

Request a check from your team account – Include breakdown of denomination of bills (\$1, \$5, \$10, \$20, \$100). The amount should include startup money as well as change for the cashbox. Make sure you have at least \$100 to \$200 in change (\$1, \$5, \$10). Avoid using coins. Keep receipts for all purchases and turn them in to treasurer with weekly deposit as well as reconciliation sheet.

Mountain Mikes: Order pizza's from Mountain Mikes (925) 826-5101, they deliver! Order using this phone number **(510) 882-1874** and make sure you tell them to bill College Park (*your sports program*). Tell them the order is for a snack bar and they will cut the pizza slices bigger. Tell them where to deliver (Gym or Snack bar at the stadium)

Square items: Snack bar is pre-loaded with various items. If there is an item you would like to sell and it isn't listed, please contact Sandy Engdahl to add the item to the store.

Point Of Sale Terminal Set-up

The iPads, stands and cash drawers are stored in the athletic booster club container. Contact a booster representative for access to the boxes. Each box will have an iPad marked with ABCi01 thru ABCi03 and an iPad stand. The 4th box, if found, is for the Football i01 iPad which we are calling ABCiO4. Also in the box will be a power cord, power converter, connector to the iPad from the power converter with usb ports, and a contactless/chip reader and base. The chip reader/stand will be numbered the same as the iPad. They are paired together so keep the package intact. You can always re-pair all the readers, but it is simpler if you keep them together.

Set up the iPads at least a few hours prior to the start of the event so you are not stuck with a mandatory upgrade as you are trying to open for business. Also, the iPads might need charging.

CPABC supplied wi-fi Hotspot

The Athletic booster club has two mobile hotspots that are connected to square stands i02 and i03 so these stands should be good to go once plugged in. If the hotspot hasn't been plugged in for a while, it may need to be charged so it may take a few minutes.

For square stands iO1 and iO4, you may need to use your own phone's mobile hotspot. Please contact Sandy Engdahl if this option will not work for your event.

- Sign into the Square app using the correct log in for the square stand you are using. Each square stand is labeled both on the box as well as the tablet. Below are the log in and passwords for each stand:

| Device | Square Log in | Sq PW |
|------------|------------------------|------------|
| iO1 | CPAthletics1@gmail.com | Falcons201 |
| iO2 | CPAthletics2@gmail.com | Falcons202 |
| iO3 | CPAthletics3@gmail.com | Falcons203 |
| iO4 | CPAthletics4@gmail.com | Falcons204 |

- Under Settings/Hardware the following must be visible.
 - The Chip Reader, Square Stand and Cash Drawer should all be connected. If not, check all connections. Devices iO2 & 3 will also have the mobile hotspot connected.

Start the drawer management by opening "More/Reports/Current Drawer".

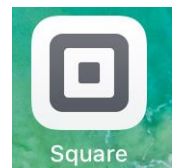
Enter the starting cash and click Start Drawer. Drawer Description should be the terminal name ABCi01, etc. Go back to Checkout and you should be ready to go. If you forget this step the first transaction will ask you to start the drawer. Drawers are balanced nightly so this must be started prior to opening.

At the end of the event, to close the drawer, count all your cash then go to

"More/Reports/Current Drawer" and click on End Drawer. Enter the Cash amount in the "Actual in Drawer" field and enter your sport name in the Drawer Description field, then click on End Drawer, then Confirm End Drawer.

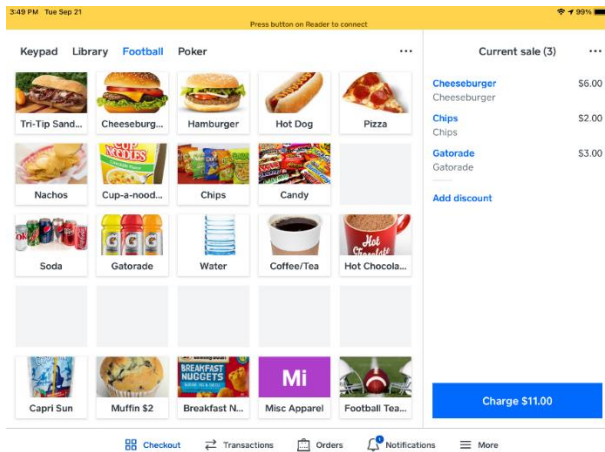
Operating Instructions for the square stand

Open the iPad and look for the Square icon. This should bring you to the checkout window. If it doesn't, click on "Checkout" at the bottom of the screen. At the top of the screen choose the Tab with your sport program.



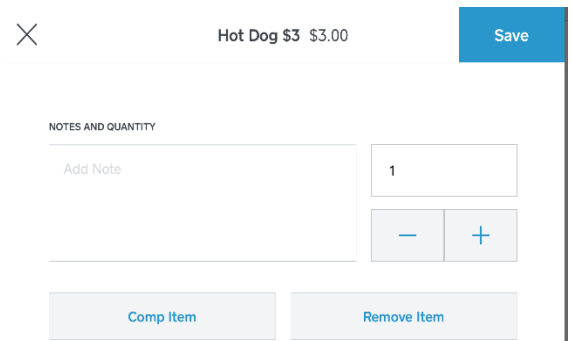
When an item is ordered just click on the item and it will be added to the bar on the right. If you need multiple of the same item just keep clicking on the item or

click on the item on the right side and adjust the quantity. Your order will show on the right and you can request the assistants to bring you the needed items.



In this example we have ordered a Cheeseburger, Chips and a Gatorade. To edit or delete an item on the right, just click on it. You will be able to Remove the Item, Change the Quantity or Comp it. To comp all items on the order, use the “add discount” link below the ordered items. This will add the discount to all items.

When the order is correct, click the “Charge \$11.00” button (or \$0 in case of a discount). If this is a credit card transaction, have the customer insert or tap their payment method or you can slide a non-chip card now. *Note – chip cards must be run through the chip reader, not on the stand. If this is a cash transaction, click how much cash the customer gave you.



We do not require signatures nor provide receipts at this time but because we have 4 stands and other programs use them, the setting for signatures may be turned on so just have the customer sign using their finger.

Problems During the Event

Cash Drawer won't open – Check that you have not lost power first. Then disconnect and reconnect the small round white connector that goes into the power supply. Most of the time this has been the problem. Otherwise use the key to open the drawer.

Reconciliation Sheet Instructions

1. Enter date of the snack bar sales as well as the square stand terminal number you were using (i.e. ABCi01 thru ABCi03)
2. Enter the sport program for these funds i.e. Boys Basketball
3. Count cash in the cashbox before snack bar opens and enter on the sheet by denomination.
4. Enter Total Expense amount (attach receipts to sheet)
5. Enter the cash counted at the end of the night by denomination.
6. Enter the amount kept for next game's start up (if any)
7. Enter the amount kept for next game's change in cash box. Usually, \$100
8. Enter the amount reimbursed for out-of-pocket expenses from drawer (attach receipts).
9. Enter the amount of cash deposit.

Drop off the reconciliation report as well as any cash to be deposited in the dropbox on Sandy Engdahl's porch. Contact her for the address (18 Donegal Way, Martinez, CA 94553).