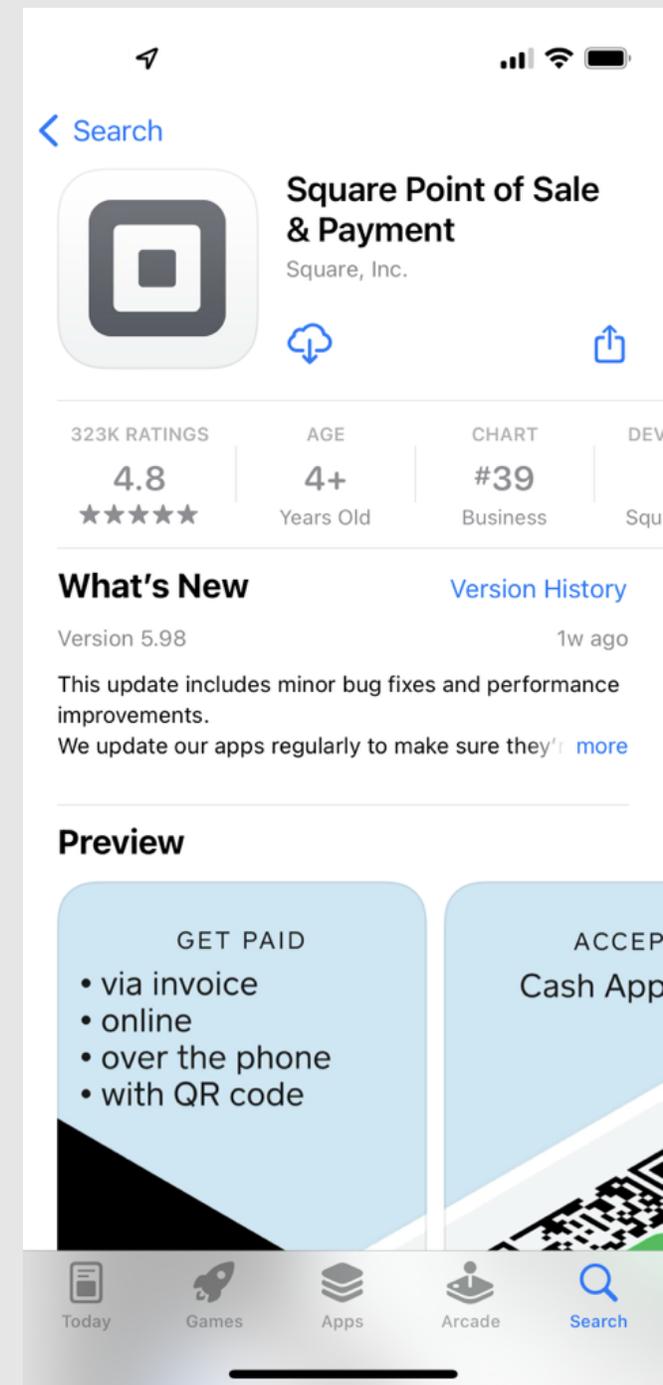




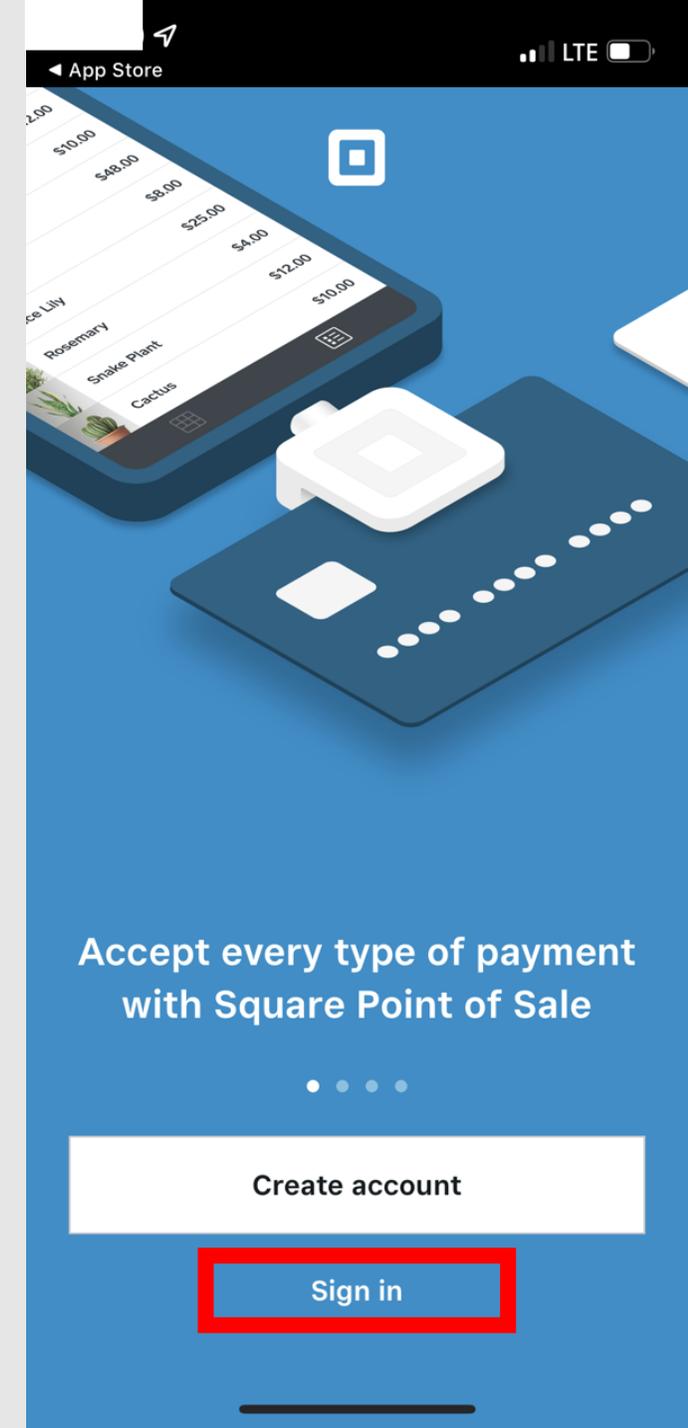
SECC Square Reader

Campaign Coordinator Instructions

After you have received your card reader from your Local Campaign Manager, download the **Square Point of Sale & Payment** application from Google Play or the App Store.



1. Ensure your Local Campaign Manager set up the account.
2. Obtain login credentials from your Local Campaign Manager.
3. Select **'Sign in'**.



Step 1 of 6

Enter campaign email address and case-sensitive password.

