SQUARE INSTRUCTIONS

iPad CODE: 1 2 3 4 5 6   SQUARE LOGIN:
info@kuringgairotary.org.au, Pword: Rotary1959!3

NOTE for DOOR TEAM:

- PRINT a copy of Attendance email, to use manually if preferred
- if the Ipad has been recently used at Bunnings BBQ, it **may still be paired to the 2nd Square**, AND payments may go to the Project Account. Change a/c to General.

While in the Square App – **to UNPAIR the BBQ reader**:

SELECT "☰ More" - Settings – Hardware – Square Readers – on the RIGHT end of the row the Contactless & Chip 'reader' is displaying, and select the END of the row, then 'Forget this Reader'

To connect the Door Team's reader:

Select Settings - Hardware – Square Reader – "Connect a Reader"

Press & hold the little button on side of the Reader until 4 Orange lights flash

Press 'Pair' when prompted. If successful:

SELECT "☰ More" - then "Switch Location"

If "RCK General a/c" is displaying – select it to make payments go to that a/c

If "RCK PROJECT a/c" is showing – press X to escape, as it means payments are already set to go to General a/c

SELECT "Checkout" – Library – Dinner Meeting Payment (or BBQ)

Select $30 - then blue button: "charge $30" - see Green light on reader - tap card

To CANCEL a selected amount – select the 3 dots **...** top right – Clear Items

---

TO SWAP iPad view of Square to access WEBSITE ATTENDANCE

Press Home button of R side of Ipad

SELECT 'compass' (internet) icon at bottom

On club website select LOGIN

SELECT "Use Doorteam" to auto-fill the password
Tick "[ ] I am not a robot"

(if stuck either login as yourself, or use:
 Username: "doorteam"   Password: "DoorTeam2")

From 'Members Start Page' SELECT 'Door Team' – should open on Payments Page
Select a name – select PAID – scroll down – SAVE

To SWAP back to Square – press HOME button - Square

SQUARE INSTRUCTIONS

MORE OPTIONS TO FIX SQUARE IF ABOVE UNSUCCESSFUL

iPad–Open SQ App. (**if blue screen with [Create A/c] or [Sign in] displays, you are LOGGED OUT of the iPad):**

- Click [Sign in] – then password for iPad: 1 2 3 4 5 6
- Check if connected to WPBC WiFi (WBC 1415C, pword: 6CC5A094A5)
- SELECT the SQUARE icon (bottom of screen).

If already logged in – TO CONNECT READER (by Bluetooth)

- SELECT 'More' – Settings – Hardware – Square Readers - 'Connect a Reader'
- Press and hold side button on Square until ORANGE lights flash– Select 'Pair' then green will display if connected.

   If Unsuccessful:

- Select 'More' (bottom-right) – Settings – Hardware – Square Reader
- If a reader is listed, Click on it and SELECT '[Forget this Reader] Press RED 'Forget this Reader' – ('Disconnected' will show)
- SELECT 'Square Reader' – 'Connect a Reader' - press & hold little side button until ORANGE lights flash – then select '**Pair**'

   Still Unsuccessful? – in iPad Bluetooth Settings disconnect All readers:

- **In iPad**, press Home button - SELECT 'Settings' – Bluetooth
- SELECT 'i' icon against a reader – SELECT '**Forget this Device**' (twice, including RED)
- Repeat for 2nd reader if listed
- TURN OFF Bluetooth – and turn BACK ON (confirm that NO readers are showing)
- OPEN Square App - SELECT 'More' - Settings – Hardware – Square Reader – 'Connect a Reader' - Press & Hold little button until Orange lights – then watch for '**Pair**' to show on iPad – select it

To confirm payments will go to either GENERAL or PROJECT account

- select '**More**' (bottom-right) – 'Switch Location' – under the heading 'Select Location' is displayed the OTHER bank account – select it if you want to change to other bank a/c

Still not Connected? (log OUT of Square a/c & log in again)

- SELECT 'More' – 'Sign out of Ku-ring-gai Rotary'
- SELECT 'Sign in' – (on iPad select grey area 'password for…' – then 123456) – or see top of this page

To START SELLING

- Select '**Checkout**' (bottom-left) – '**Library**' (top) - 'Dinner Meeting' or 'BBQ'
- Select item/$30 payment/Sausage – then Blue Button [Charge $amount]
- **TO CANCEL a sale** – select 3 dots icon (top-right) – then 'Clear items'