

## ALL SALES

Feel free to organize the table and boxes at the sales table however you see fit to make it easier to access inventory while selling. If you do move around inventory from their labeled boxes, please return the inventory to their corresponding boxes when you return the items to room 2105. This will help others that come after you be able to sort through the sizes more easily. Please be sure to unload the boxes from the carts in neat stacks by the shelves; preferably back in type (all shirts together and all sweatshirts together) and size order to make it easier to fill orders later. Do not leave the inventory in the carts. The carts are used for multiple purposes, not just sales.

## CONNECT THE CONTACTLESS SQUARE READER

To connect your reader:

1. Press and release the button on the reader to turn it on.
2. Go to the device settings and make sure **Bluetooth** is turned on.
3. Open the Square app and tap **More** from the navigation bar at the bottom of your screen.
4. Tap **Settings** › **Hardware** › **Card Readers** › **Connect a Reader**.
5. Put your reader into pairing mode by pressing the reader's button for 3 to 5 seconds. **Remove your finger as soon as you see orange flashing lights. If you see red flashing lights, you've held the button too long and you'll need to try again.**
6. In the app, a pairing confirmation will appear, make sure to tap **Pair** to complete the pairing process.

On Android devices, quickly **Pair** and **Pair & connect** each time you are prompted until the connection is successful. If the connection fails, start the pairing process over and make sure to accept all **Pair** and **Pair & connect** prompts within 5 seconds.

When connected, you will see the reader listed as **Ready** in the Square app. Any necessary firmware updates will be automatically installed once the reader has been connected. The wireless connection can be lost if the reader and device are more than 10 feet apart.

## BRYAN HIGH PTSO GO BIG BLUE SALES VOLUNTEER INSTRUCTIONS & PROCEDURES

## THANK YOU FOR VOLUNTEERING!

Download the Square POS (point of sale) app to your phone. Because reception is spotty at times on campus, it is recommended that the app be downloaded prior to arriving at the school. The login information for the Square POS app will be in the money bag.

Please use the Square POS app for ALL sales (cash, check, and credit card). This is essential in keeping up with our accounting and inventory.

Please arrive 20-30 minutes before the event begins to allow enough time for setup. Once you arrive to the school, if you are point person for that particular sale date, and prior arrangements were not made to get the money bag from PTSO, ask for the money bag at the front office. (Mrs. Field will have the money bag in her office. She will also unlock the room where the merchandise is located.)

The shirts are located in room 2105.

# FRIDAY LUNCHESES

Once you are in room 2105, there is a large black rolling bin by the shelves to the left of the door you enter. Add the current year's shirt, sweatshirt and some lanyards to the bin for easy transport. You can add the number of shirts that you feel you will need for the sale.

Set up at the tables located under the stairs in the cafeteria by the front office. In the black bin, you will find an acrylic stand that has the price list for the merchandise.

Make sure you are logged into the Square POS app. PTSO has two types of swipe card readers, one with a 3.5mm headset jack and one type with a lightning connector. You can just plug those into your phone and swipe credit/debit cards for purchases. There is a separate Square reader for contactless and chip that accepts chip cards, contactless cards, Apple Pay, and Google Pay. To use this reader, you must set it up first. See the instructions on the back.

If you sell a membership, please be sure they fill out a membership form first. There are membership forms in the blue clipboards in the black bin.

After you process their payment, on the membership form, under *Membership Committee use only*, fill out the box indicating how they paid. If by check, write the check number. Also, write the specific amount paid for the membership only (for tax purposes).

Place all completed membership form in the blue clipboard.

At the end of the sales, return all merchandise and supplies to room 2105. Please be sure to put everything back in it's original place.

Make sure all cash and checks are in the money bag, as well as the Square readers. Return the money bag to Mrs. Field.

# EVENT SALES

Once you are in room 2105, you can use the carts by the shelves to take as many of the boxes of inventory that you will need for the sale. Be sure to include t-shirts, sweatshirts, lanyards and membership forms in the sales items.

In the black bin, you will find an acrylic stand that has the price list for the merchandise. Please be sure to return it to the black bin at the end of the sale.

Make sure you are logged into the Square POS app. PTSO has two types of swipe card readers, one with a 3.5mm headset jack and one type with a lightning connector. You can just plug those into your phone and swipe credit/debit cards for purchases. There is a separate Square reader for contactless and chip that accepts chip cards, contactless cards, Apple Pay, and Google Pay. To use this reader, you must set it up first. See the instructions on the back.

If you sell a membership, please be sure they fill out a membership form first. There are membership forms in the blue clipboards in the black bin.

After you process their payment, on the membership form, under *Membership Committee use only*, fill out the box indicating how they paid. If by check, write the check number. Also, write the specific amount paid for the membership only (for tax purposes).

Place all completed membership form in the blue clipboard.

At the end of the sales, return all merchandise and supplies to room 2105. Please be sure to put everything back in it's original place.

Make sure all cash and checks are in the money bag, as well as the Square readers. If the event is after school hours, please find a board member to return the money bag. If the event is during school hours, please return the money bag to Mrs. Field.