The screenshot shows the 'Sign in with Square' screen. At the top, there is a back arrow and the text 'App Store'. Below that is a title 'Sign in with Square'. There are two input fields: 'Email address' containing 'capitalsecc@earthshare-texas.org' and 'Password'. Both fields are highlighted with red boxes. Below the password field is a link 'Forgot password?'. At the bottom, there are two buttons: a blue 'Sign in' button and a grey 'Use a device code' button.

App Store

←

Sign in with Square

Email address
capitalsecc@earthshare-texas.org

Password

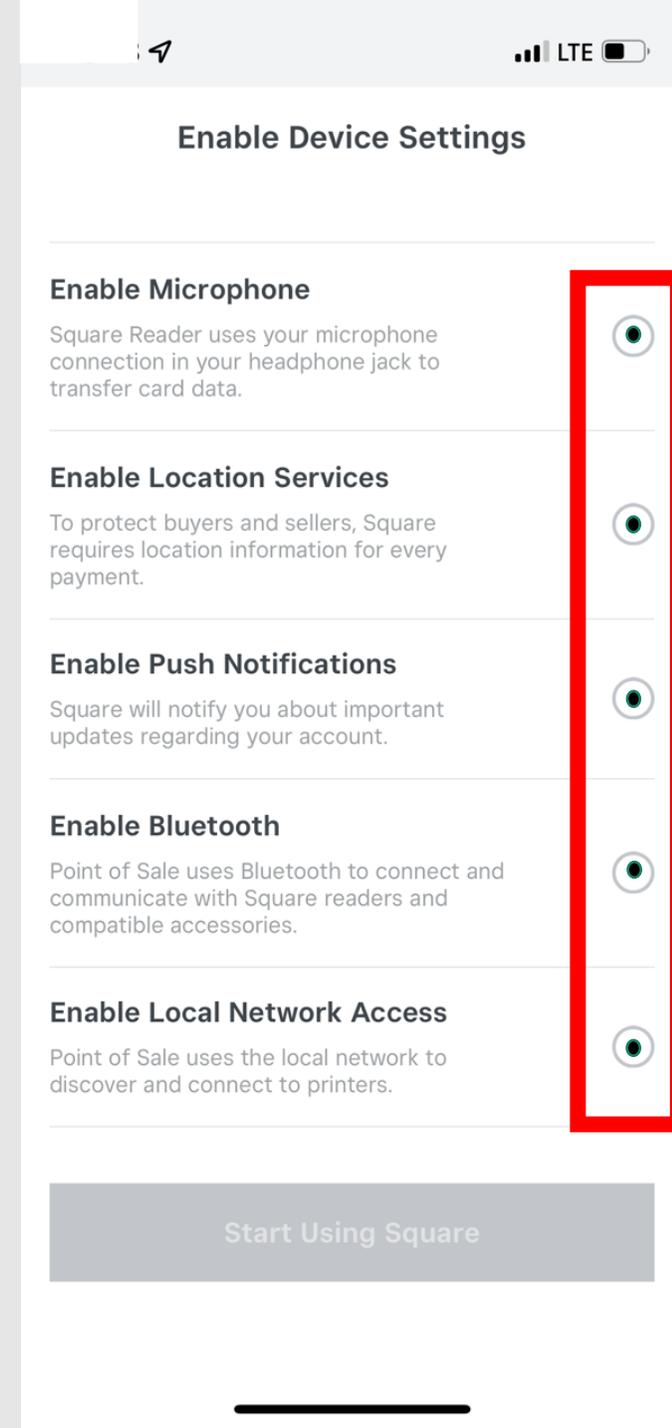
[Forgot password?](#)

