

# Setting up Square on your device

The process is

1. Download the square app
2. Enter 'device code'
3. Allow app permissions
4. Access the item list and select the event category
5. Sell

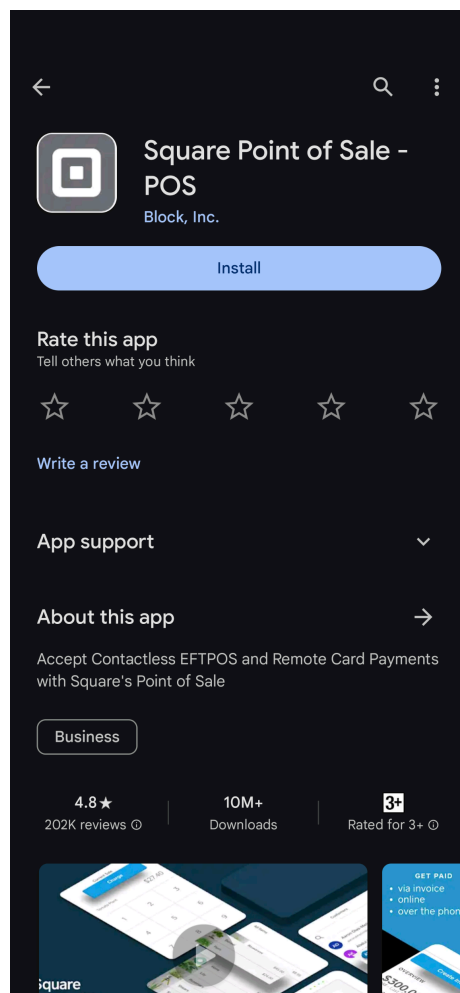
Raffles require contact details to be collected. See below.

## Setup

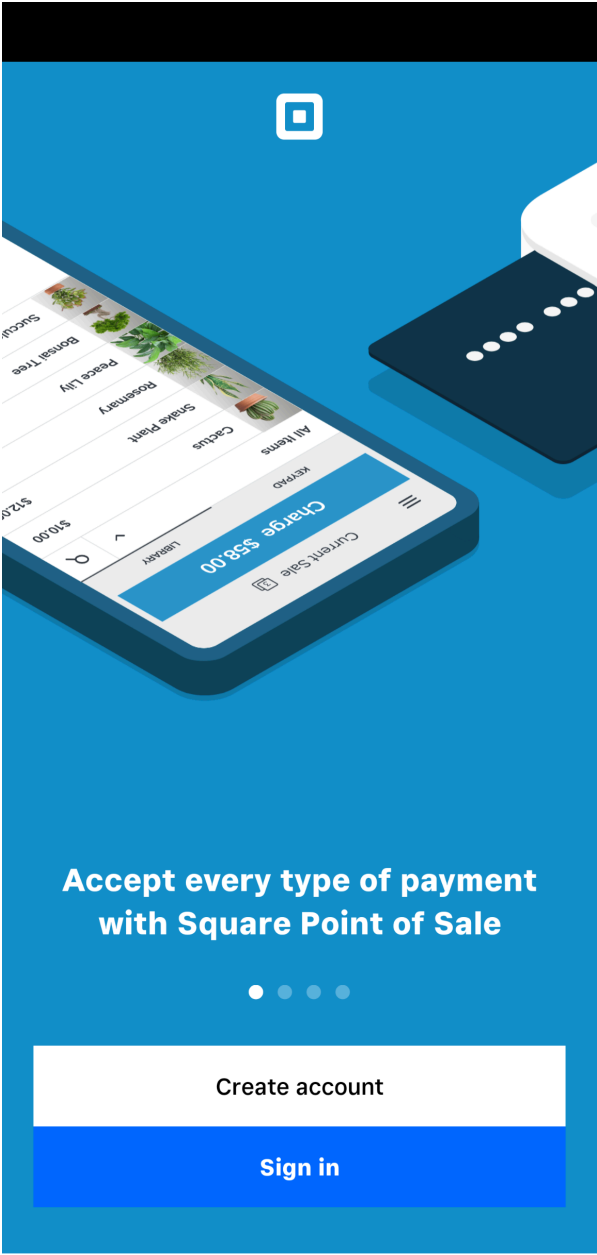
Download the square app. The instructions are roughly the same between apple and android phones.

