Square Instructions

1. Swipe from left to right to unlock the iPad.
2. Tap on the Square app named “register” if it is not currently open. 
3. The main register page will come up with all of the concession items we offer. There are tabs at the bottom labeled:
	* 1. Food & Drink (All food with the exception of ice cream)
		2. Ice Cream (this page also has Rita’s cards and magnets)
4. Tap on the item that is ordered. There are some items that have several options.
	1. Ex: Hot Dog(with cheese/chili), soft pretzel(with cheese), soda(flavors) Gatorade(flavors), chocolate candy(types), candy(types)
		1. If you hit the wrong type of candy bar, soda, Gatorade – IT’S OK!!!! I’m testing it for inventory purposes. It’s just in testing mode.
5. After you have the complete order, hit “Charge” at the bottom right of the screen. You will have the option to pay by Cash or Charge.
6. If they are charging, swipe the card through the reader. If they would like a receipt you will have to EMAIL it to them. We CANNOT text. They will NOT have to sign anything below $25.00.

**Charge orders have a minimum of $5.00 (No exceptions)**

1. If they want to pay by cash you have different cash options or you can press “custom”.” Custom will let you input the exact amount they gave you.
2. At the end of the game please input the number of player hot dogs that were given out. (Use the number from your sheet)
	* 1. Player Hot dogs – page 2, bottom left –
		2. Click on Player hot dogs, click on player hot dog/water under your current sale and change the quantity of hot dogs & waters that were given out. The number can include both teams. Hit Charge at the bottom, then confirm $0 Sale.
3. If you accidently add something and they don’t want the item, click on the item under “current sale” at the bottom it will have “remove item” click that, it will then have you “confirm remove item” and then it will take it off of the sale.

**Opening Square Instructions:**

**To Begin each game:**

Count the starting drawer ($100 in bills)

Click on square on the bottom left next to Food & Drink

Click Reports, Current Drawer (starting cash - $100)

Start drawer, confirm start drawer

Click bottom left square, then Register

 (you are ready to start taking orders)

**Closing Square Instructions:**

**Close out at the end of EACH game:**

 Click bottom left square next to Food & Drink

 Click reports

 Click Current Drawer, End Drawer

 Actual in Drawer (type in the TOTAL amount in bills)

 End Drawer, Confirm End Drawer

Place the deposit amount in an envelope and text Carrie the amount.

(717-507-7977)

THANK YOU FOR WORKING !!!!