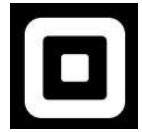


## **Booth Operations**

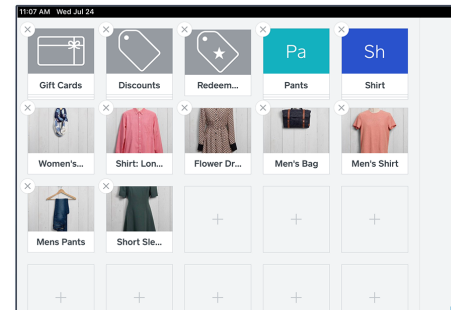
### **Open**

1. Turn on lights
2. Open window-roll to top to secure
3. Check inventory on slatwall...if it looks empty hang more items up. Items are in the closet.
4. Get the iPad out of the cash box.
5. Turn on the iPad by holding the top button.
6. Check iPad battery, if lower than 50%, plug in and charge
7. Click on the square icon at the bottom of the iPad main screen. (It looks like a grey square with a grey border)
8. Plug in square credit card reader/swipe. You'll find it in the styrofoam holder. Small booklet in iPad case.
9. Place iPad on Stand.



### **Payment by Credit Card (we are ONLY taking credit - NO CASH OR CHECK)**

1. The iPad should be in Checkout mode. If not on left side click on where it says to "checkout"
2. Locate items: Select the CATEGORY the item being sold belongs in. Ex: Hardline (caps, decals etc.), UA for Under Armour, Port Company. etc.... (the tags on clothing tell you the CATEGORY)
3. Once in the category, click on the item being purchased. Items are labeled by name and have a picture. (Ex: UA women's black hoodie)
4. Select size and then click "add" on top right.
5. Select the next item being purchased, if there is one.
6. Once all items are in "cart" Click on "Charge"
7. \*\*\*\* If you accidentally add the WRONG item or too many, click on the number box next to Current Sale, where it shows "a number" and "clear the item you did not intend to add \*\*\*\*
8. Swipe card. Swipe swiftly so it reads the magnetic strip.
9. We cannot print receipts. If they would like one, ask them for a phone number or email.



### **Close**

1. Unplug the square reader and put it back in the styrofoam booklet. Put booklet back in iPad case
2. POWER OFF IPAD and place back in case along with the charging cord and styrofoam booklet
3. Place case with iPad in it, back in cash box and close drawer
4. Roll window back down and secure the side with the sliding bracket
5. Turn off lights
6. Close the door. Make sure the door is locked.