Sign in

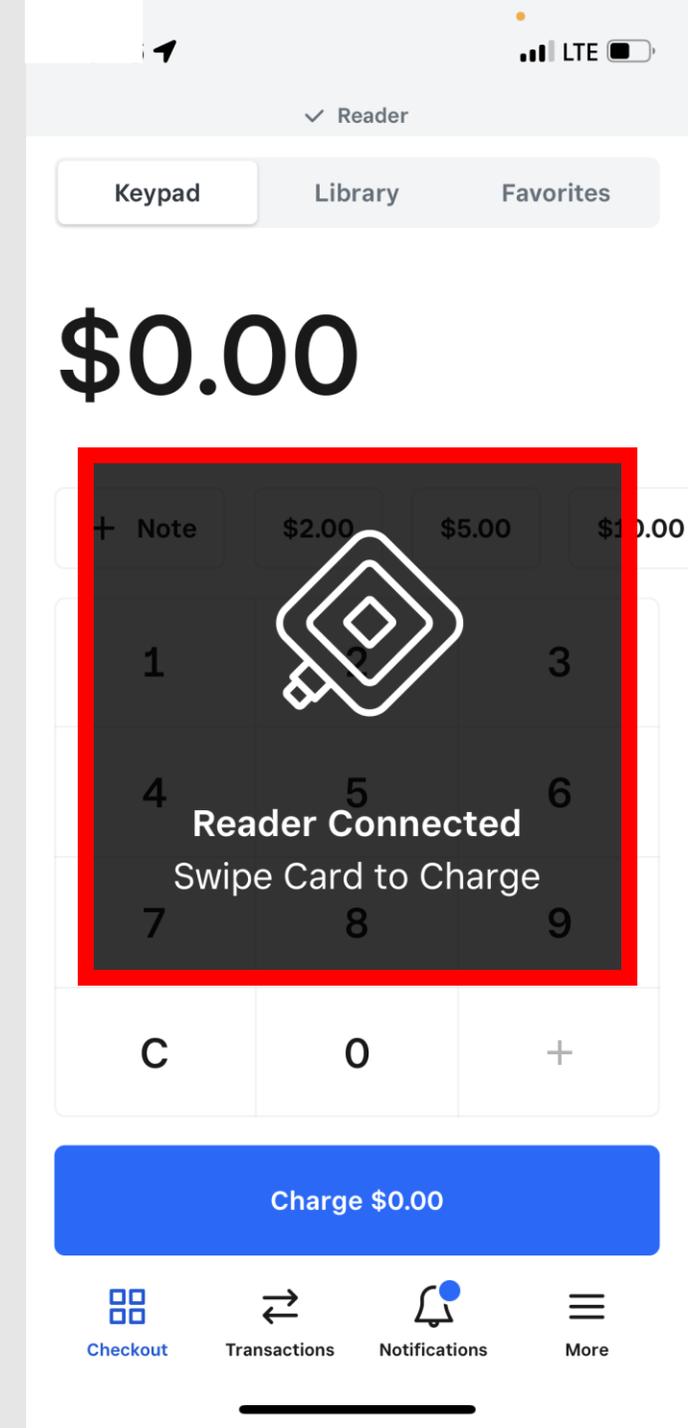
Use a device code

Step 2 of 6

You must enable all device settings to proceed. To do so, **select each button** and click **Start Using Square** at the bottom of the screen.



