

WORKING THE PUMPKIN PATCH 2024

Opening the Patch

If you are volunteering for the first shift of the day, or if there is no one else working the patch when you arrive for your shift:

The cash box and tablet are in the MMB Office. Keys to the front door of the MMB (this key also opens the sanctuary, if you need to use the restroom) and Office are in the place it has been in previous years. The cash box is in the far right cabinet of the Office credenza under the mailboxes at floor level. The tablet is plugged in and sitting on the desk. Take both out to the patch and replace the keys where you found them.

Be sure to check the Honor Jar for any overnight contributions.

Selling Pumpkins

Pumpkins are priced by size. Use the tape measure by placing the ring on the pumpkin stem and stretch the tape around the pumpkin to find the price. Guests can pay by cash, check (payable to CPFUMC), and credit/debit card. For credit/debit cards, you will use the tablet:

1. The tablet should be on. The middle button on the tablet brings back the home screen if the tablet is “asleep”. Hold it down a few seconds until it comes on and then swipe the screen to unlock it.
2. If the tablet is off you can find the power (on/off) button at the top of the right side of the tablet. Hold the button down a few seconds until it comes on and then swipe the screen to go to the page with the Square app icon.
3. Be sure you have a Wi-Fi connection by looking for the internet Wi-Fi symbol. If you do not have a connection, go to settings, then connections, and then connect to a network. CPFUMC-EXT is the Wi-Fi for pumpkin patch.
4. Attach the Square card reader, located in the cash box, to the headphone jack on top of the tablet in the direction shown on the reader.
5. The Square app symbol should be on the screen after swiping to unlock the tablet. If you do not need to login go to step 8.
6. If you need to login to the Square app, tap on it and then sign in using the login email address office@cpfumc.org and password p4umpki4n.

7. Use the “remind me next time” button if asked for a mobile phone number and tap “continue”.
8. The next screen is for conducting sales. (Be sure you are on the “keypad” page highlighted in blue.) This screen looks like a calculator with “checkout” in blue in the lower left. You use this screen for transactions. Type in the amount of the transaction. Tap review sale. Review the amount with the customer. If correct, tap “charge” at the bottom of the screen. (If it is not correct, tap on three dots in the upper right corner and tap “clear item” to clear the charge. The screen will say “no sale”. Tap on the X to return to the keypad page and start the transaction over).
9. After tapping charge you will then be asked to swipe to pay. For most cards, 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. Check email, text, or no receipt based upon the customer’s preferences. Some customers will have their email linked to their credit card.
12. After completing a transaction, you go back by using the “new sale” button so you can process your next sale.
13. If you are closing the Patch, take the tablet to the church office and plug it in to the charger. You do not need to sign out of the Square app or power off the tablet. Also, see paragraph below about “Closing the Patch.”
14. Contact Steve Howard (1-713-705-2677) if you have questions about or problems with using the tablet or Square card reader.

Closing the Patch

If you are working the last shift or you have to leave for any reason or the next shift worker has not arrived, leave the Honor Jar out with the Honor Jar instructions, and return the cash box and tablet to the Office and plug the tablet in to recharge, placing the Square card reader back in the cash box, and the cash box in the credenza. Place all currency and checks in the safe, using a pouch found in the credenza. The safe key is in the right drawer of the credenza with the correct key having an orange tag on it. Make sure the Office door is locked when you leave and the keys are back where you found them.

If you need help or have questions about your shift, call:

Helen Trahan at (512) 801-8991 or

Steve Howard at (713) 705-2677