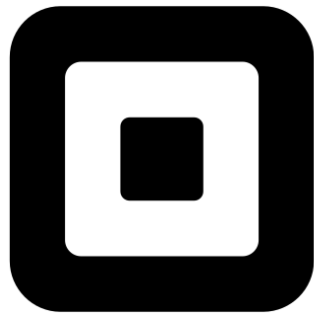




BOY SCOUTS OF AMERICA
ORANGE COUNTY COUNCIL

Registration Fee Collection



Square

- All new Scouts and Adults will register ONLINE at www.BeAScout.org.
- Parents will be able to pay BSA registration fees with a credit/debit card with the Council Square account.
- Parents may also pay unit dues using a unit owned Square account.

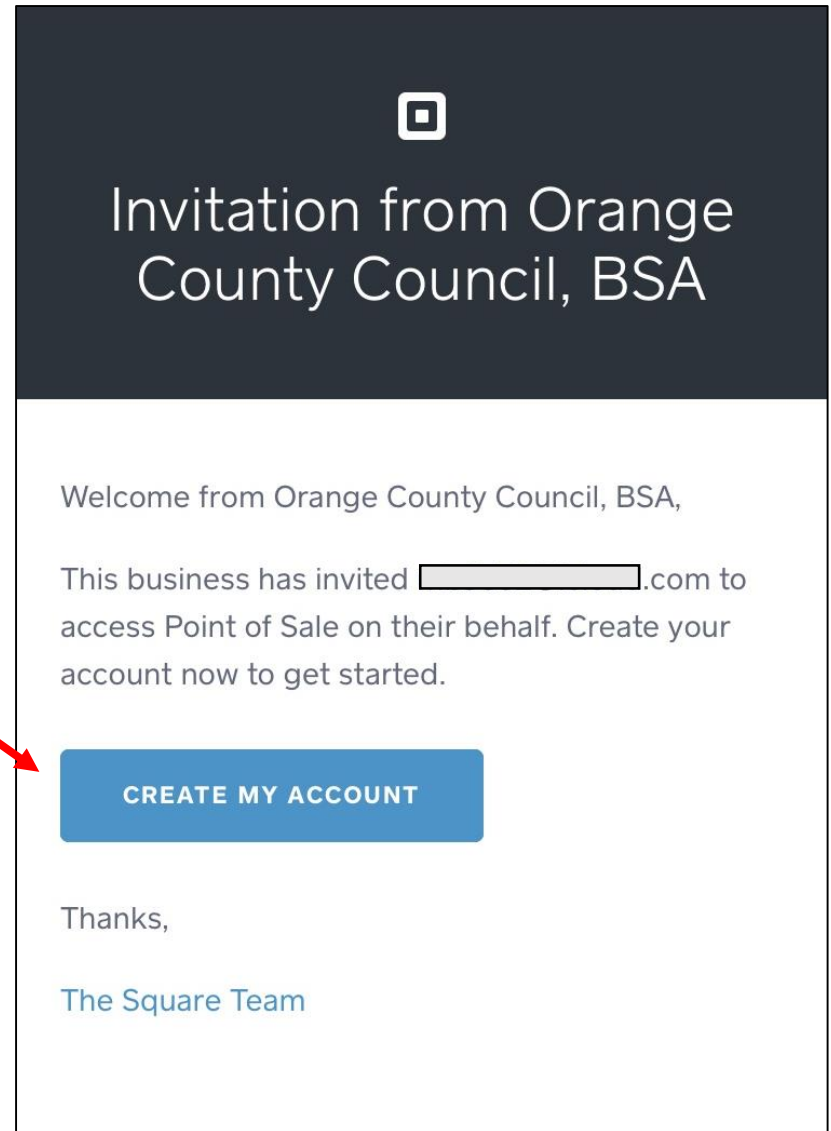
How to Sign up for Square

The New Member Coordinator or designated unit leader will receive an invitation to the Orange County Council's Square account.

- The New Member Coordinator or designated unit leader will create an account login for the unit.

Step one – Register account

- Once the login is created, and approved by the council, the unit will be able to take payments for membership.
- There will only be one login for the unit.
- The login can be used on multiple devices making it easy to have two or three "Payment Stations" at the recruitment event.

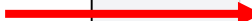


If the New Unit Coordinator/Unit already has a Square account they will see this message:

Which merchant do you want to use?