Downloading the app may take a few minutes depending on the network speed. It is best to do this before arriving on site.

1. Search for 'Square Point of Sale - POS' by Block, Inc



2. Select “Sign in”



3. Choose 'Use a device code'



## Sign in

Email address

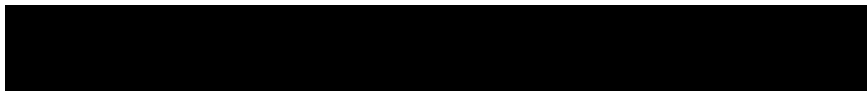
Next

Use a device code

4. Enter a device code

5. Enable the permissions

There hasn't been much success using the square app without the full set of permissions.



## Enable Device Settings

Please enable location services,  
device storage and phone access to  
ensure that Square will work properly.

[Enable Location Services](#)

[Enable Phone Access](#)

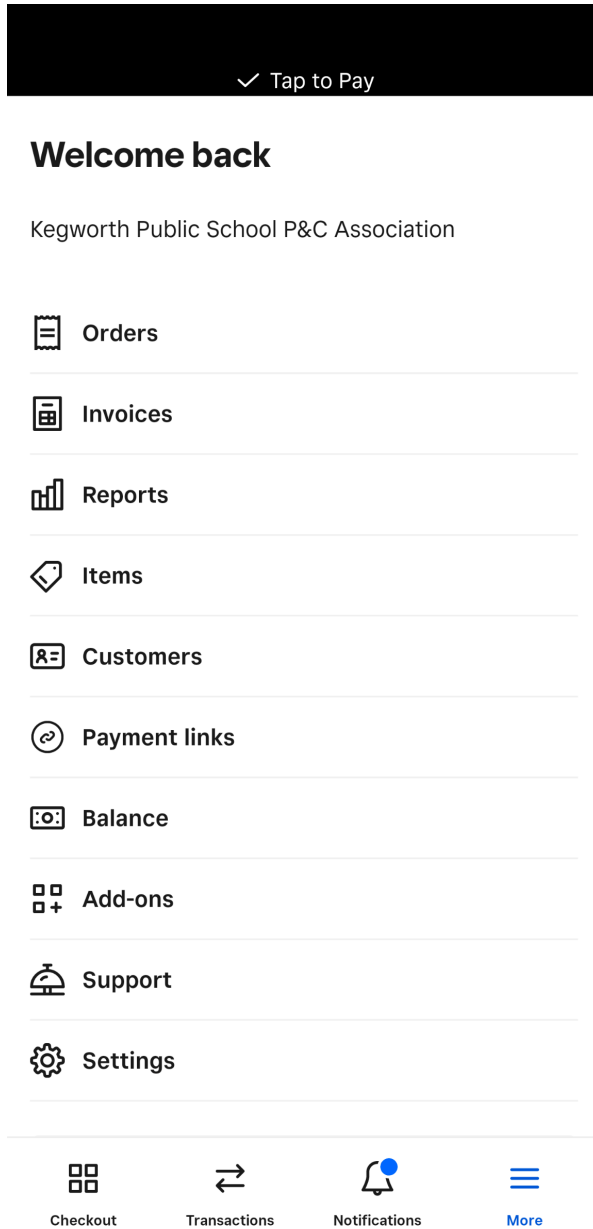
[Enable Bluetooth Access](#)

[Enable Notifications](#)

[Learn more about device settings](#)

5. Enter the shop

An info screen (take contactless payments) may be shown. Enter the shop and choose ‘Items’



