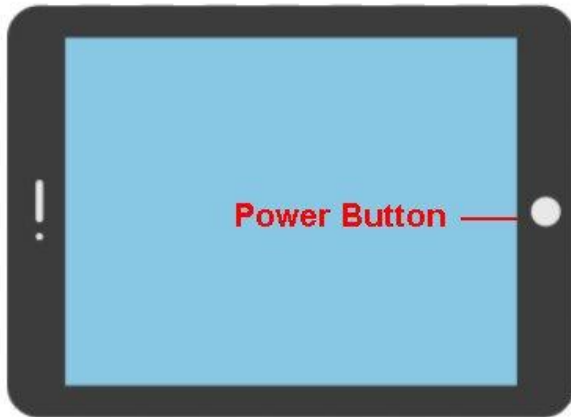
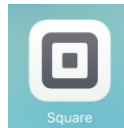


Square Quick Cheat Sheet



- ❖ Click Power Button twice

- ❖ Start Square app – bottom right of screen



- ❖ If needed: Login using email: guest@blacksburgart.org
- ❖ Password: **BRAA2021#**

- ❖ Type in SKU to find item(s) e.g. SH12

- ❖ Click **CHARGE**



- ❖ Take cash or slide credit card – Stripe down



- ❖ At end of day: If any cash has been taken, put it in an envelope (in cash box), with details of the sale(s), and put the envelope in the BRAA Drop Box outside the front door of the Art Space.