

DARK SKY FESTIVAL CREDIT CARD SALES

(SQUARE app on iPads)

Screen unlock (if needed) - White ipad: 597559 Black ipad: 515251

Set Up to Process Credit Cards

1. Open the Square app on the iPad.
2. On the bottom left-hand side, choose "Checkout".
3. Choose the first line: "Items".
This shows a list of items for sale at the Festival.

Make a Sale

1. **Choose the desired item.** Choose it again to add another (i.e. click a second time for a quantity of two, etc.). **For T-shirts, choose the size.**
 - The purchase price is pre-populated for all items except Donations.
 - **For a donation, fill in the amount, then hit the "+" sign.**
2. **Choose other items**, if desired by customer.
3. **Choose "Review Sale"** at the bottom of page. This will list the items to be purchased.
4. **To remove an item**, click the item and choose "Remove item", then a second time to confirm
5. **Select Charge.** A green light will come on the card reader.
6. **Tap credit card on Reader** OR **Insert credit card into Reader slot.**
7. A **Receipt choice** is offered when the sale is approved:
Email, Text , or None.

NOTE: The Square Reader only works with credit cards that have a chip.
Please contact DJ to process a non-chip card.

If any problems are encountered, please contact: **DJ Willard 480 636-6225**