

SQUARE SETUP INSTRUCTIONS

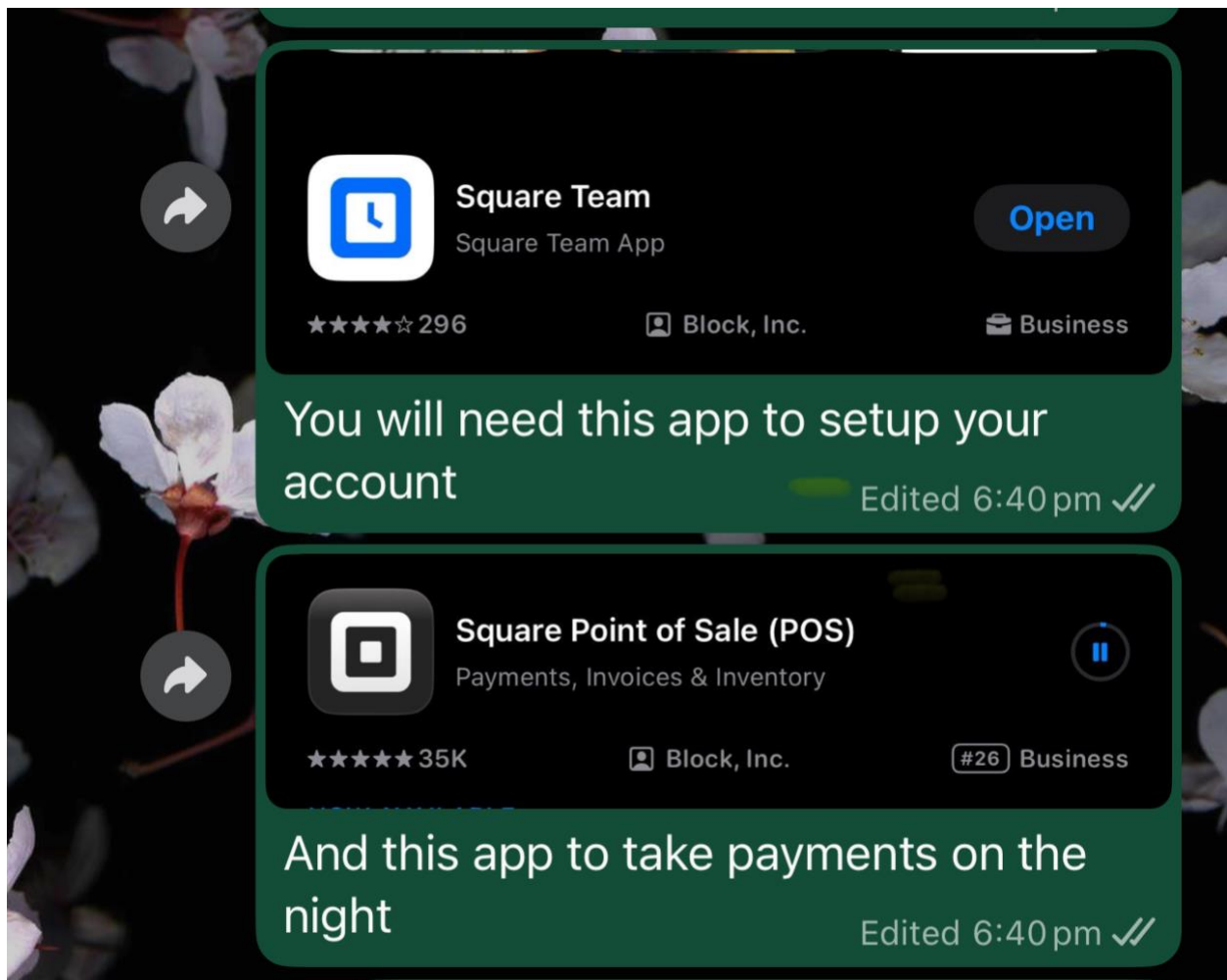
Can you please first setup your account with the blue square app - instructions would have been emailed to you.