Choose the merchant for which you are accepting payments

My Business
Orange County Council, BSA

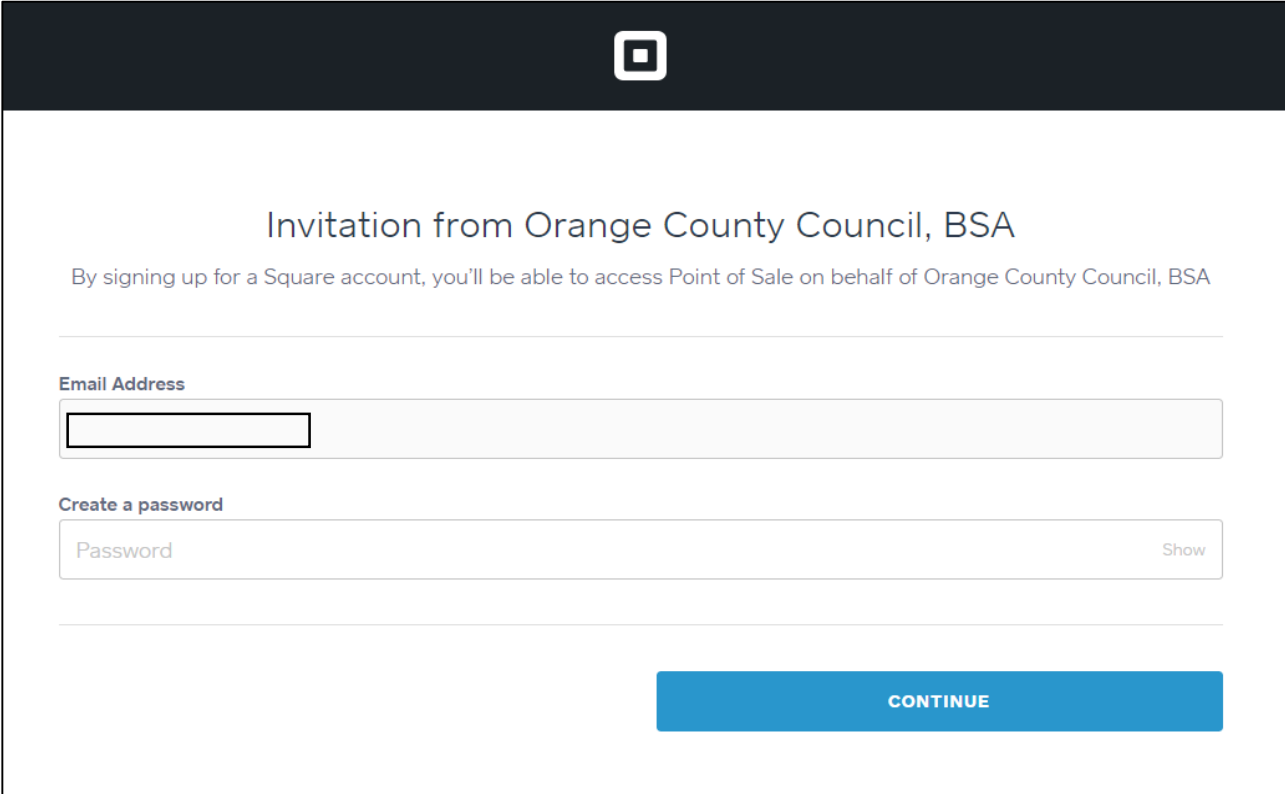
Select 


The image shows a screenshot of a Square merchant selection interface. It features a white header with the question 'Which merchant do you want to use?' and a light gray background for the main content. Below the header, there is a prompt: 'Choose the merchant for which you are accepting payments'. A white selection box contains two options: 'My Business' and 'Orange County Council, BSA'. A red arrow points from the word 'Select' to the 'Orange County Council, BSA' option.

Square Registration Page

If the unit has its own email account, consider using that email address.

- Make sure the New Member Coordinator has access to the email address or is with somebody that does when registering because they will need to respond to a message verifying the registration.





Invitation from Orange County Council, BSA

By signing up for a Square account, you'll be able to access Point of Sale on behalf of Orange County Council, BSA

Email Address

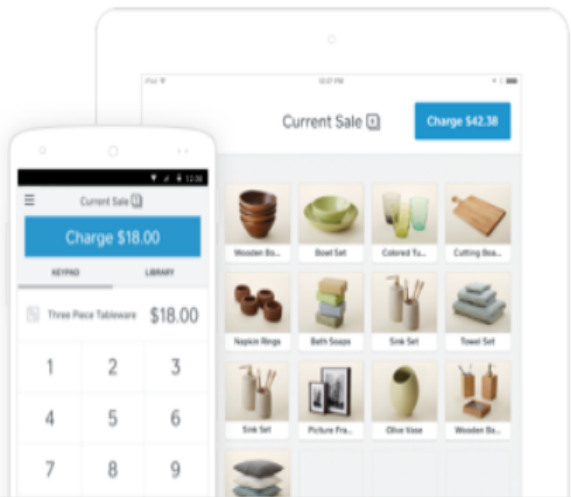
Create a password

 Show

You will be invited to Download the app.