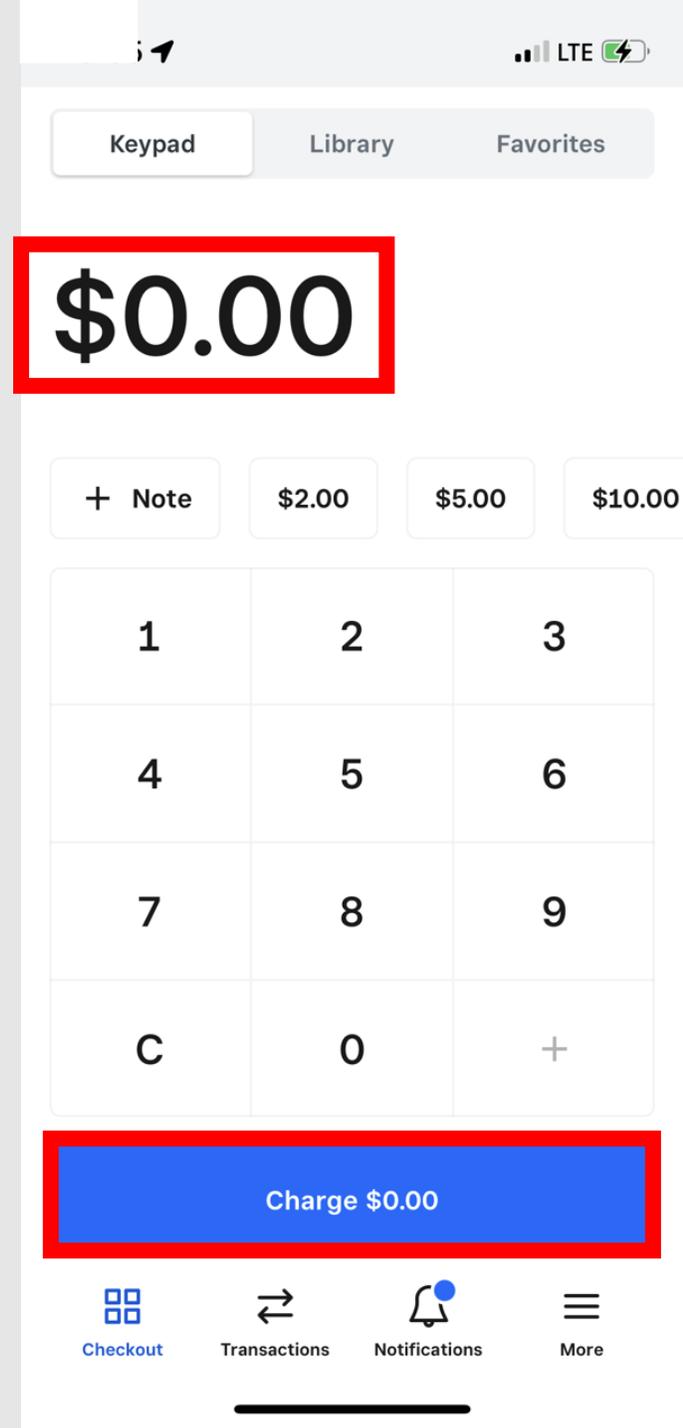
Once you've logged in, attach the Square device to your phone and this pop up will briefly appear.



