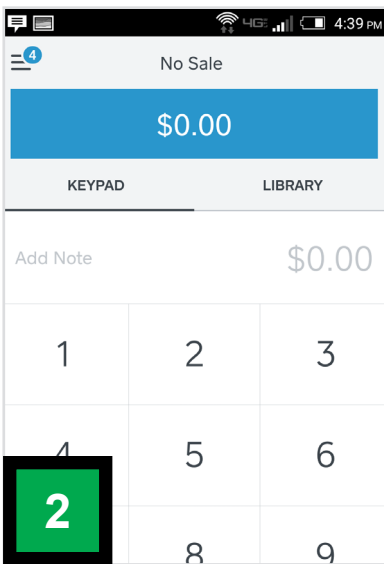


SQUARE TRANSACTIONS

1. Download the app and install on your device. Log into your GSH Square account with the email address used to sign up for the Girl Scouts of Hawai'i Square application.
2. Attach the Square Reader to your device with the embossed side facing toward you.
3. Enter the amount to be charged and press "charge" button.
4. Choose payment method (credit/debit).
5. Swipe card through the device, straight and quickly. *(Try to avoid manually keying in the credit card number which incurs extra costs at the council level).*
6. A screen will appear telling you if the transaction has been approved. If it is denied, inform the customer and request another card or cash.
7. Have the customer sign with their finger (or a stylus if you have one). A screen will appear offering receipt options which they can enter to receive by email, text, no receipt.

You don't need to sign-out but if you do, the sign out option is under Settings. *The **Settings** tab is in the upper left corner of the app. The Sign-Out button is in the upper left-hand corner.*



eBUDDIE ENTRIES

Once you are done using Square for the day, record the TOTAL payments collected in your troop eBudde account.

1. Click on 'Payments' tab on the right hand side,
2. Click on the 'Add Payment' button on the left.
3. In the drop-down button at the bottom of this tab, select the **Square Mobile Payments**. Enter the date of the deposit, description (e.g. booth site location and booth site date) and the total amount of the sales for that entry, creating one entry for the total of the Square transactions at each booth site/shift. (You do not need to record each individual transaction).

