

SQUARE INSTRUCTIONS

**BEVERAGE GARDEN & MERCH: DO NOT ENTER CASH SALES INTO SQUARE
MERCH: DO NOT ENTER MUSICIAN SALES INTO SQUARE**

SALE INSTRUCTIONS:

1. Tap the **Square/Point of Sale** app button on device screen
2. (You may need to) Tap the **Library tab**. Scroll to Beverage Garden or Merchandise to get to item list.
3. To ring up a sale, tap **the appropriate sales item**.
4. **If someone wants to purchase multiple items, repeat step 3.**
5. To the right is the **Current Sale** list. Tap **Charge \$X.XX**
6. **Insert card** into reader **or tap card**.
7. If prompted, ask if the customer wants a receipt. If yes, follow the on-screen instructions for an email or text receipt.
8. Press **New Sale** to get back to the main screen.

If Someone Wants to Make a Donation

1. Tap the **“Back” arrow** on the left
2. Tap **Fundraising**
3. Tap **appropriate amount (increments of \$1, \$5, \$10)**

PROBLEMS

1) I need to clear an amount I incorrectly entered (before card has been charged)!

1. (You may need to) Tap **Current Sale**
2. Tap **the appropriate item**
3. Tap **Remove Item**
4. Tap **Confirm Remove Item**

2) I need to completely clear a sale

1. In **Current Sale**, tap the **three dots on right side (...)**
2. Tap **Clear Items**

TO REFUND A CARD THAT HAS BEEN CHARGED

Please call or text Andrea, Director of Engagement, to refund.