

1. Open iPad Mini by hitting the Home Button

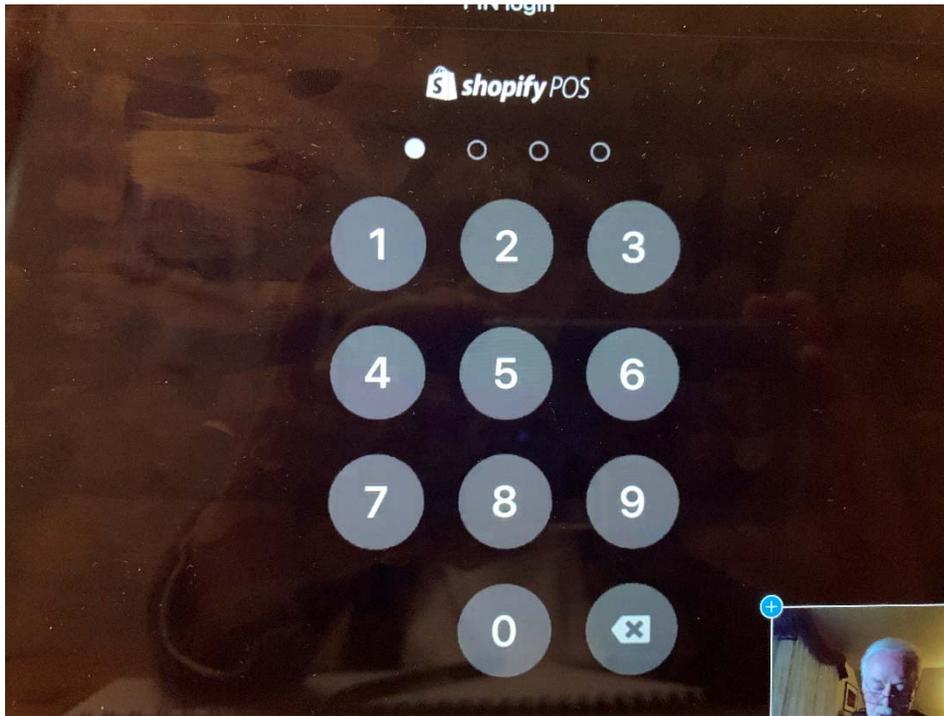


HOME BUTTON
(this is not the club ipad
but location should be the
same)

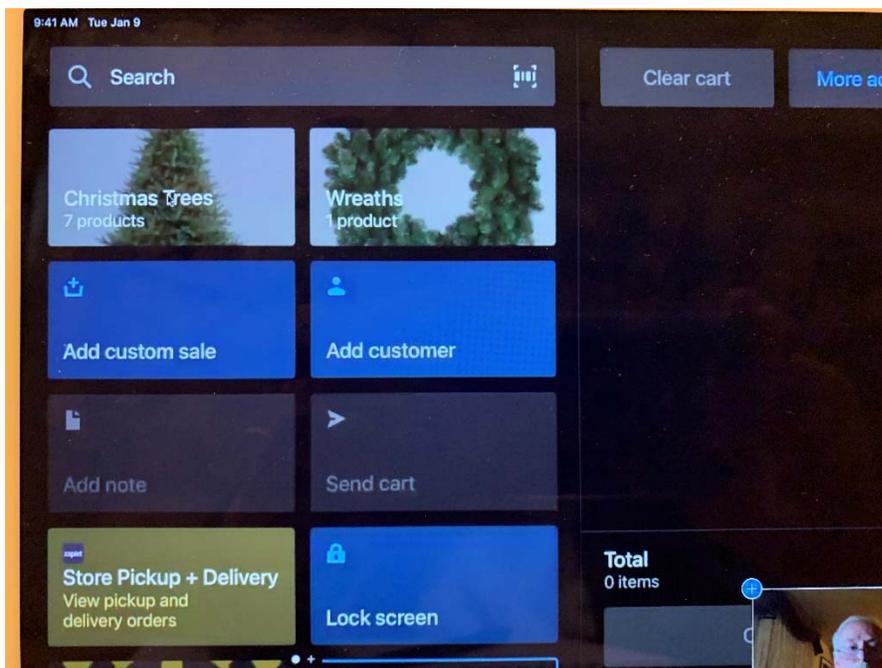
2. Hit Home button again
3. Enter code: **111111**
4. Click on the icon for the Shopify app – you can locate it on the second page of icons OR at the right of the bar across the bottom (underneath Dave’s head in this photo):