Once your profile has been setup (with the blue app) you will need the black square app to accept payments.

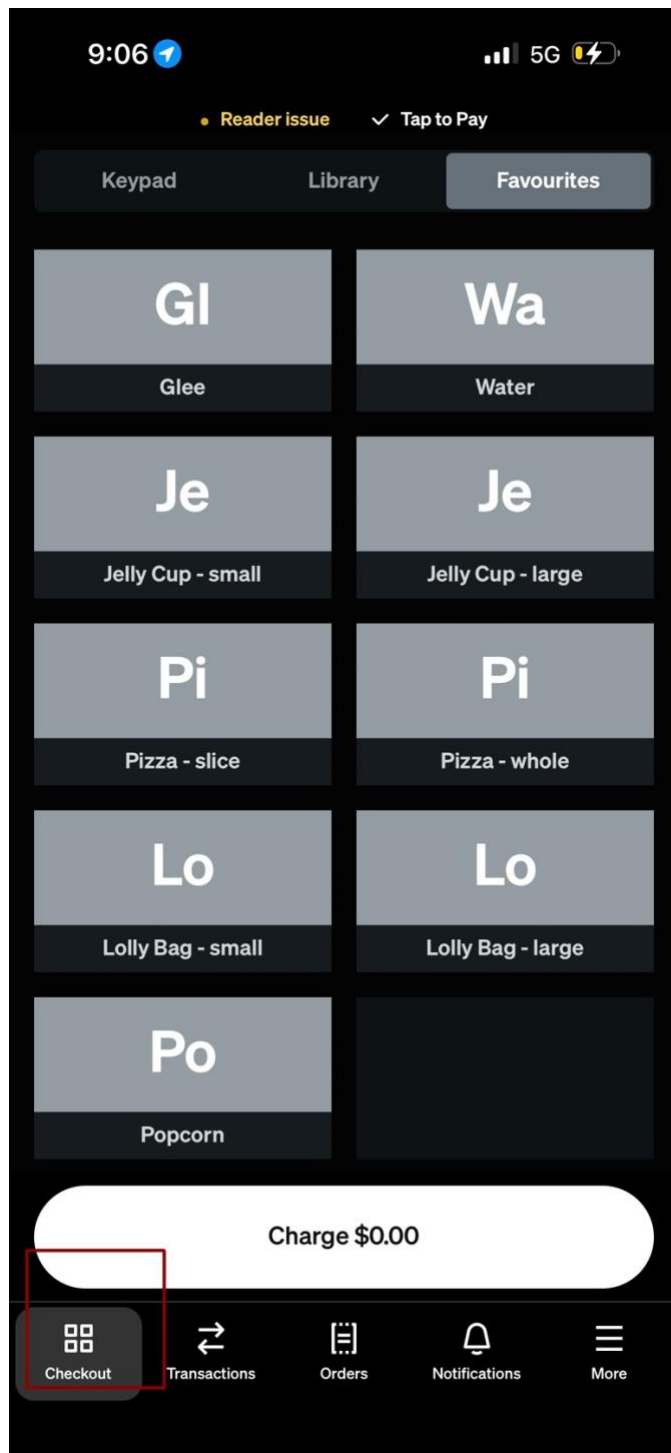
When first logging into the black square app, you can select the “iPhone TD’s setting” mode.

Please test that you can accept payments and let me know if you have any issues or questions.

Your passcode is the last 4 digits of your phone number.



