

Monday Contrás Door Sitting Process

Welcome and thanks for agreeing to sit the door this evening!

Read on for details on being our Door Sitter for tonight. The basic job is very simple and we have a nice touch screen cash register app to use in your work.

Start Up Process

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Recording Cash Box Disbursements

Close Out Admission Sales

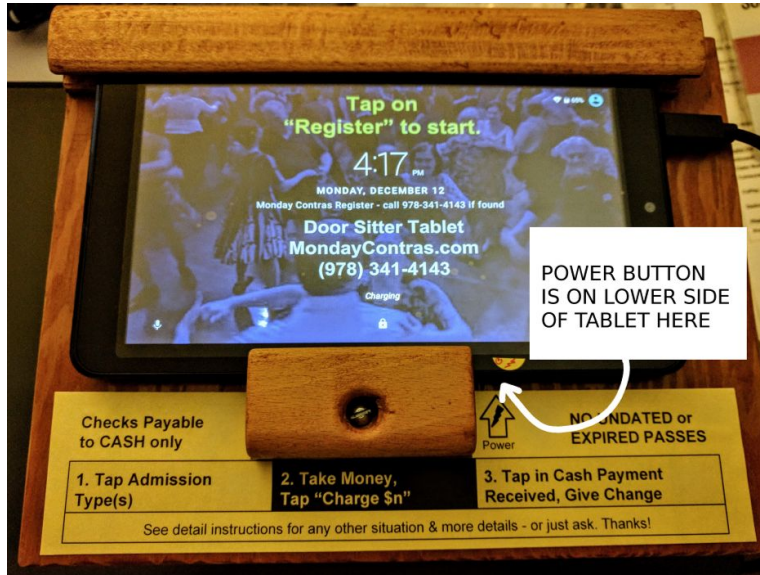
Start Up Process

Obtain the Door Sitter Tablet, Cash Box and Form from an Organizer (typically Jack or Don)

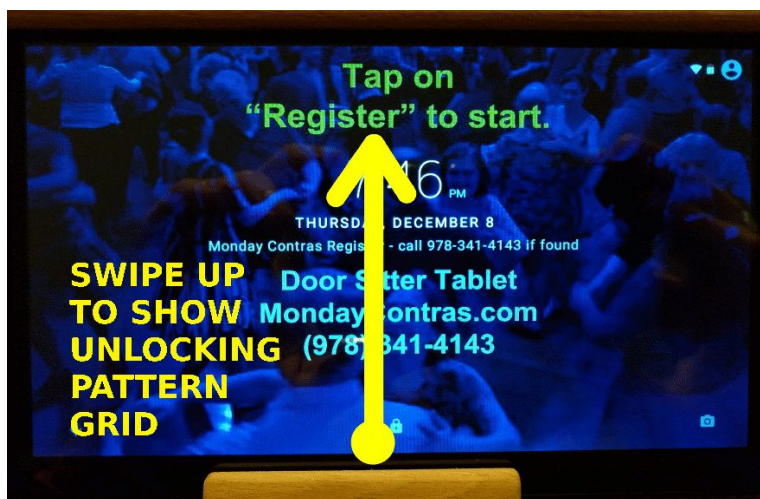
Verify the Starting Bank amount (typically \$50) and admission passes shown on the form matches the actual amounts you're given. If not, note the difference on the form. Put the cash in the slots in the cash box for use in making change.

Put out the price sign and any other admission table items (feedback notebook, fragrance free sign, etc.).