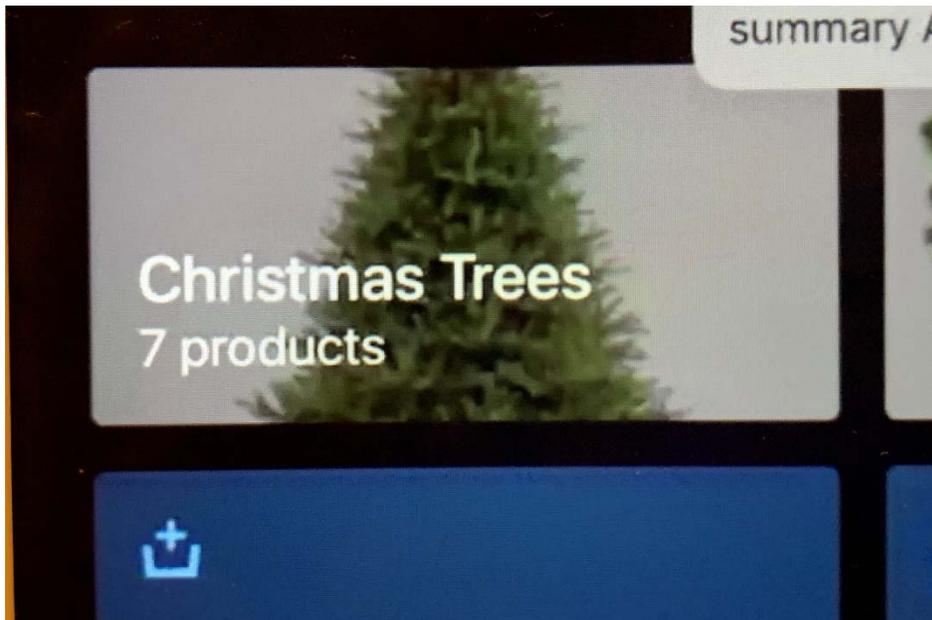
5. Enter passcode on this screen – passcode is **3701**



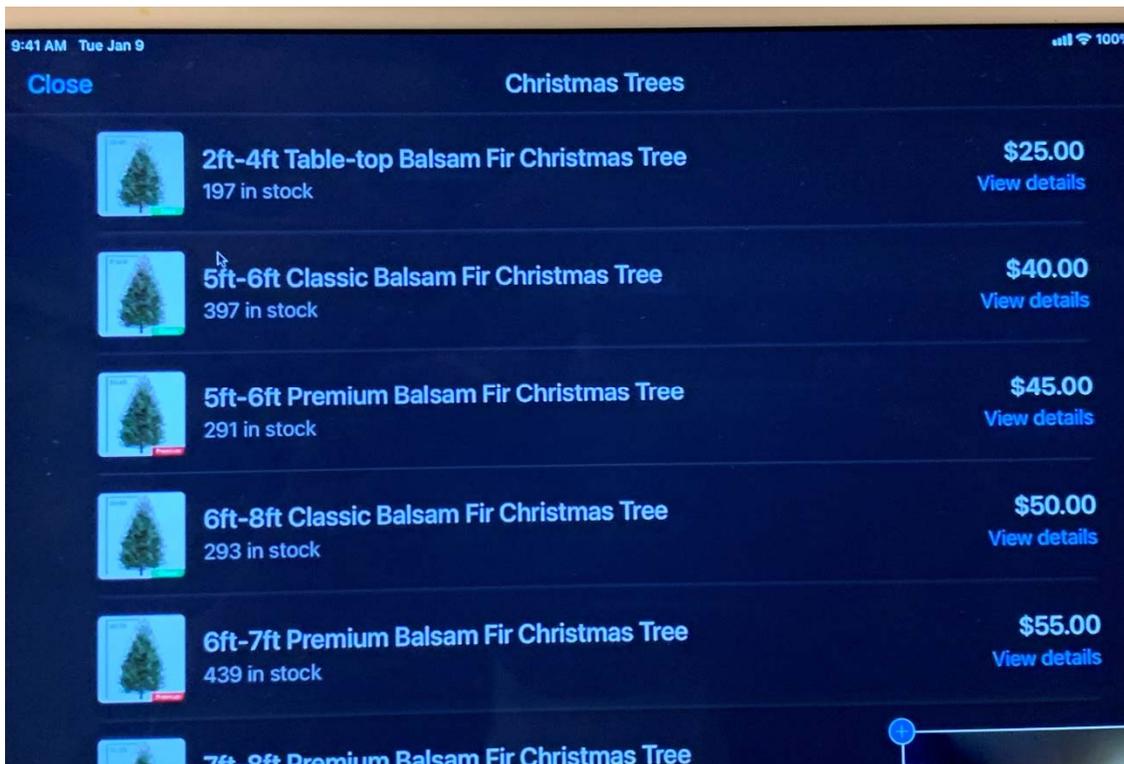
6. First page (not pictured) is to Add Customer or Search. All customers are new, so Add Customer. If customer is agreeable to giving us their email address. Enter first name and email address (last name is not necessary). Or if customer doesn't want to share email address, click arrow to get to the transaction page.