HOW TO SELL – CONCERT CAFE



9:06

5G

• Reader issue

✓ Tap to Pay

Keypad

Library

Favourites

Gl

Glee

Wa

Water

Je

Jelly Cup - small

Je

Jelly Cup - large

Pi

Pizza - slice

Pi

Pizza - whole

Lo

Lolly Bag - small

Lo

Lolly Bag - large

Po

Popcorn

Charge \$0.00



Checkout



Transactions



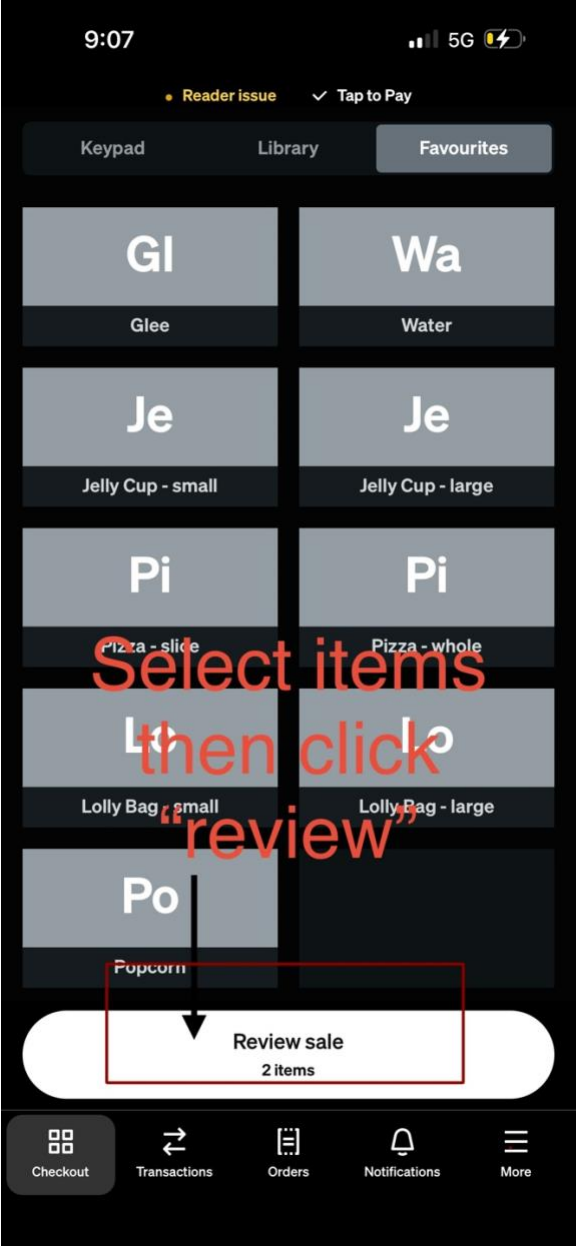
Orders



Notifications



More



9:07

5G

• Reader issue ✓ Tap to Pay

Keypad

Library

Favourites

x

Current sale (2)

...