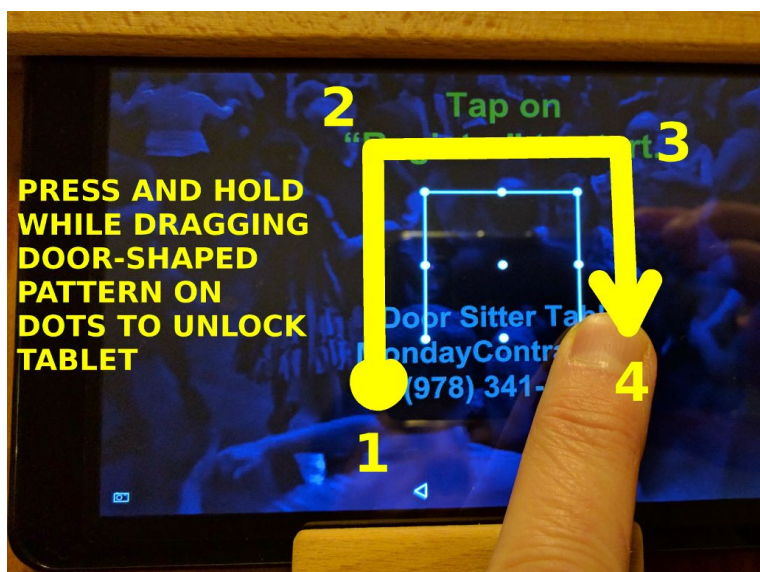
Power up the Door Sitter Tablet and Enter Security Pattern



The power switch is the smaller of the two buttons on the bottom long side of the tablet (switch position is indicated on the tablet stand). Press it once to turn on the screen.



Once the screen is on, swipe up with your finger from the bottom of the screen near the lock icon to get the 9 dot security pattern to show. (You may not need to do this, skip ahead to the matching screen you encounter.)



Touch and hold on the screen as you trace the path of the door pattern on the screen as shown. Once correctly entered, the tablet will be unlocked and ready for use.

Run the Square Point of Sale (Register) App



The icon to launch the POS or Register app is available on the tablet's home screen. The app may already be open (see next section) - if not, tap the square icon to launch the app.

Take Admission Sales

NOTE: Any checks must be made out to CASH and all sales are cash only. If someone doesn't have enough money with them to pay, we'll typically let them in - have them see an organizer to work it out.

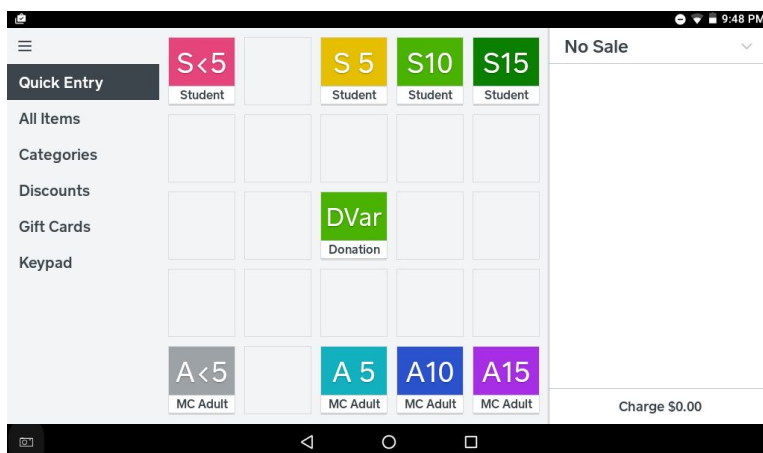
Normal Admission Process

The normal admission sales process is summarized in a strip at the bottom of the tablet stand:

1. Tap Admission Type(s)
2. Take Money, Tap "Charge \$nn.nn"
3. Tap in Cash Payment Received, Give Change.

Tap Admission Type(s)

In the upper left corner of the app screen is a menu button (3 horizontal bars).