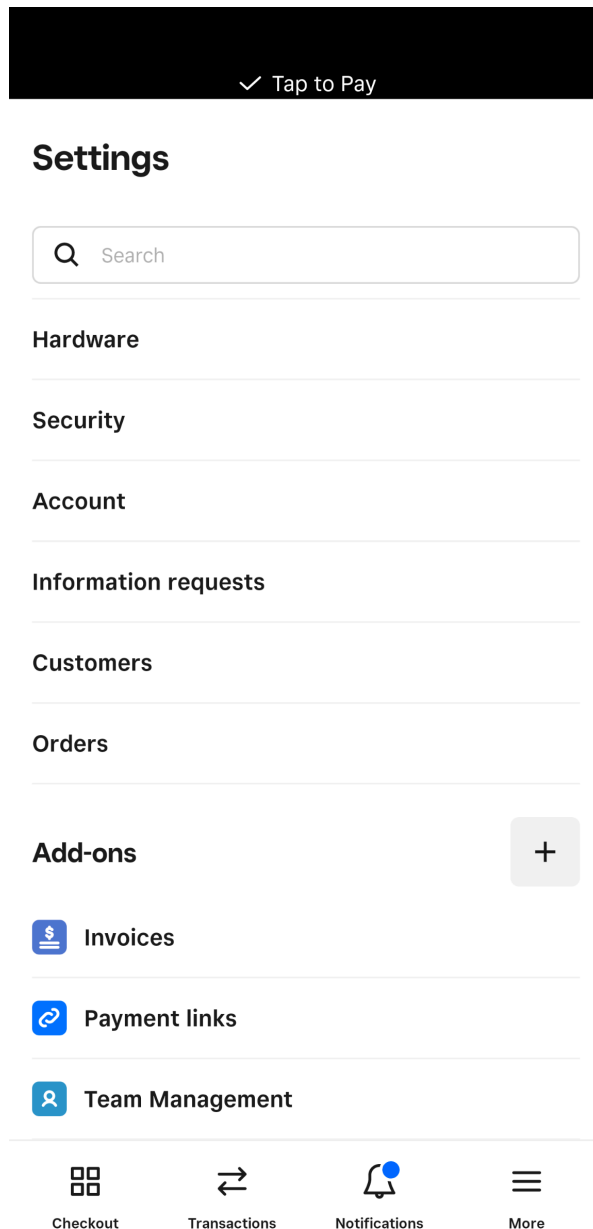
# Connecting a Square Reader

Payments can be made by holding a card against the back of a phone that has this capability, or using a square reader.

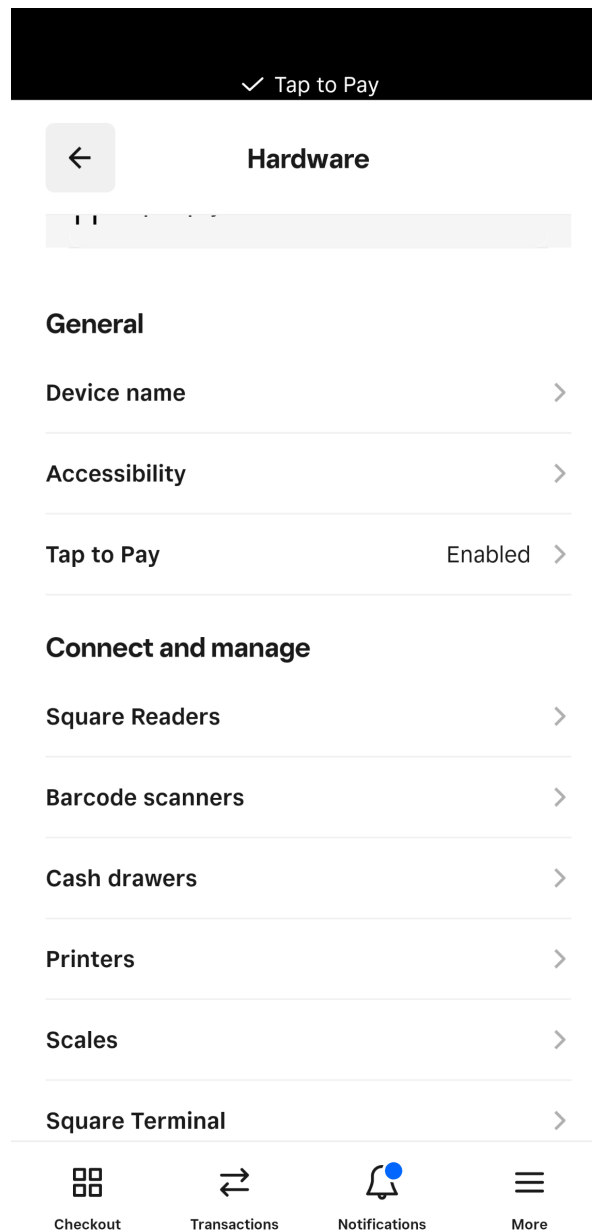
To connect a share reader.