Add a customer



Pizza - whole

\$20.00

Whole Pizza

Lolly Bag - large

\$3.00

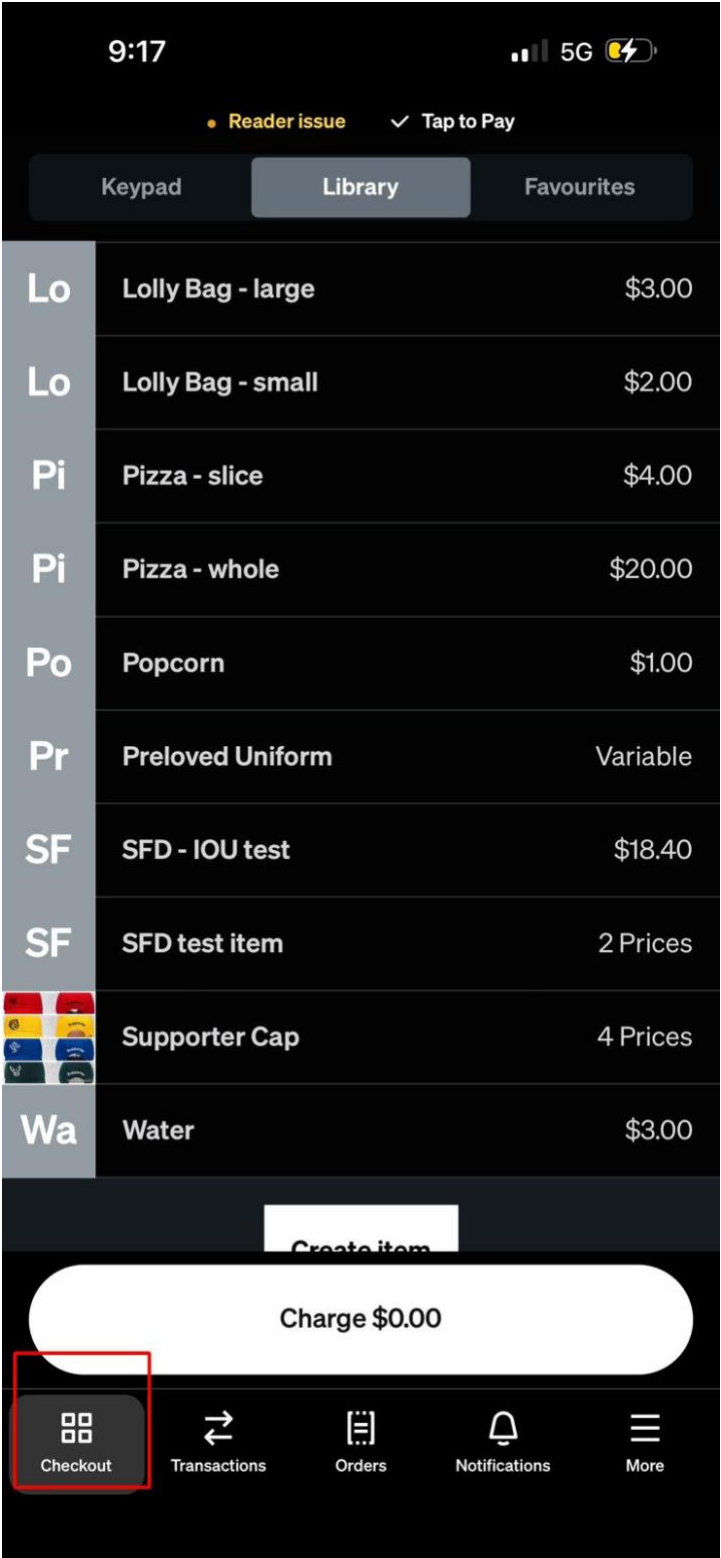
Large

Add discount

Charge \$23.00

May incur 2% surcharge

HOW TO SELL - PRELOVED UNIFORM



9:17

5G

• Reader issue ✓ Tap to Pay

Keypad

Library

Favourites

Lo

Lolly Bag - large

\$3.00

Lo

Lolly Bag - small

\$2.00

Pi

Pizza - slice

\$4.00

Pi

Pizza - whole

\$20.00

Po

Popcorn

\$1.00

Pr

Preloved Uniform

Variable

SF

