

Getting Started with Square:

Open the Square app and firmly plug the card reader into the device's headset jack or Lightning connector until you hear a click.

Note: You may need to remove your device case or cover to fully connect the reader.

Now you will be able to take payments, issue refunds if necessary, and add donor employee information.

Get set up

Plug in your Square Reader. Open the Square Point of Sale app and sign in. Before you get started, make sure you've downloaded the Square Point of Sale app on your tablet.



Log In

At the top left of the screen tap Log In, enter your unique passcode and it will open either in the Keypad Tab or Library Tab.

The Keypad Tab is to enter an amount. The Library Tab is for entering an item.

Set the amount

Tap the keypad icon on the right of your screen. On the keypad screen, enter the amount to be charged. Or you can switch to Library tab and tap the specific items to add to the sale. There are 3 items in ArtsFund Card- amounts for \$60, \$75, and \$100. This is to speed up your transaction. If the employee want to give \$120, just up the amount of the \$60 items to 2. You can also add a Fundraising amount if they are charging a donut or taco at a Fundraising event at the same time. If you make a mistake or they change their mind, no problem, just Tap Current Sale at the top of your screen, and select one of the items to be charged and Remove Item" then **Confirm Remove Item** and add the correct item or amount.

Complete the sale

Confirm the total amount and then swipe the card or tap Charge to see all **payment** options. On the confirmation page, your customer can sign, and choose to receive an email or text message receipt. This option is great for ArtsFUNd card donations of \$60 and above.

Adding information: Customer(Donor)

Important for ArtsFUNd card donors: \$60 and above.

When in the process of a current Sale, with either the Keypad or Library tab open,
tap on the Menu 

And select Customers , then Tap ●●● on the top right of your screen and create Customer. The most important information is their Name, Email and phone number. At the bottom select Other and this is where you can add additional name for ArtsFund Cards.