**Square Instructions without iPad**

**Downloading App**

1. Go to your app store and search for “Square Point of Sale”.
2. Sign in. Only have to sign in once. Username is cashmanagement@jaguarboosterclub.org, password is **Jaguars#01**, with a capital J.
3. To sync the wireless card reader, tap on the 3 lines in the upper left hand corner. Tap settings. Scroll down to hardware and tap Card Readers. Tap Connect a Reader. Follow instructions

**Processing a Sale**

1. Open app. Tap on the list icon at the Bottom of the screen to see all items.
2. Tap items to sell.
3. Tap the Blue charge box when it's time to pay.
4. Insert or swipe credit card in reader. (If manually entered, a higher fee is charged)
5. If paying with cash, tap cash and enter the amount paid.
6. Credit card sales-have customer sign on screen.
7. If receipt is wanted, it can be emailed or sent by text. If no receipt is wanted, tap “No Thanks”.
8. Hit “New Sale” to go to the next transaction.

**Adding a new item to the sales menu.**

1. On the bottom right hand of your screen, tap the more button, which is 3 lines.
2. Tap Items.
3. Tap All Items.
4. Tap the box that says “Create Item”.
5. Type Name of item.
6. **Select Category. Please make sure to select the club that this item is for!**
7. Enter the price of the item.
8. Tap Save.

**Adding a new item to the Sales Favorite Menu.**

1. Go to the Favorites Menu.
2. Tap and hold a blank square.
3. Tap the + on the blank square.
4. Search for the item to add.
5. Once complete, tape Done.

**Troubleshooting**

Wrong Quantity or item entered-tap on “Current Sale” at the very top of your screen, above the blue charge box. Tap the incorrect item to change quantity or to delete an item.

**Any questions or difficulties, please email cashmanagement@jaguarboosterclub.org.**

**Square #2 Instructions with iPad**

**Pack Includes**

* **iPad #2**
  + **Please return FULLY Charged & turn power off**
* **Wireless Square # 25 (8330)**
  + **Please return FULLY Charged & turn power off**
* **1 Apple charging cord**
* **1 Square charging cord**
* **1 USB cube**

**Processing a Sale**

1. Power on iPad, top right corner.
2. Tap center circle twice.
3. Open Square App.
4. Tap on the Checkout button on the bottom left corner.
5. Choose keypad, Library (to see all items) or Favorites.
6. Tap items to sell.
7. Tap the Blue charge box when it's time to pay.
8. Insert or swipe credit card in reader. (If manually entered, a higher fee is charged)
9. Apple Pay is accepted by tapping the phone to Wireless Square reader.
10. Credit card sales-have customer sign on screen.
11. If receipt is wanted, it can be emailed or sent by text. If no receipt is wanted, tap “No Thanks”.
12. Hit “New Sale” to go to the next transaction.

**Adding a new item to the sales menu.**

1. On the bottom right hand of your screen, tap the more button, which is 3 lines.
2. Tap Items.
3. Tap All Items.
4. Tap the box that says “Create Item”.
5. Type Name of item.
6. **Select Category. Please make sure to select the club that this item is for!**
7. Enter the price of the item.
8. Tap Save.

**Adding a new item to the Sales Favorite Menu.**

1. Go to the Favorites Menu.
2. Tap and hold a blank square.
3. Tap the + on the blank square.
4. Search for the item to add.
5. Once complete, tape Done.

**Troubleshooting**

Wrong Quantity or item entered-tap on “Current Sale” at the very top of your screen, above the blue charge box. Tap the incorrect item to change quantity or to delete an item.

**Any questions or difficulties, please email cashmanagement@jaguarboosterclub.org.**