



Step by Step | Square Reader

1

Inspect the reader before use to ensure:

- The device was in the correct, secure location
- The serial number on the device matches your club records
- No visible damage or unusual marks
- Card slot looks and feels normal
- Charging cable and chip reader look and feel normal

2

Turn on the square reader (little button next to the charging port) and open the Square App.

3

Connect the reader to your device, an **orange** strip at the top of the screen will tell you it is connected.

4

Make sure that you untick the GST component in Settings

5

Enter the amount in the keypad or add the relevant items to the cart and press charge. Wait for the **green** light on the square reader.

6

The customer can now tap on the top or the reader or insert on the side. If the customer inserts they will select their account and enter their pin on your device.

7

Wait until the payment is approved and ask the customer if they need a receipt:

- If **yes**, select phone number or email and enter details.
- If **no**, press "no thanks" at the bottom of the screen

8

Press new sale ready for the next transaction