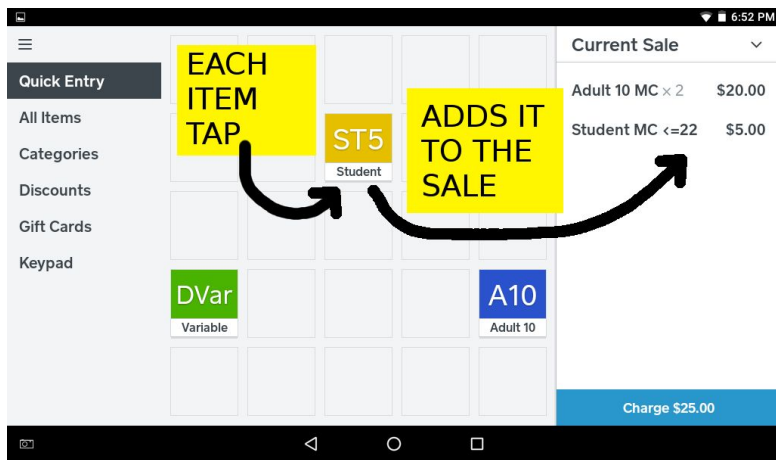


Make sure the app is in the Point of Sale => Quick Entry Mode. Quick Entry Mode shows a limited set of admission types in a large easily tappable grid in the center of the screen with the sale details in a column on the right.

NOTE our admission types may be different than shown here and in the following sections, but the principles and process remain the same.

We offer \$5, 10 or \$15 admission for Students (e.g.: S10) & Adults (e.g.: A15). We also accept Donations straight to the evening's performers. If someone is short and gives less than \$5, use the S<5 or A<5 buttons and enter the actual amount. If someone gives

an amount between buttons (or above the highest), use the closest lower button and add a donation for the additional difference.

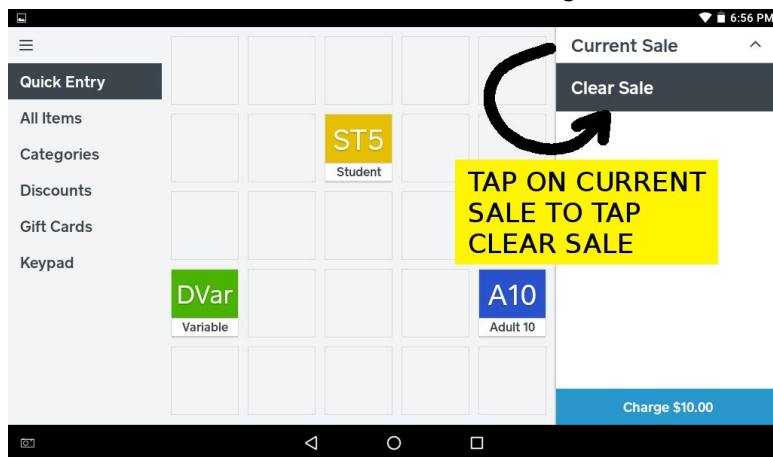


On the Quick Entry screen, tap the type of admission items/prices the customer requires. You can tap once per person for each admission and the items will be added to the item list on the right of the screen. The blue box at the bottom of the right column will show the total amount of the transaction.

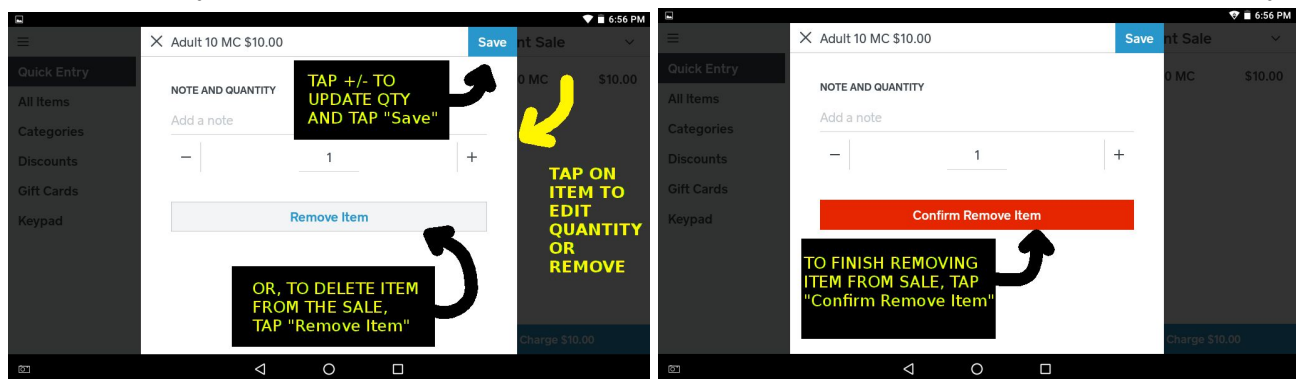
If the entries are correct, proceed to the next step.