1. Enter settings

Under **more** at the bottom right

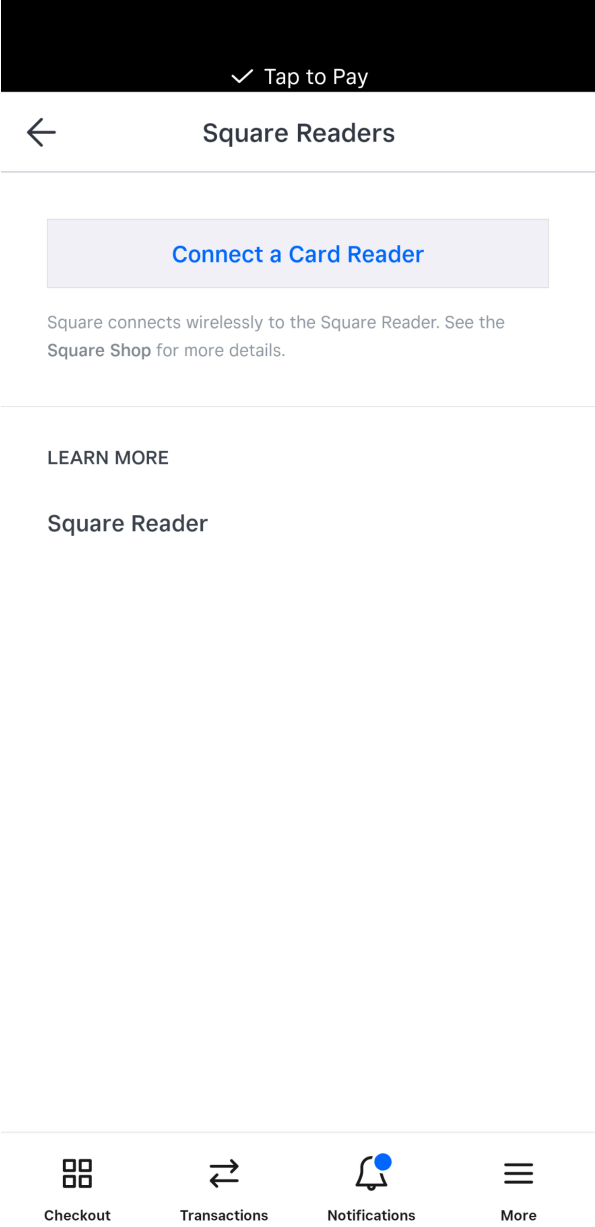


2. Hardware



### 3. Connect a square device

Once started, you must push the button on the square device for the 10 seconds. The most common problem is not waiting long enough.



# Making a sale


To make a sale, find the item. Tap the card when prompted on the back of the phone or on the square device.

There many items. Live in the category relating to the event you are helping with.



