select the type of receipt
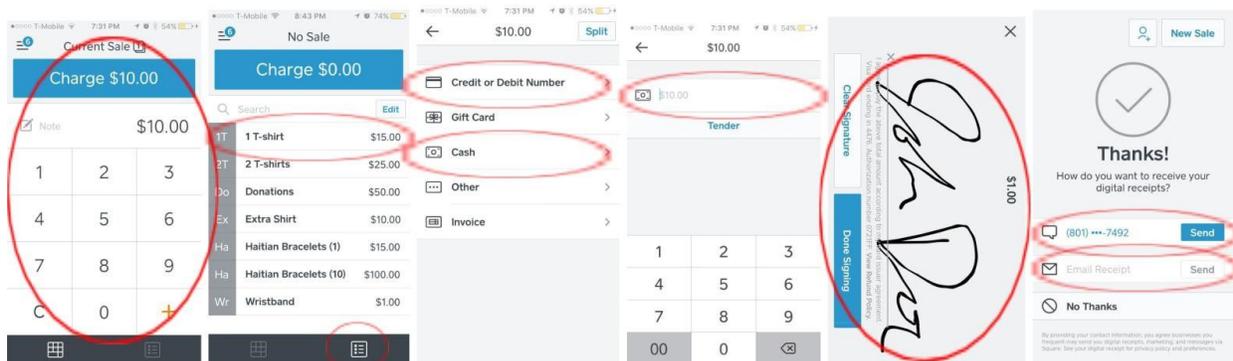
FAQ
Q. Can I add an item if I can't find it?
A. All the items should be listed in the inventory catalog already. If you have any questions about inventory, please ask us.
Q. How do I cancel a transaction or an item?
A. Click "current sale" at the top of your screen. It should take you to a screen with the items in the order listed. Click the little arrow on the right side of the screen. It will give you the option to "clear items".
Q. What if someone pays cash and once their order is complete tells me to keep the change as a donation?
A. Wonderful! Just run a donation transaction for the amount of change.