

SQUARE POINT OF SALE

For on-site sales of concession and merchandise, ARFOP uses the point-of-sale platform SQUARE (<https://squareup.com/us/en?v=retail>) to take payment and record cash and credit card sales.

To take payment, access SQUARE on ARFOP-provided devices, locate the Square Point of Sale app which has been installed.

To use personal devices (phones or tablets) to take payment, download the Square Point of Sale app.

To access the online platform on a computer to configure screens and access reports, go to https://squareup.com/login?lang_code=en-us.

Log-in Credentials

Square requires users to change passwords frequently. Contact ARFOP staff for current password if password included here has been changed.

For ARFOP and FOF events, use email address vicki.lilly@artsandre-op.org to log in. The password as of October 2023 is **23Golf\$tem\$**. Use for

- Stems: A Garden Soiree Gift Shop
- Mayor's Golf Tournament
- Ruby Merch

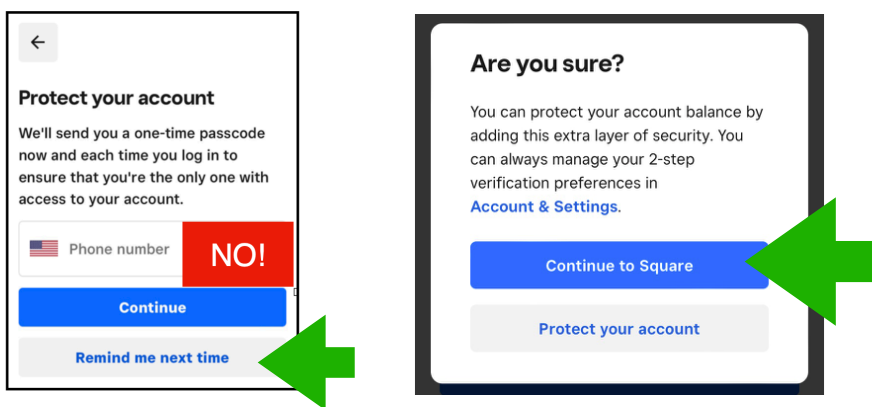
For FOTA events, use email address fotasquare@artsandrec-op.org to log in. The password as of October 2023 is **8909\$Arb**. Use for

- Spring Plant Sale
- Enchanted Faire Merch
- Terra Luna Merch
- Botanical Brewfest Merch
- Luminary Walk Merch
- Luminary Walk Concessions

For FOA events, use email address foasquare@artsandrec-op.org to log in. The password as of October 2023 is **Mouseking**. Use for

- Plein Air Art
- Nutcracker Tea Party Boutique

When logging in DO NOT EVER click "SEND CODE" on the Protect your account page. This will delay your access because you will need to wait for ARFOP staff to send you the code.



iPads are stored at the ARFOP office along with card readers, cables, and chargers.

Square card readers Sales tax: Applicable sales tax rate is 9.1%. Sales tax can be added or incorporated into the item price.

Contact ARFOP Staff to create/modify items to sell and/or to provide training for volunteers to create/modify items.