

2024 Pumpkin Patch Square App Instructions

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

1. The tablet is normally left on overnight. If the tablet is "asleep", briefly hold down the middle button on the bottom of the tablet to bring back the home screen. Then swipe the screen to unlock it and get to the screen with the Square app icon.
2. If the tablet is turned off you can find the power (on/off) button at the top on the right side of the tablet. Hold it down a few seconds and then swipe the screen to get to the page with the Square app icon.
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 tap on CPFUMC-EXT to connect to the Pumpkin Patch WiFi.
4. Attach the square card reader to the headphone jack on top of the tablet in the direction shown on the reader. The card reader is kept in the cash box.
5. Tap on the Square app icon to begin operations. If you do not need to login go to step 7.
6. If you do need to login use email address office@cpfumc.org and password p4umpki4n (also found on a card in the cash box). It may ask you for a mobile phone number. If it does, tap "remind me next time" and then tap continue.
7. The next screen is keypad (highlighted in blue); in the lower left it says checkout. You use this screen for transactions. Type in the amount of the transaction.
8. Tap review sale. If correct hit charge. (If it is not correct tap on the three dots in upper right corner and tap clear item. Then tap the X on the "no sale" screen to return to the keypad, re-enter the sale and follow the steps described above.)
9. After tapping charge, 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. Usually swipe left to right.
10. On the next screen have the customer sign in the middle of the page (not by the x in the corner of the screen).
11. After the customer signs the transaction, check email, text or no receipt based upon the customers preferences. Some customers will have their email already linked to their credit card.
12. You may have a customer who wants to use a phone app. After tapping "charge" you will find at the bottom of the "swipe to pay" screen a "cash app pay" button. Tap on the button and a QR code appears. The customer can take a picture of that and it should record a transaction.
13. After completing a transaction you go back to keypad/checkout by using the "new sale" button, so you can process the next sale.
14. 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 and connect it for charging.