

2023 Pumpkin Patch Square App Instructions

We are use a Samsung Galaxy tablet donated to the Church for credit card transactions. The tablet should be located on the office manager's desk. The Square app has been installed on it. Here are some instructions for using the tablet and the app.

1. The tablet is normally left on overnight. If not, you can find the power (on/off) button at the top on the right side of the tablet. Hold it down a few seconds until it comes on. Swipe the screen to unlock it and get to the home page.
2. The "eraser" end of the stylus may work better than tapping the screen with your finger. The middle button on the tablet brings back the home screen if it has gone to sleep.
3. Be sure you have a wifi connection by looking for the internet wifi symbol. If you do not have a connection go to settings, then connections and then connect to a network. CPFUMC-2 is the preferred network for Pumpkin Patch.
4. Attach the square card reader to the microphone jack on tap of the tablet in the direction shown on the reader. The card reader is usually kept in the cash box.
5. The Square app symbol should be on the home page. Tap on it to begin operations. You should not need to login but if you do sign in using the login email address and password.
6. If you had to login to the Square app, it may ask you for a mobile phone number. If it does, tap "remind me next time" and continue.
7. The next screen is checkout. You use this for transactions. Type in the amount of the transaction. If correct then tap charge.
8. You will then be asked to swipe to pay. Swipe the customer's card with the stripe down facing to the back of the card reader and the card upside down. Swipe left to right.
9. On the next screen have the customer sign in the middle of the page (not by the x in the corner of the screen).
10. Check email, text or no receipt based upon the customers preferences. Some customers will have their email linked to their credit card.
11. After completing a transaction you go back by using the "new sale" button.
12. Do **not** sign out of Square app or turn off the tablet at the end of the day. Return it to the Church office manager's desk.