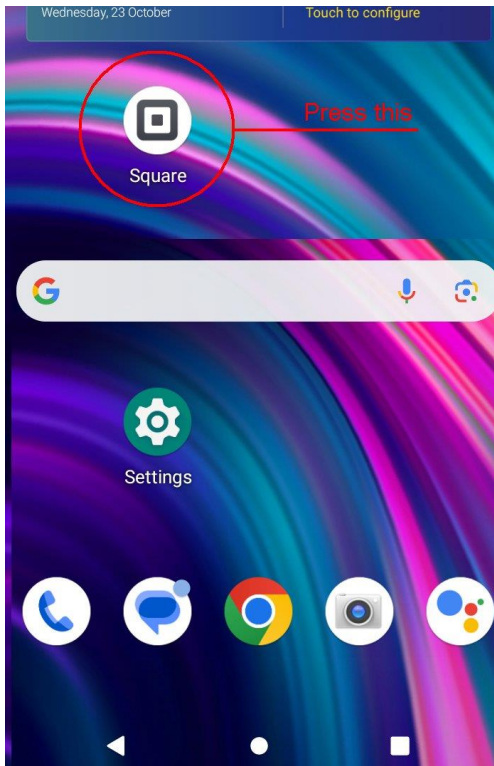


## The unlock code is on the back of the cell phone 3088

If the screen looks like this, press the Square icon:

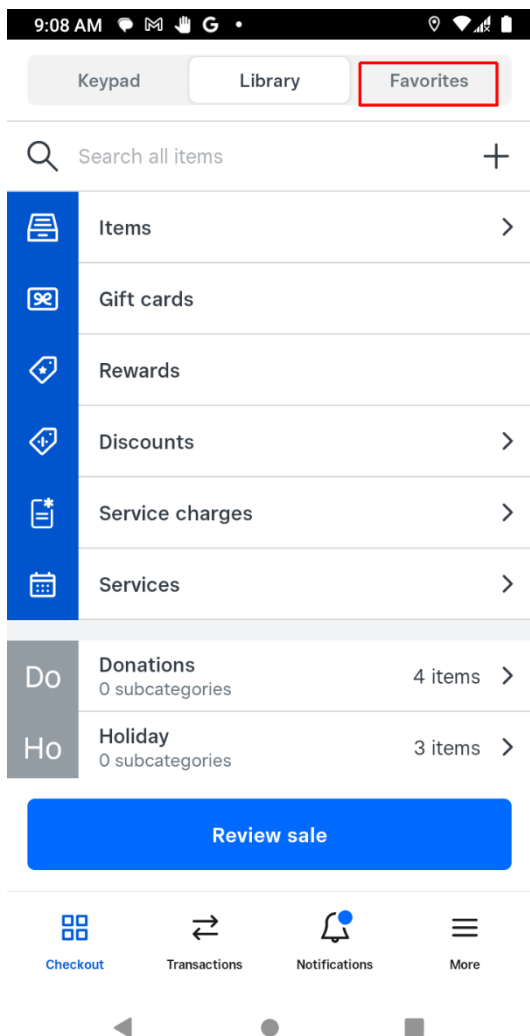


**If it asks you to log in, go to page 7**

Don't worry if you don't have an internet connection, Square will still work, but make sure you get a connection at the end of the days, to upload any data.

Please run all **cash** transactions through Square.

If the screen looks like this: click on **Favorites**



Click these  
to make a sale



Wrapping for a Reason



Gift Bags



Miscellaneous

do

donation

Click on the images to select the type of item being purchased

Then make a selection from the items...

✕ Wrapping for a Reason \$3.00 **Add**

WRAPPING FOR A REASON CHOOSE ONE

SMALL (1 x 2 x 3) \$3.00

MEDIUM (11 x 8 x 2) \$5.00

LARGE (14 x 9 x 2) \$7.00

EXTRA LARGE (17 x 11 x 2.5) \$9.00

OVER-SIZED ITEMS \$11.00

QUANTITY

—

1

+

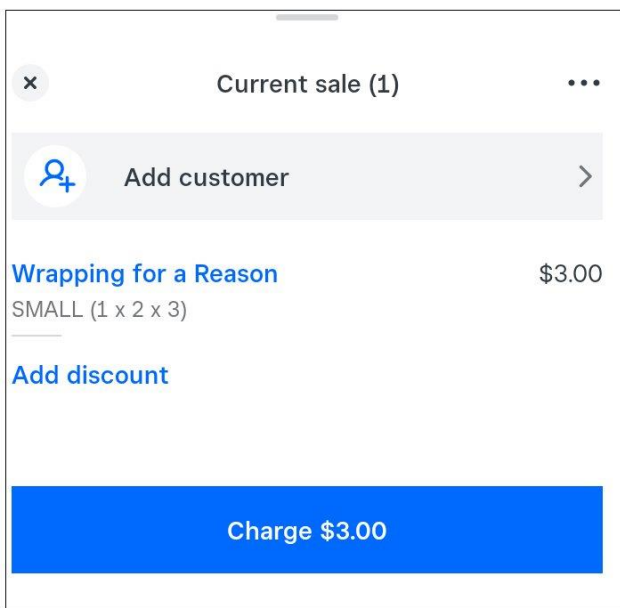
Click the **+** to increase the number of items

Click **Add** to add this item to the sale

When complete, Click

**Review sale**  
**1 item**

This will take you to the screen with all the items being purchased



Click the **Charge** Button at the bottom.

A screenshot of the Square payment interface. At the top left is a close button (X). At the top right is the text "Split Amount" in blue. Below this is a large black "\$3.00". Underneath is a rounded rectangular widget titled "Swipe card reader" in blue. The widget contains a card reader icon on the left and the Square logo on the right. Below the widget is a list of payment options, each with a right-pointing chevron: "Cash", "Manual Credit Card Entry", "Gift Card", "Card on File", and "Invoice". At the bottom of the screen are three navigation icons: a left-pointing triangle, a circle, and a square.

Split Amount

\$3.00

Swipe card reader



 Square

Cash >

Manual Credit Card Entry >

Gift Card >

Card on File >

Invoice >

You can

- swipe the card using the 'widget', or
- Select "Manual Card Entry" and type in the card details or
- Select Cash and enter the amount the customer gives you – Square will calculate the change


## If you need to LOGIN

- User name is [mceapoffice@gmail.com](mailto:mceapoffice@gmail.com)
  - Password is **MCEAP308#**
- IMPORTANT It will say: Protect Your account...and look like it is asking for a phone number.

**Ignore the buttons,** and click **Remind me Next Time.**

### Protect your account

We'll send you a one-time passcode now and each time you log in to ensure that you're the only one with access to your account.

 Phone number

How would you like to receive the code?

Text me the code (SMS)

Call me (Phone call)

Message and data rates may apply. Message frequency varies. Reply HELP for help or STOP to opt-out. See [Privacy Policy](#) and [SMS Terms & Conditions](#).

Continue

Remind me next time

**Ignore these** (points to radio buttons)

**Press this** (points to Remind me next time button)

On the next screen, click **CONTINUE**

### Select Location

A Thrift Store & More

Mobile Events

**CONTINUE**

Click on Favorites to get to the Main Screen