Download Square Point of Sale.

Set up your Point of Sale and accept payments in minutes. Send a download link to your device to get started.



Download via text

(000) 000-0000

SEND

Download via email


SEND

Choose
an
option



Take payments quickly and securely.

It's easy to get started on Square with our free¹ magstripe reader. But since most payments are made with chip cards, you can better protect your business by using the Square Reader for contactless and chip. It accepts chip and NFC payments and covers you against EMV disputes (unlike the magstripe reader).




Square Reader for contactless and chip

\$49

CONTACTLESS (NFC) CHIP (EMV)

MAGSTRIPE

Square Reader for magstripe included.



or

Square Reader for magstripe

\$10

Audio jack (3.5mm) or Lightning[®] connector

SKIP FOR NOW

CONTINUE

The Council will provide the unit a Square reader that plugs into a headphone jack, or if needed, the lightning port (Apple) on your mobile phone or tablet.

Additional devices maybe ordered through Amazon.

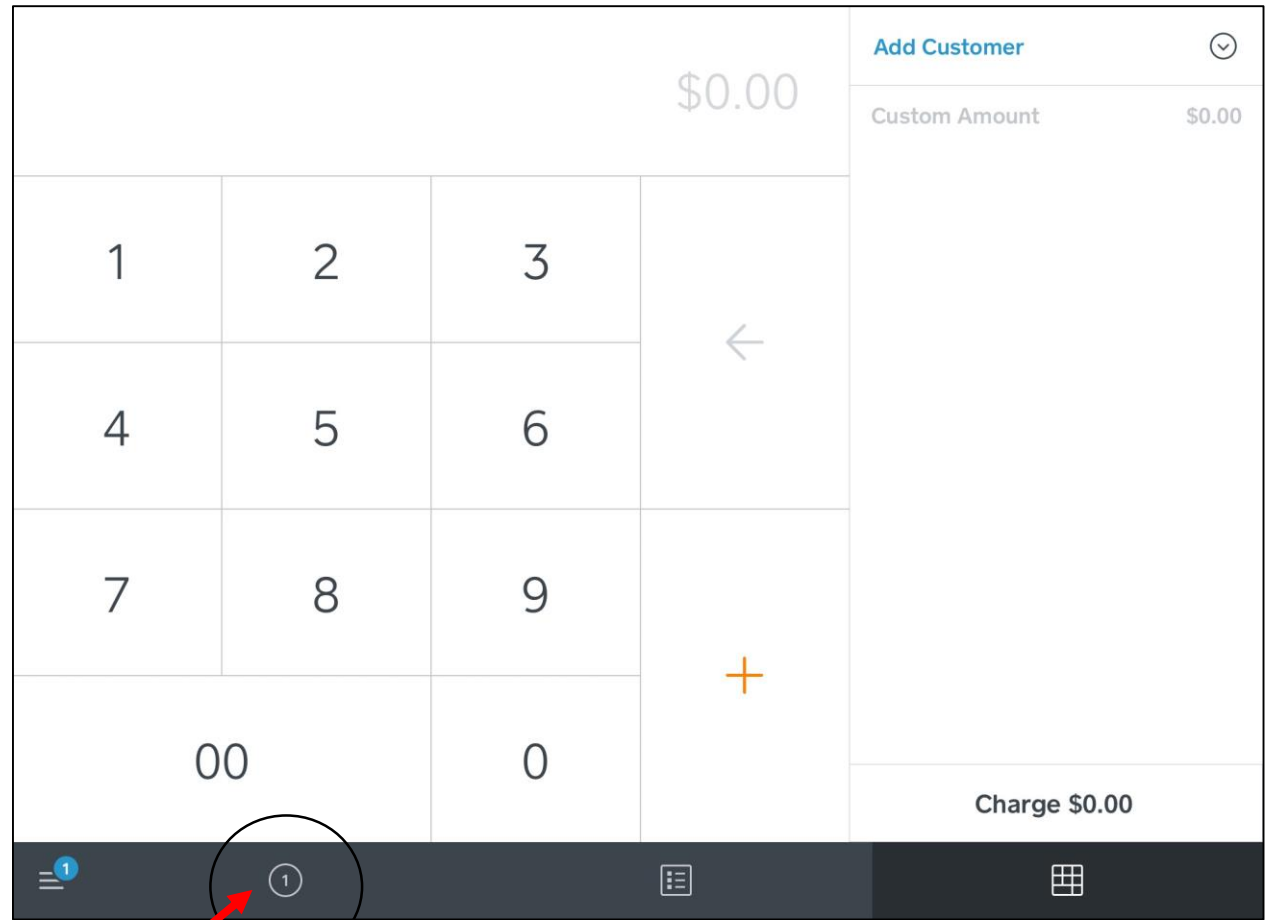
Click
"SKIP FOR NOW"

Now you are ready to take Payments
for new members.