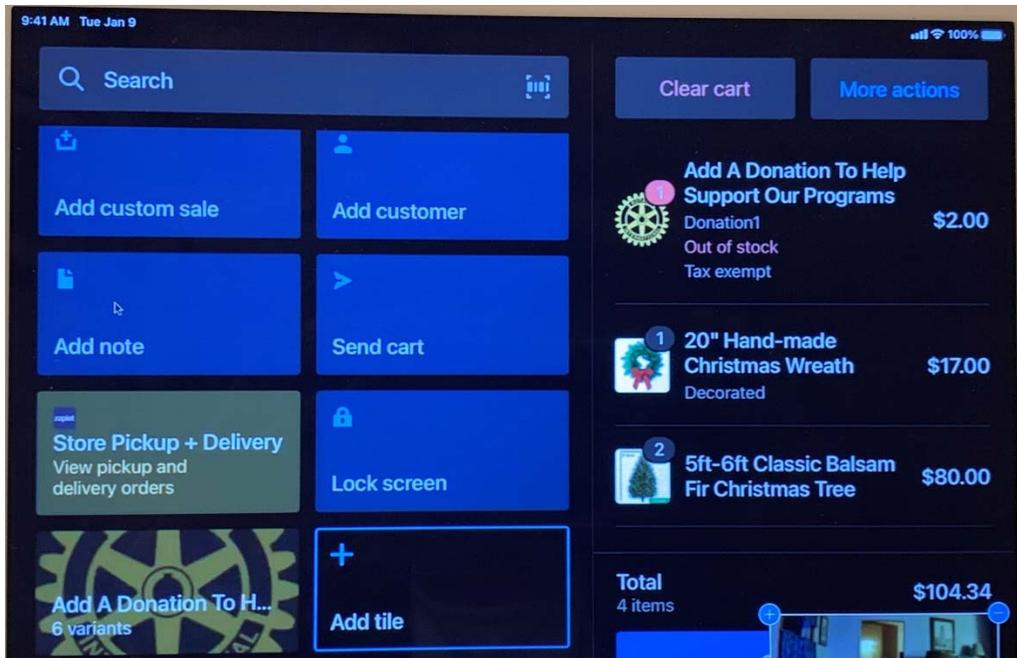
7. Click on the product you're selling, i.e. Christmas Trees or Wreath Products.