SFD - IOU test

\$18.40

SF

SFD test item

2 Prices



Supporter Cap

4 Prices

Wa

Water

\$3.00

Create item

Charge \$0.00



Checkout



Transactions



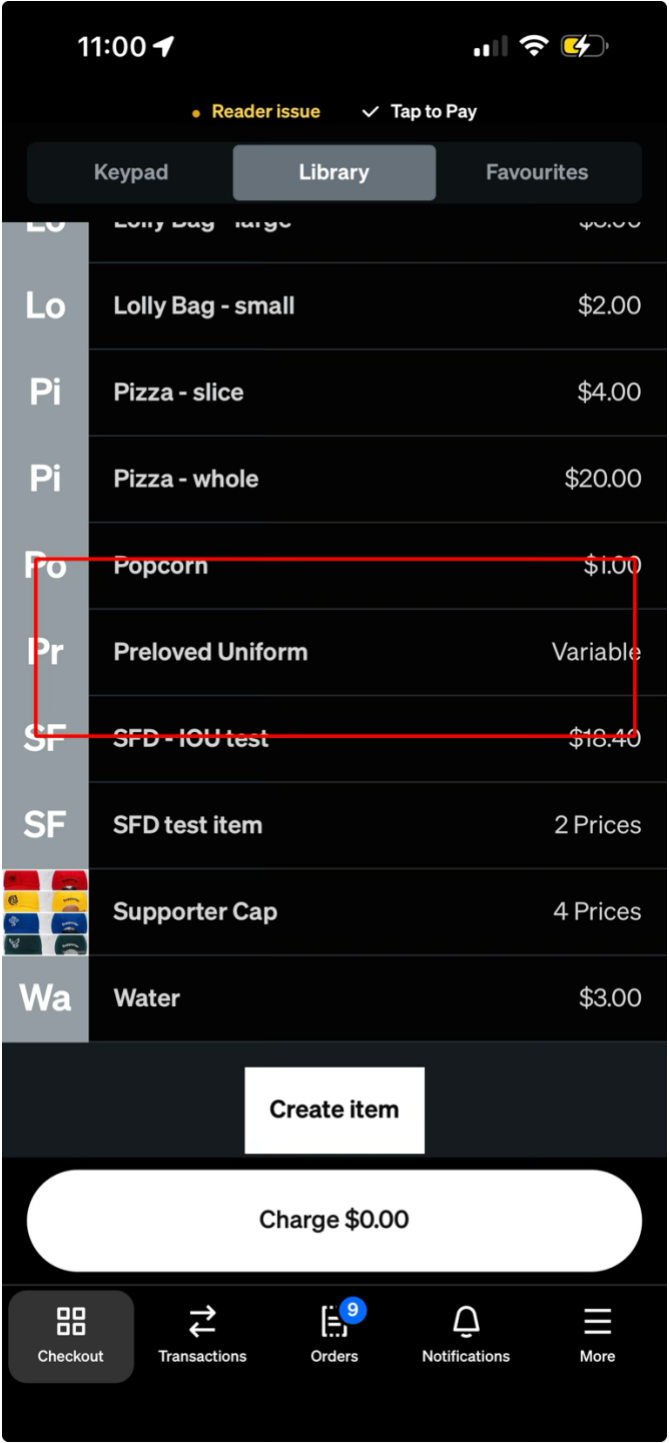
Orders



Notifications



More



11:01



• Reader issue ✓ Tap to Pay



Preloved Uniform (Regular)

Enter price

\$0.00

1

2

3

4

5

6

7

8

9

00

0



Enter sales
total

9:07

5G

• Reader issue

✓ Tap to Pay

Keypad

Library

Favourites

×

Current sale (2)

...