## Welcome back


Kegworth Public School P&C Association


 Orders


 Invoices

 Reports


 Items

 Customers

 Payment links

 Balance

 Add-ons

 Support

 Settings

  
Checkout

  
Transactions

  
Notifications

  
More

✓ Tap to Pay



## Categories

🔍 Search categories

Create category

AM

A Mothers & Carers Stall

0 subcategories

4 items >

AA

AA M&C MUSIC

0 subcategories

6 items >

Ar

Art & Jewellery by Nicole ...

0 subcategories

0 items >

BU

BUNNINGS

0 subcategories

0 items >

EI

Election Day

0 subcategories

8 items >

Fa

Fathers day

0 subcategories

2 items >



Checkout



Transactions



Notifications



More

✓ Tap to Pay



## Welcome Event 2023

🔍 Search items in this category

Items (5)

[Assign items](#)



1 x kids games

\$2.00



1 x raffle ticket (\$5)

\$5.00



3 x kids games (\$5)

\$5.00



5 x raffle ticket (\$20)

\$20.00



Kookaburra Brooch

\$20.00



Checkout



Transactions



Notifications



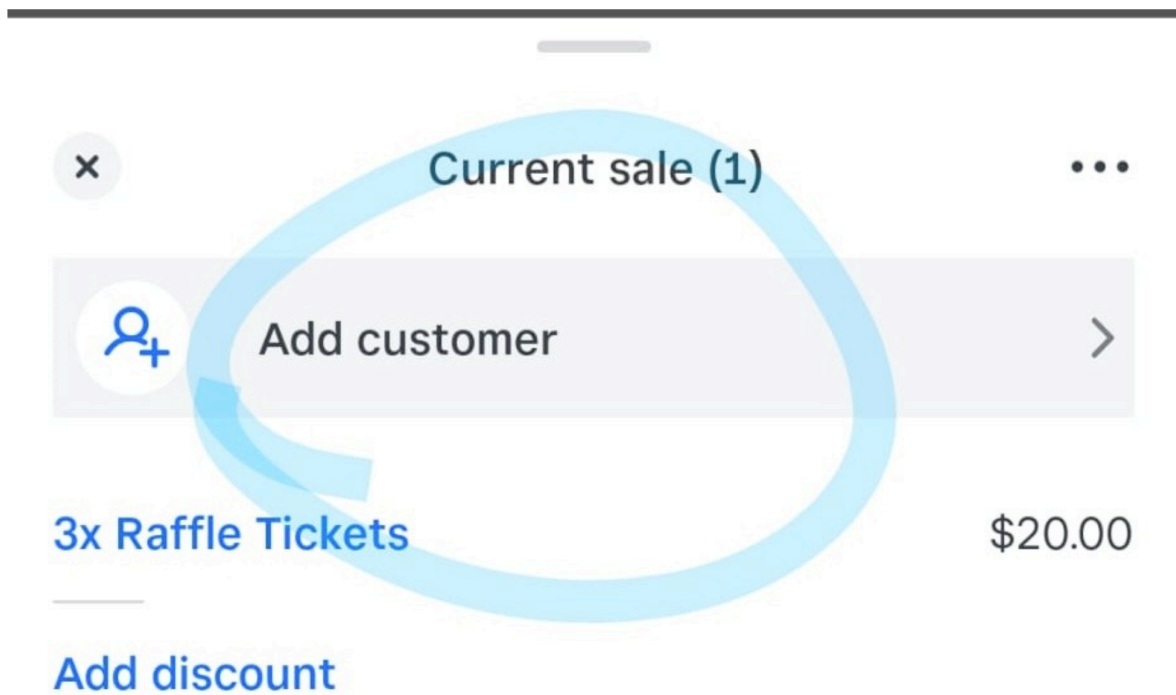
More

# Raffles

When selling raffle tickets, the customer contact details must be collected.

## Selling a raffle ticket

1. Choose the raffle ticket product
2. Add customer. Enter the first + last name and phone number



3. Checkout
4. Send receipt

\*20240216\*