If the sale entries are not correct, you can fix them in either of two ways:

- **Clear All.** At the top of the right column, tap on “Current Sale” to show “Clear Sale” and tap on that to clear all items and start over with entering items

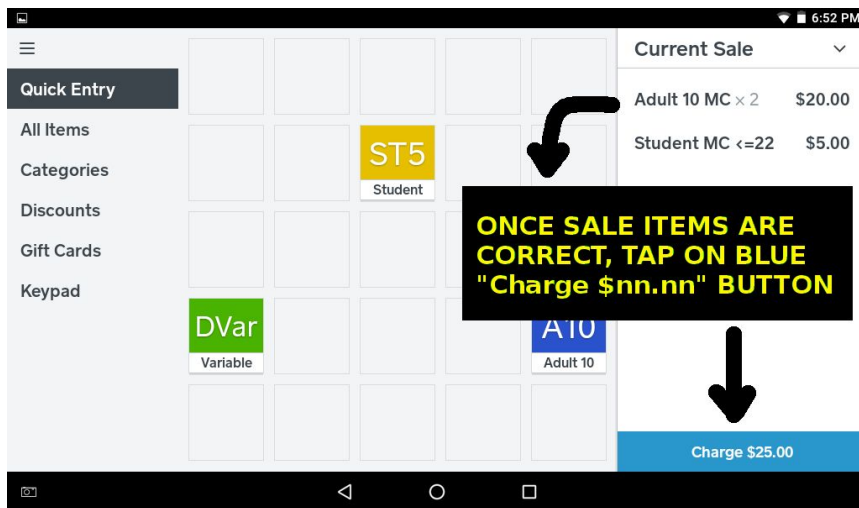


- **Correct a Single Item.** Tap on any item shown in the item list and a pop-up will appear showing the detail on that item. You can either modify the quantity here and tap on the blue “Save” box to modify that item’s entry or tap on “Remove Item” and then “Confirm Remove Item” to remove it completely.



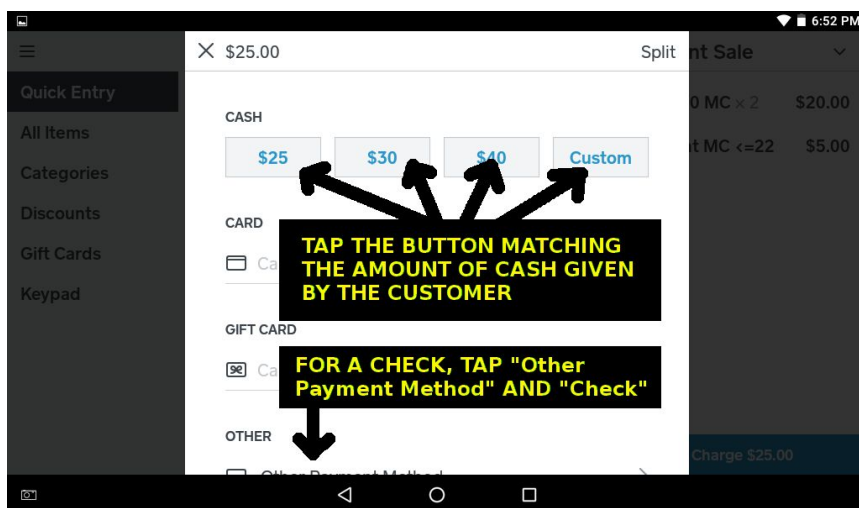
Then go back and make any other item entries or fixes required until you’re ready to go on to the next step of taking payment.