Add a customer



Pizza - whole

\$20.00

Whole Pizza

Lolly Bag - large

\$3.00

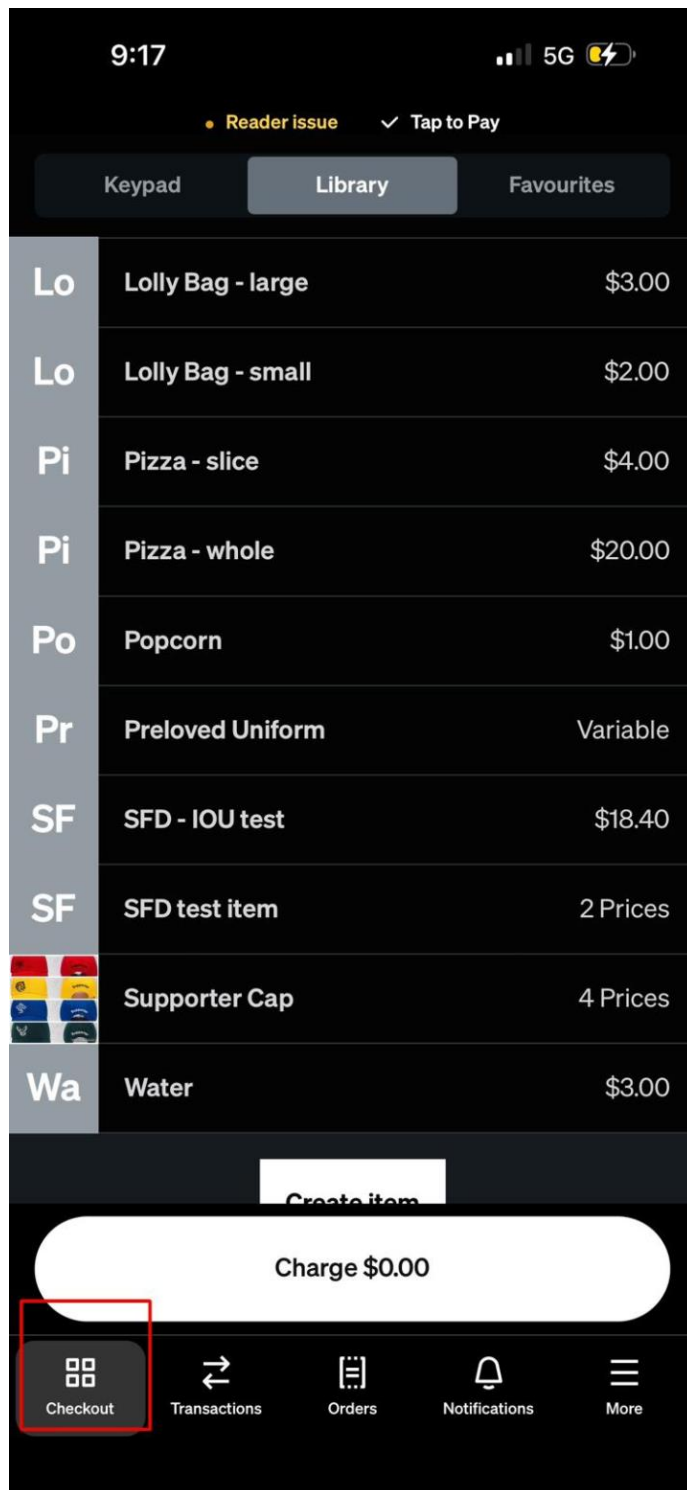
Large

Add discount

Charge \$23.00

May incur 2% surcharge

HOW TO SELL - SUPPORTER CAPS



11:05



• Reader issue ✓ Tap to Pay

Keypad

Library

Favourites

Lo

Lolly Bag - small

\$2.00

Pi

Pizza - slice

\$4.00

Pi

Pizza - whole

\$20.00

Po

Popcorn

\$1.00

Pr

Preloved Uniform

Variable

SF

SFD - IOU test

\$18.40

SF

SFD test item

2 Prices



Supporter Cap

4 Prices

Wa

Water

\$3.00

Create item

Charge \$0.00



Checkout



Transactions



Orders



Notifications



More

9:17

5G

Reader issue

Tap to Pay



Supporter Cap

\$29.00

Variations

Son's Class

Note

Options

Variations

Cowper

82

\$29.00

Francis

82

\$29.00

Dent

85

\$29.00

Healey

88

\$29.00

Son's Class

Select 1

P

KM

KG

1M

1B

2D

2S

3E

3T

3M



1



Done

9:07

5G

• Reader issue

✓ Tap to Pay

Keypad

Library

Favourites

×

Current sale (2)

...