Step 3 of 6

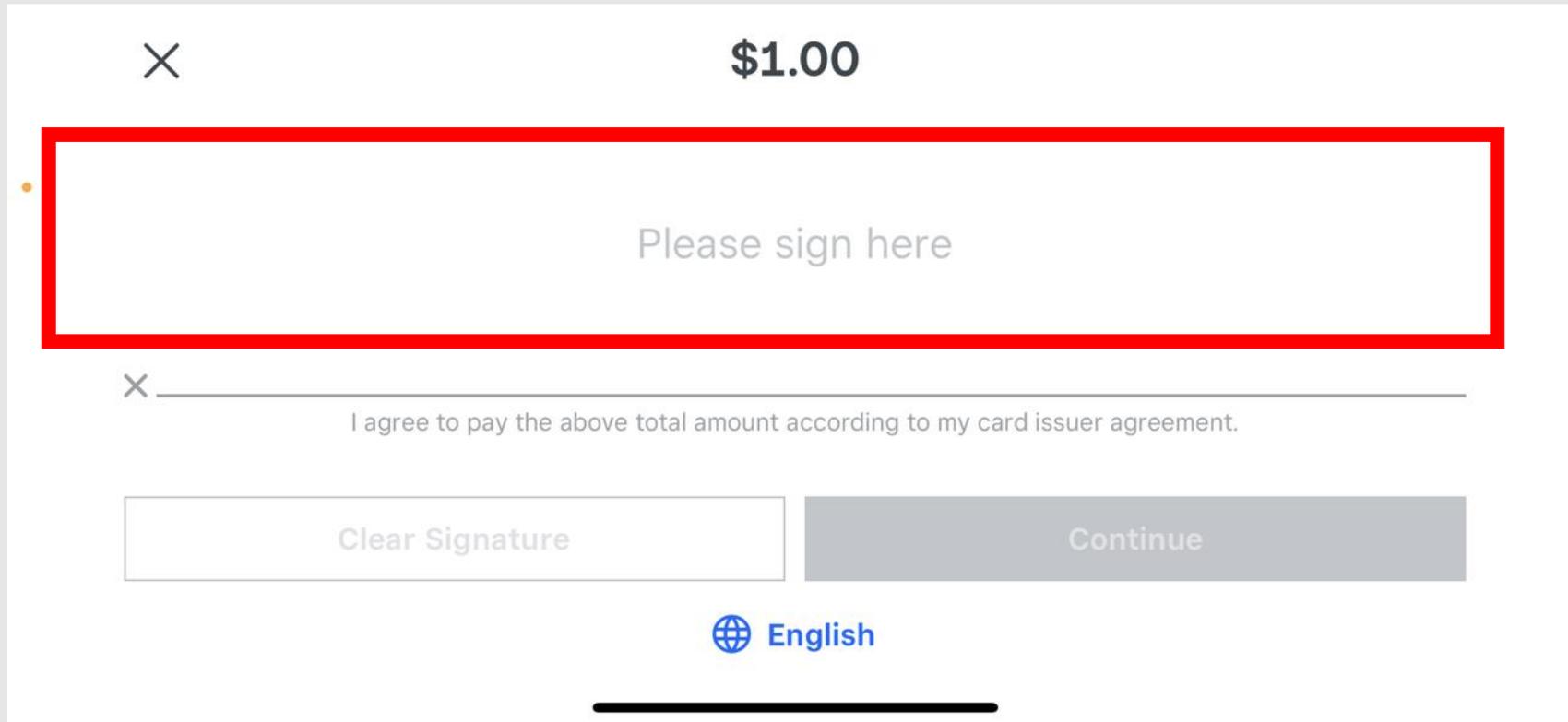
To process payments, ensure your phone has sufficient charge and signal.

1. Enter the amount of the donation.
2. Select charge.
3. Swipe payment card.



Step 4 of 6

After payment has processed, obtain donor signature.



The screenshot shows a mobile payment confirmation screen. At the top left is a close button (X). At the top center is the amount "\$1.00". Below this is a large white rectangular area with a red border, containing the text "Please sign here". Below the signature area is a horizontal line with a close button (X) on the left and the text "I agree to pay the above total amount according to my card issuer agreement." Below this is a "Clear Signature" button and a "Continue" button. At the bottom center is a globe icon followed by the text "English".

Once the payment has been approved, the following screen will appear:



Step 5 of 6

1. Select a receipt option for your customer.
2. Proceed to new sale.

New Sale

Add Customer

\$1.00

How would you like to receive your receipt?

Email

Text message

No receipt

Privacy Notice

English

Step 6 of 6

1. Once your fundraiser has ended, select transactions at the bottom of the app.
2. Tally sales from the event and complete the SECC Authorization Form including the charity recipient.
3. If collecting payment for multiple fundraisers, ensure you have tracked separately.
4. Remember to complete one form per event.

