



How to: Setting up your Square Reader

How many times have you had someone wanting to give you money for your fundraiser or give you a donation but they don't have any cash on them, just a debit or credit card?

With a Square Reader, you can accept tap and go cards, chip cards, Apple pay and Google pay to enable you to take payments from donors quickly and easily. The reader connects wirelessly to your smartphone or tablet via Bluetooth and is perfect for your fundraising activities. There's a single low, flat fee of 1.9% per transaction, with no long-term contracts or monthly recurring fees making it a simple way to accept payments.

If you're holding a Cake Stall, Bunnings BBQ, Stationary Bike Challenge, or themed event, you can purchase a Square card reader for \$59 from square.com or Officeworks. You simply take 5 minutes to set up the app on your smartphone and away you go!



Setting up your account

Let's Get Started

- Download the Square - Point of Sale App
- Select Create Account
- Enter your email address and create a password
- Accept Seller Agreement and Privacy Policy
- Select **'Sign Up'**



Sign Up

Let's Get Started

Signing up for Square is fast and free — no commitments or long-term contracts.

ACCOUNT INFORMATION

Email address

Confirm email address

Password (at least 8 characters)

COUNTRY

 Australia

Accept Square's Seller Agreement and Privacy Policy.





Tell us about your Business

- What type of business it is? – **Casual Use**
- Business Category – **Other**
- Estimated annual revenue - **\$0- \$10,000**
- How do you plan to use Square? – **All of my card transactions**
- ABN – **Leave blank**

Tell us about your business.

Enter a few details so we can provide specific information about how Square can work for your business.

What type of business is it?

Casual Use

Business Category

Other

Estimated annual revenue

\$0 – \$10,000

How do you plan to use Square? (Optional)

All of my card transactions

ABN

Enter your ABN

Enter your ABN number, optional for individual use.

- Trading Name – **Proudly Supporting Tour de Cure**
- Business Type – **Individual/Sole Trader**
- Business Name - **Proudly Supporting Tour de Cure**
- **Select Continue**

Trading Name

Proudly Supporting Tour de Cure

The business name that will show up on your receipts.

Business Type

Individual/Sole Trader

Business Name

Proudly Supporting Tour de Cure

By continuing, I agree the information is correct.

CONTINUE



Let's Talk about you

- Enter your information in the tabs provided
- Business Role – Select **Sole Trader**
- **Select Continue**

Legal name

Mary

Smith

Home address

Pedal Street

Postcode

2019

Suburb

Botany

State

New South Wales

Date of birth

11

04 - Apr

1970

Phone Number

0414 000 000

Business Role

Sole Trader

Confirm your identity

- Select either Passport, Medicare or Driver's Licence
- Enter the required information
- Tick the confirm box
- **Select Continue**

Identification Document

Driver's Licence

State

New South Wales

Driver's Licence Number

11223344



By ticking this box, you confirm that you are authorised



Link to your bank account

- Enter Account name, BSB and Account number
- **Select Continue**

Account holder

Mary Smith

BSB

200-001

Account number

1234567887654321

Re-enter account number

1234567887654321

Enable device settings

- Select Enable Location services
- Select Enable Service Storage
- Select Enable phone access

Location Services

Location Services must be turned on at all times when using Square. Square needs to know where transactions take place in order to reduce the risks associated with those transactions and to minimise payment disputes.



Device Storage

Square needs to access the device storage system in order to securely process transactions and prevent malicious code from interfering with Square.

Walkthrough

- Enter \$1.00 to get started
- Now tap the charge button
- Exit walkthrough by clicking green 'X' on the bottom right hand corner
- Select end walkthrough
- Select cash – enter tender \$1.00



Current Sale 1

Charge \$1.00

Add Note

\$1.00

1

2

3

4

5

6

7

8

9

C

0

+



Keypad



Library

Now, tap the Charge button.





Adding Items List

- Select the 'library' in the bottom right corner
- Select 'Create New' then 'Create Item'
- Enter the information for the items you will be selling e.g. - \$10 Donation
- This will create an itemised list so you do not need to enter prices each time

Create Item		
\$10	\$10 Donation	\$10.00
\$20	\$20 Donation	\$20.00
\$50	\$50 Donation	\$50.00
Multi	Buy 5 Get 1 Free	\$15.00
Cu	Cup Cake	\$3.00

Connecting Square reader via Bluetooth LE

Watch the video : <https://www.youtube.com/watch?v=JUQ10QmGmH4>

- Ensure your device has the latest version of the Square app
- Go to your device settings and turn on Bluetooth
- Open the Square app
- Go to the menu by clicking the 3 horizontal lines in the top left corner
- Select 'Settings'
- Then scroll and select 'Card Readers'
- Select 'Connect a Reader'
- Then select 'Contactless and Chip Reader'
- Press and hold the power button on your Square reader for about 3 seconds
- When the four orange lights start flashing, release the button
- The Square app will automatically pair with the reader
- Your Square reader may go to sleep to save power. If it does simply press the power button once and the Square app will connect instantly