Add a customer



Pizza - whole

\$20.00

Whole Pizza

Lolly Bag - large

\$3.00

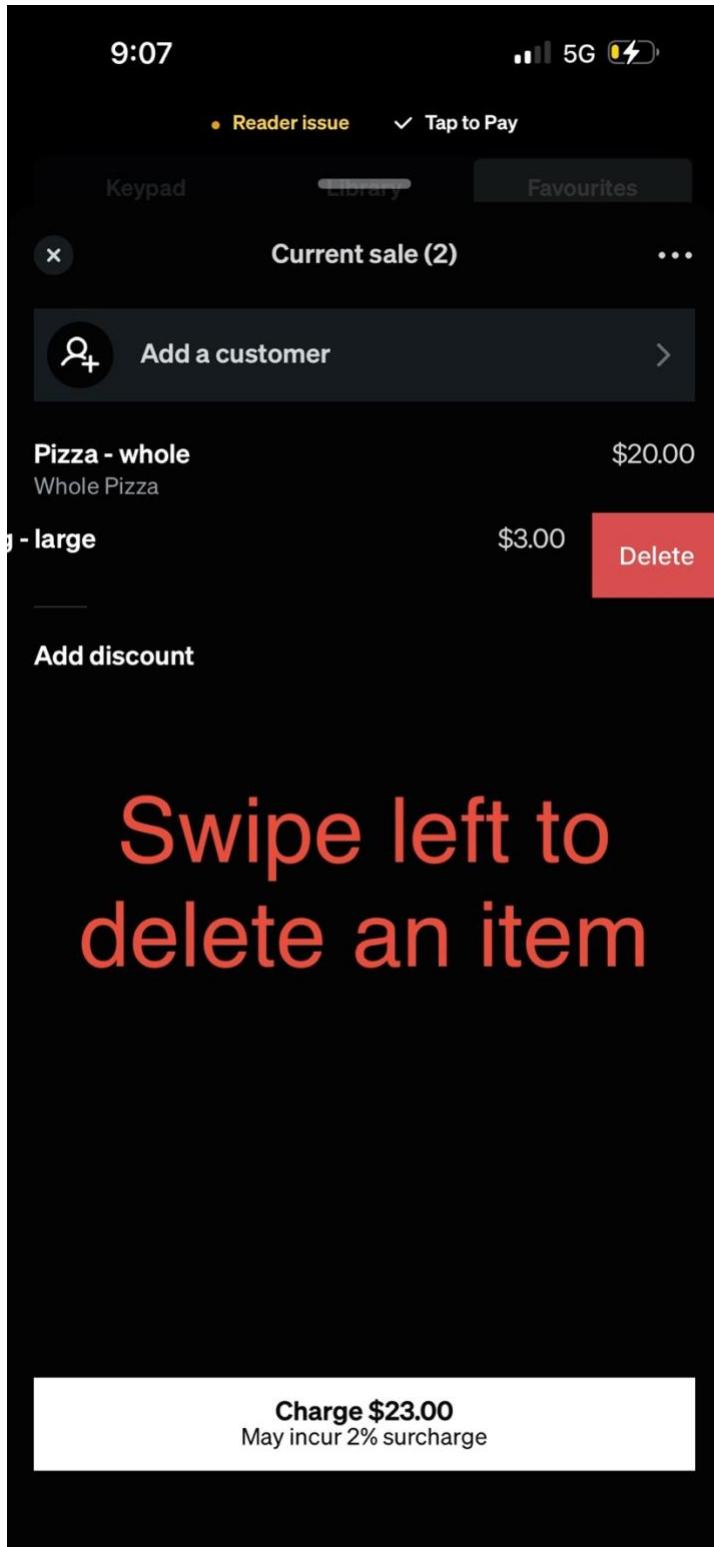
Large

Add discount

Charge \$23.00

May incur 2% surcharge

HOW TO – REMOVE ITEMS FROM CHECKOUT



9:07

5G

• Reader issue

✓ Tap to Pay

Keypad

Library

Favourites

×

Current sale (2)

...



Add a customer



Pizza - whole

Whole Pizza

\$20.00

Lolly Bag - large

Large

\$3.00

Add discount

OR click ... to
clear items

Clear items

Dismiss