- Download the app, **Square Point of Sale - POS,** to your device.
- On the sign-in screen, enter the login information:
    Email address: **info@fundforpps.org**
    Password: **tmuser2022!**

- **Enable Device Settings**: check "Enable Device Storage" and "Enable Location Services." These are required to use the app. You can choose NO for "Enable Push Notifications".

Choose the item screen icon on the bottom of the Sale screen (on Android devices: "Keypad" and "Library").
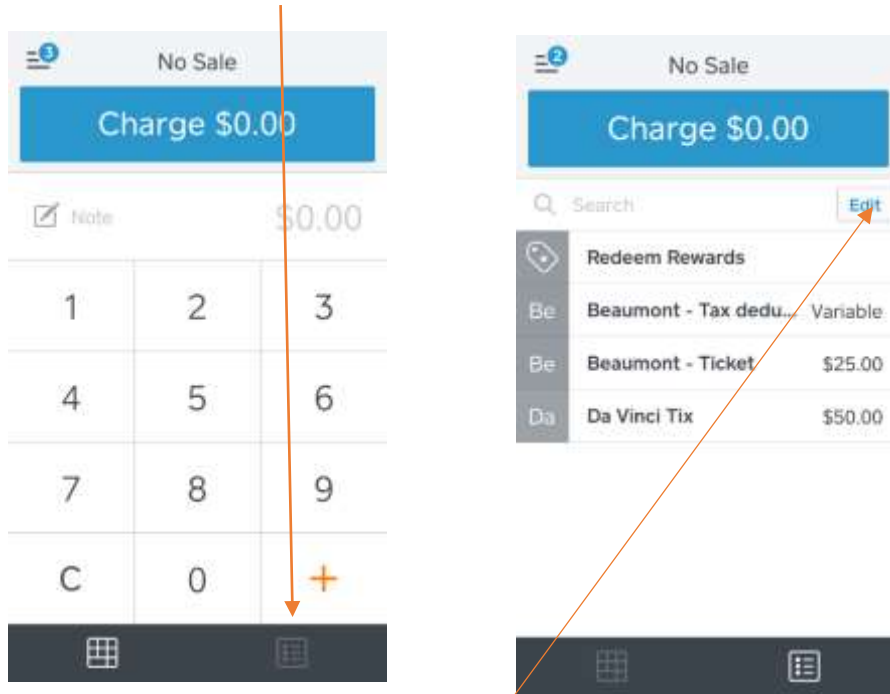
ITEM SETUP

Every transaction must use an Item from the list on the sale screen. Before your event, add items from which you'll choose during the transaction. To add items, press edit on the Item Sale screen. On the Item Setup screen, press the "+" button and "Create Item".

For each item, you must begin the name with your school name so your foundation will be credited. "Beaumont – apparel", for example. Add the price for this item or leave it blank if it varies. You can add as many items as you like. Press "Save" to return to the Item Sale screen.
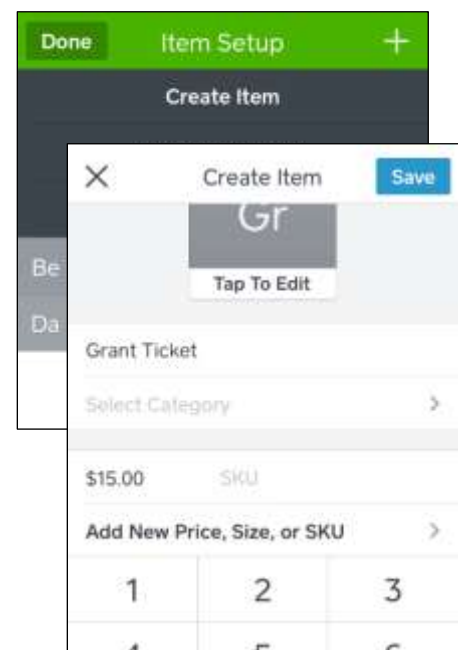
CHARGE A CREDIT CARD

To create a sale, select item(s) from the list. The number of items added to the sale will appear at the top next to "Current Sale." The total to be charged will appear in the blue box. To remove an item from the order, press "Current Sale" on the top. You can either slide the item to left to reveal a "Delete" button or choose "Clear Items" from the menu at the top right.

Also in that top right menu is an option to "Add Customer". You can add their name for any transaction you want to track purchases, tickets, etc., but otherwise, these transactions will appear on your Foundation's monthly report under "Anonymous". **If you are processing a tax-deductible donation** (i.e., no goods or services were exchanged for the money)**, we need the donor name and address in order to send them a receipt for their donation.** You may choose to collect this information on paper if entering a name and address is too cumbersome of a process.

When you are ready to complete the transaction simply swipe the card in the Current Sale screen and wait for the confirmation. If you need to enter the card number manually, press the blue Charge button followed by "Credit or Debit Number".
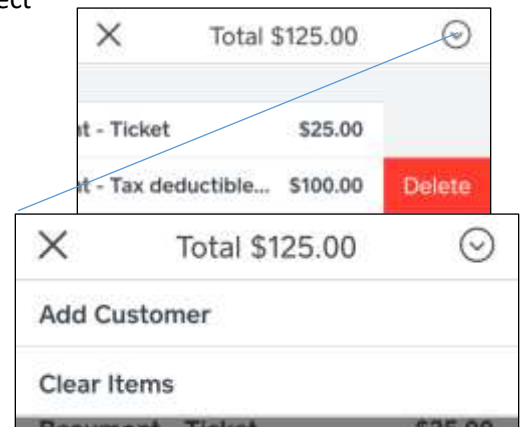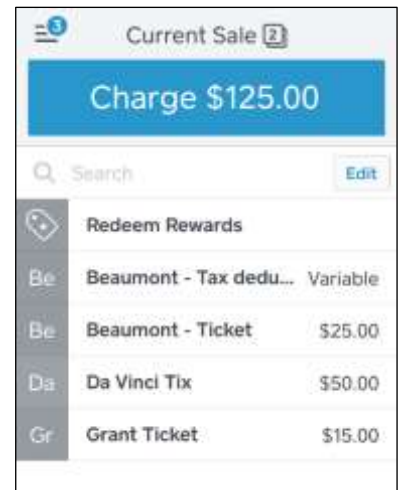
REFUNDING A TRANSACTION
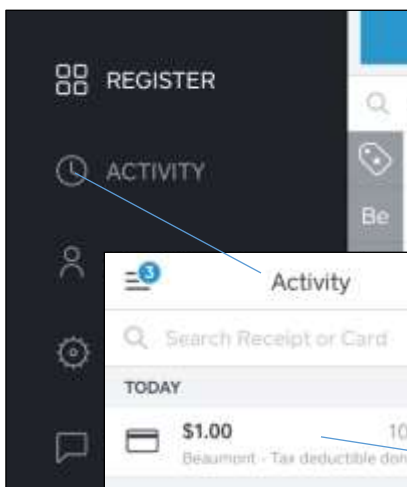
Should you need to refund all or part of a transaction, press the menu icon at the upper left of the sale page and choose "Activity." From the Activity screen find and select the transaction you wish to refund. Choose "Issue Refund" from the subsequent screen.