Take Money, Tap “Charge \$nn.nn”



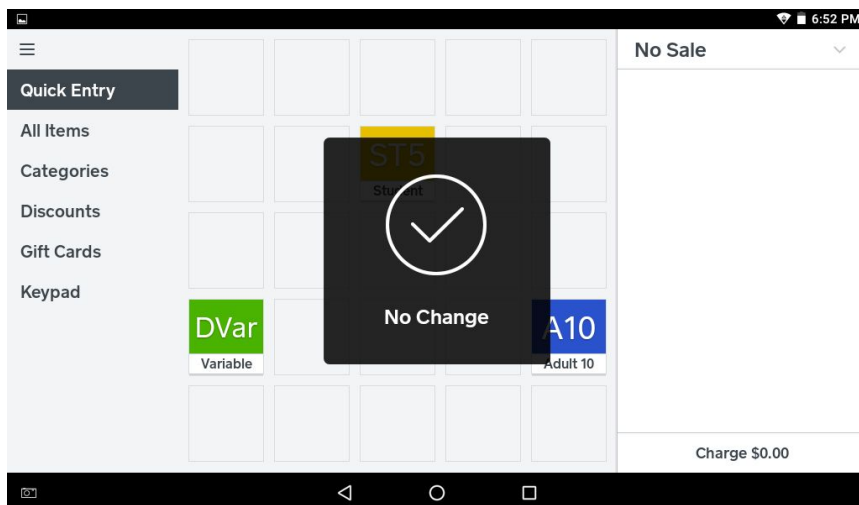
Tell the customer the amount due (shown in the blue box) and take their cash or check to cover the amount. Tap on the “Charge \$nn.nn” blue button to bring up the payment window. Proceed to the next step.

Tap in Cash Payment Received, Give Change



Enter the amount tendered by the customer. If cash, you can tap on one of the quick amount entry buttons (which vary with the sale total) or enter a different amount. If check, tap on “Other Payment Method” and enter the check details. BE SURE TO GET A PHONE NUMBER ON THE CHECK, PAYABLE TO CASH.

If not using one of the quick entry buttons, click on blue “Tender” button to complete the payment.



The app will display an overlay window (for a brief time) with the amount of change due (if any) showing and then it will automatically reset for the next sale.

Admission via Pass

Volunteers are given passes frequently for doing jobs to help the dance go off well. When a pass is presented for admission, please **verify the pass is valid and the date has not yet expired**. Place the pass in the cash box and **record the pass use on the door sitter form (count at end)**.

Credit Card Tender

In the case a customer does not have cash or check to pay and wishes to pay with credit card, please **contact an organizer**. We'll do our best to avoid doing a credit card payment but may decide to process one at our discretion and with a convenience charge added to cover the associated fees.

Cancel A Sale After Recording Payment

Should you have to cancel a transaction for any reason, please **note the time and amount of the sale** to be canceled and simply re-perform the correct sale as an additional transaction to keep the customers moving along. **Let an organizer know** what transaction needs to be canceled and they will cancel it.

Recording Cash Box Disbursements

Use the door sitter form to record any disbursements (payments) made from the cash box - for instance, the Lemonade cost reimbursement. Take any receipts available and mark with the person's name and date, place in the cash box. The form entry(ies) will be used by the organizers to adjust the evening's finances.

Close Out Admission Sales

At the end of admission sales (end of the first half of the dance), perform the following to close out the sales:

1. Tally **all** tender in the cash box (**including the starting bank**) and record the amounts by bill denomination, etc. on the Door Sitter form and the resulting Ending Cash Box total amount
2. Take your three volunteer admission passes for your door sitting service
3. Record the number of remaining passes in the cash box on the Door Sitter form
4. Pack the form, receipts and other items in the cash box, **leave the price sign, etc. in place**
5. **Put out the late admission collection can**
6. **Give box contents & tablet to an organizer**

Enjoy the rest of your time this evening - **thank you!**