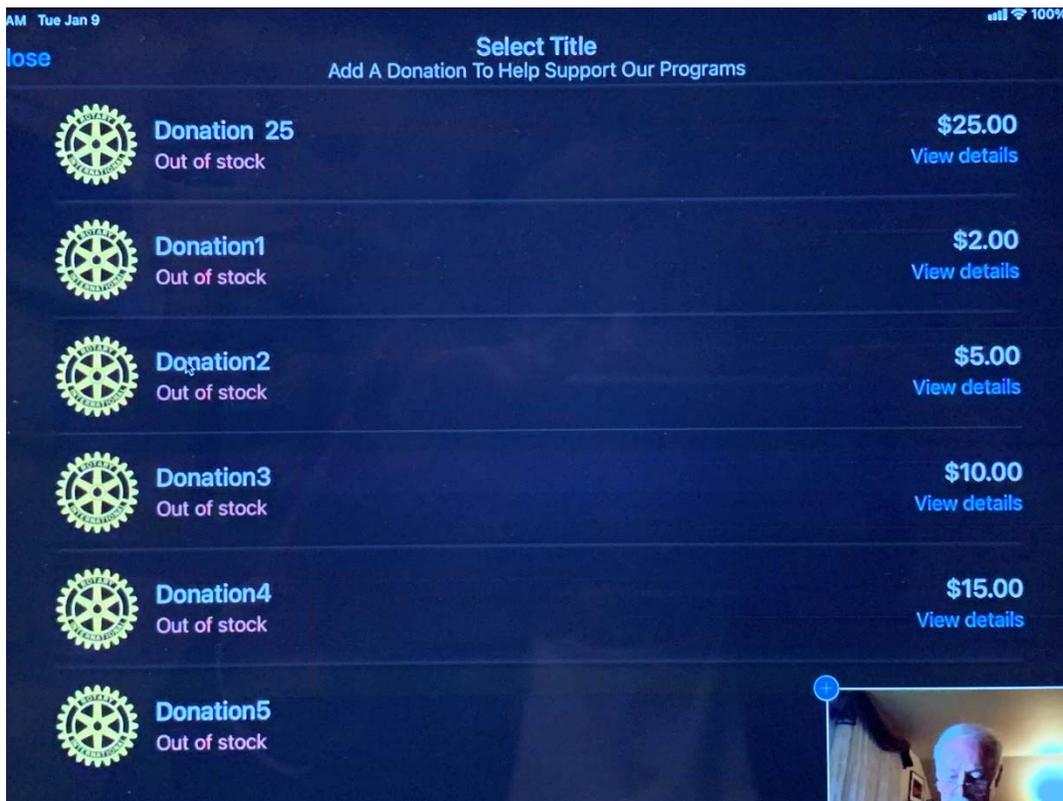
8. Select the product that the customer is purchasing from the menu list:



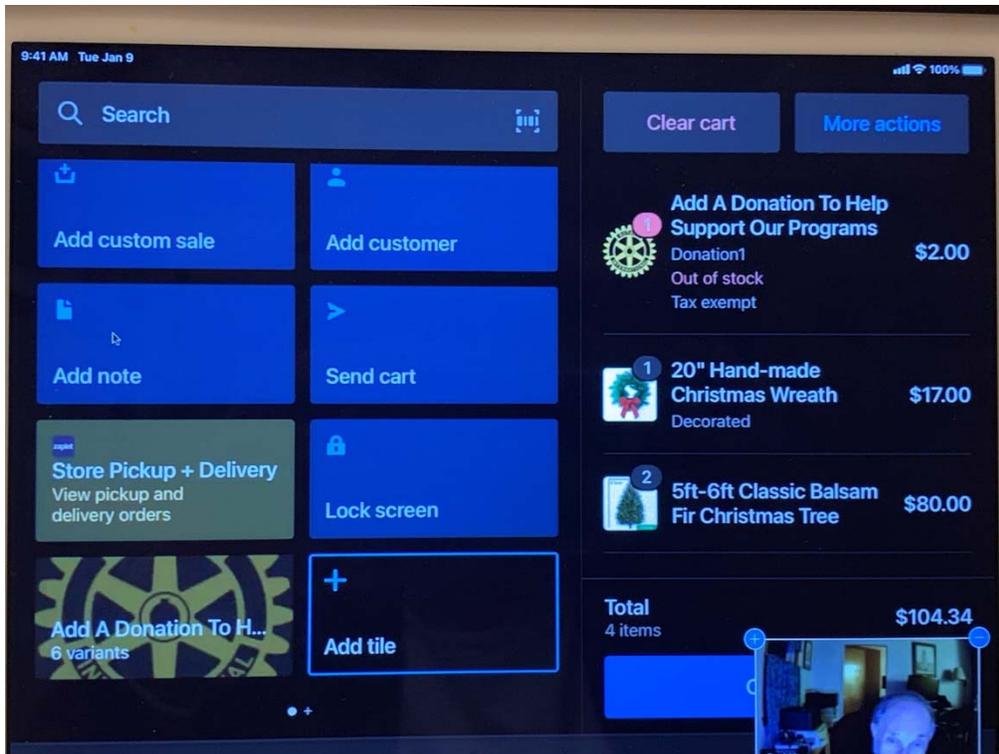
9. Ask customer if they would also like to make a donation – if so click on the Donations box on the transaction menu – the box with the Rotary wheel:



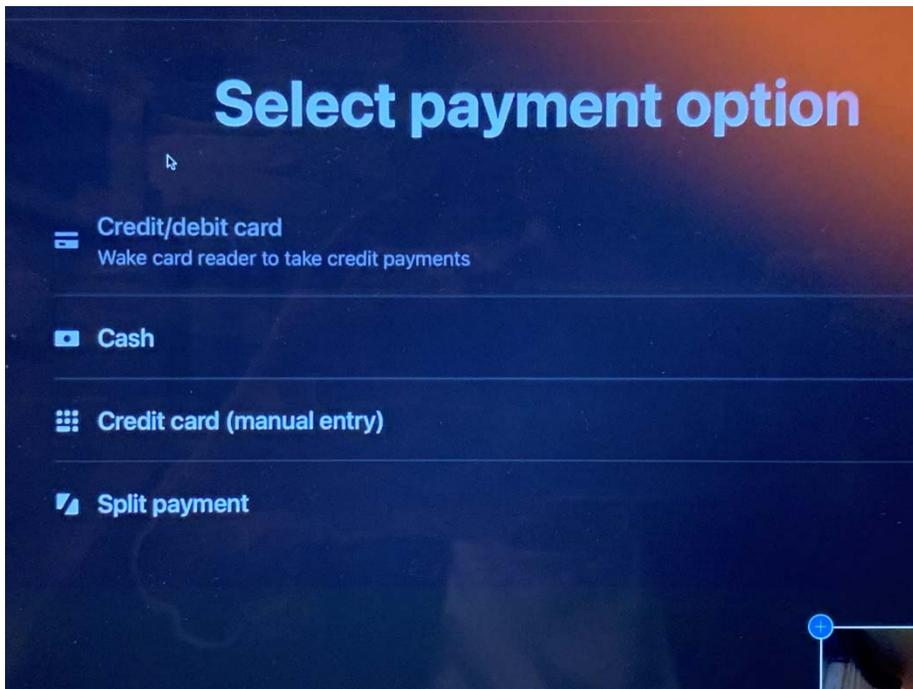
10. Select the amount that the customer wants to donate (select multiple times or a combination if the amount desired is not listed):



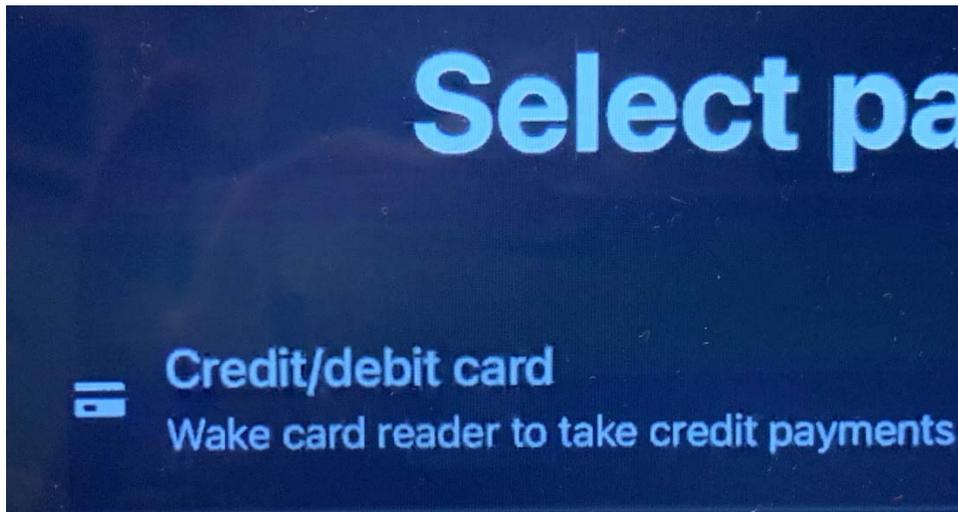
11. After entering all items customer is purchasing, hit checkout (blue button at the bottom, covered up by David Lourie's head in the Zoom screenshot):



12. Select the payment option from this screen:



13. If customer is paying by credit card, select the top option (Credit/debit card) (it will not have the message about waking the card reader):



14. iPad will instruct you to turn the iPad to face the customer so they can see how much they're agreeing to pay. Customer will then insert the credit card in the card reader – you do not have to touch their credit card:



15. If customer is paying cash, select Cash and the iPad will indicate the amount with tax – enter the amount paid.
16. READY FOR THE NEXT CUSTOMER!!