**How to Use Square at Events**

**Before the Event**

**To Receive a Square reader(s): Please go to the following website:**[**https://squareup.com/**](https://squareup.com/)**.  Once at the site, choose Shop.  Choose the Square reader for magstripe (with headset jack) for $10/per reader.  This cost can be reimbursed by the funds from the program and will be charged to their event expense general ledger account.  Receipt/reimbursement requests can be sent to the Accounts Payable email -** [**accountspayable@blessingsinabackpack.org**](mailto:accountspayable@blessingsinabackpack.org)**. Please note that Square shipment takes 7-10 business days.**

* After receiving the Square Scanner, download the Square app on the i-phone, android, i-pad or tablet that will be used at the event.
* Login to the app
* Email address: bethsedgwick@blessingsinabackpack.org
* Password: Blessings1
* If it requests a code, e-mail Beth Sedgwick for code that is necessary to approve your device. When you receive the code, you will enter it on the sign in screen. Be sure to mark the box that says “remember this device for 30 days”.
* In order for the accounting department to know which square charges to apply to your program, you will need specific items for your event. These can be created by the accounting department or yourself. For the accounting department to create, contact Beth Sedgwick (502-882-8747) or Regina Taylor (502-882-8745) with the exact items and amounts that need to be set up (i.e. admission ticket for $20, raffle ticket for $5, auction item no specific price, donation no specific price, etc.).
* To create a new item yourself:

**Using an Android Device**

Click the three lines in the upper left hand corner

Click on “Items” and “Create Item”

Complete this screen with your specific information.

Note your program name and the type of charge in the name.

If the item has a specific amount, include it. Otherwise, leave that field blank.

Then click “Save”.

**Using an Apple Device**

Click on the “edit” button on the charge screen

Hit the plus sign in the upper right hand corner

Choose “Create Item”

Note your program name and the type of charge in the name.

If the item has a specific amount, include it. Otherwise, leave that field blank.

Enter a brief description of the item being charged

Then click “Save”.

**At The Event**

* Enter the Square Scanner into the smartphone earphone jack. Open the Square App and login.
* From the sale screen, choose the appropriate item.
* If you enter an incorrect item or too many items, click the “Current Sale” at the top of the screen.
* Click on the unwanted item, “Remove Item”, and “Confirm Remove Item” (Android) or “Clear Sale” (Apple).
* You can also change the quantity of any item from this screen.
* When all items are entered, swipe the credit card through the scanner that is inserted in the phone.
* Follow the prompts to complete the sale.
* If the card will not swipe or you are receiving the card information over the phone, click on the blue charge bar and then credit card. You will then need to manually enter the credit card number, billing address, and CVV code.

**Notes:**

* The Square does not store the donor information. So, if any of your donors would like a letter for tax purposes, they will need to complete a “Donation Pledge Card”.
* We suggest that you complete a small charge ($1 donation) before the event, to become familiar with the app and process.