You can use a tablet, phone or both
at the same time.



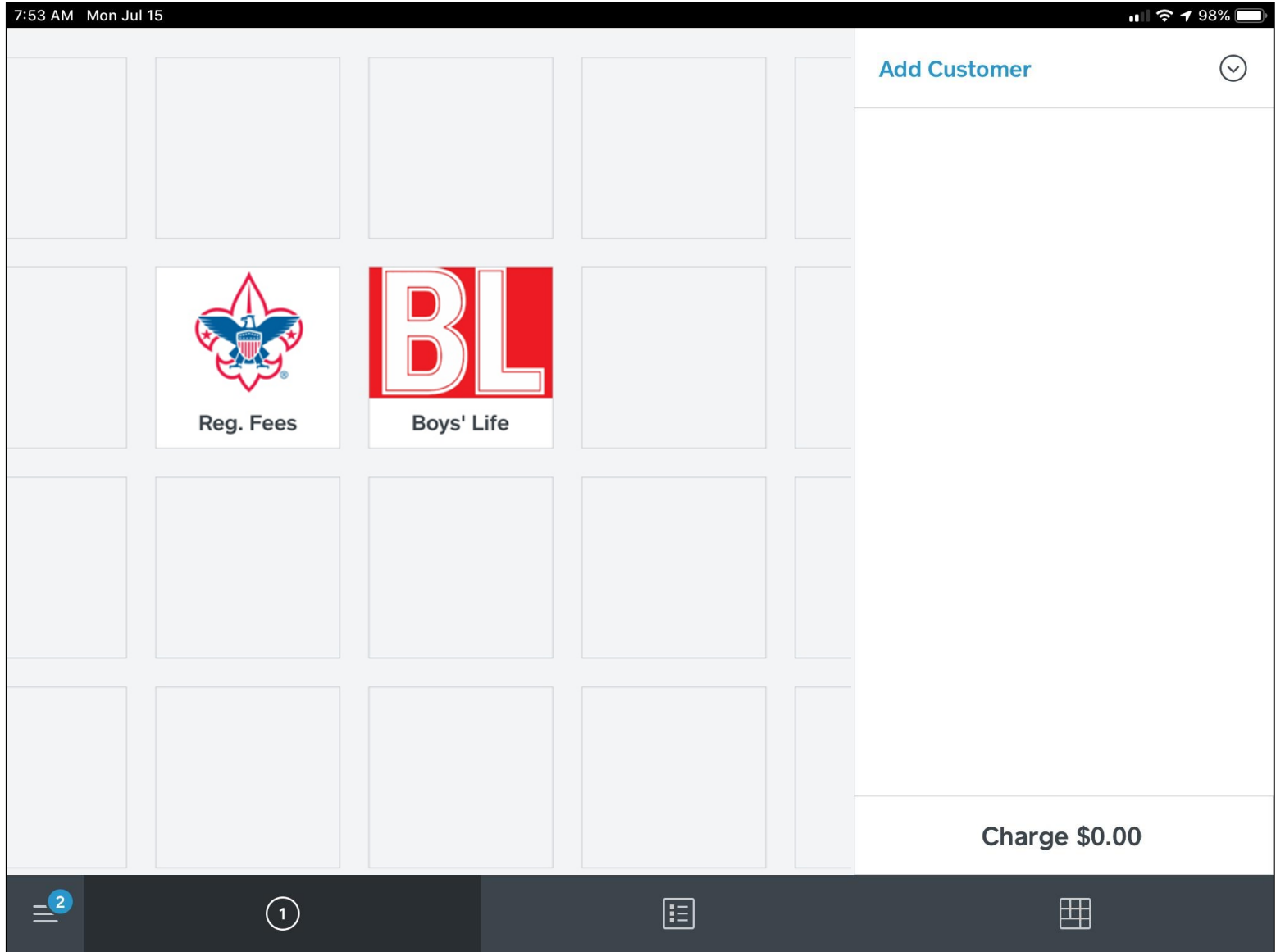
When you login on a tablet you will see this page



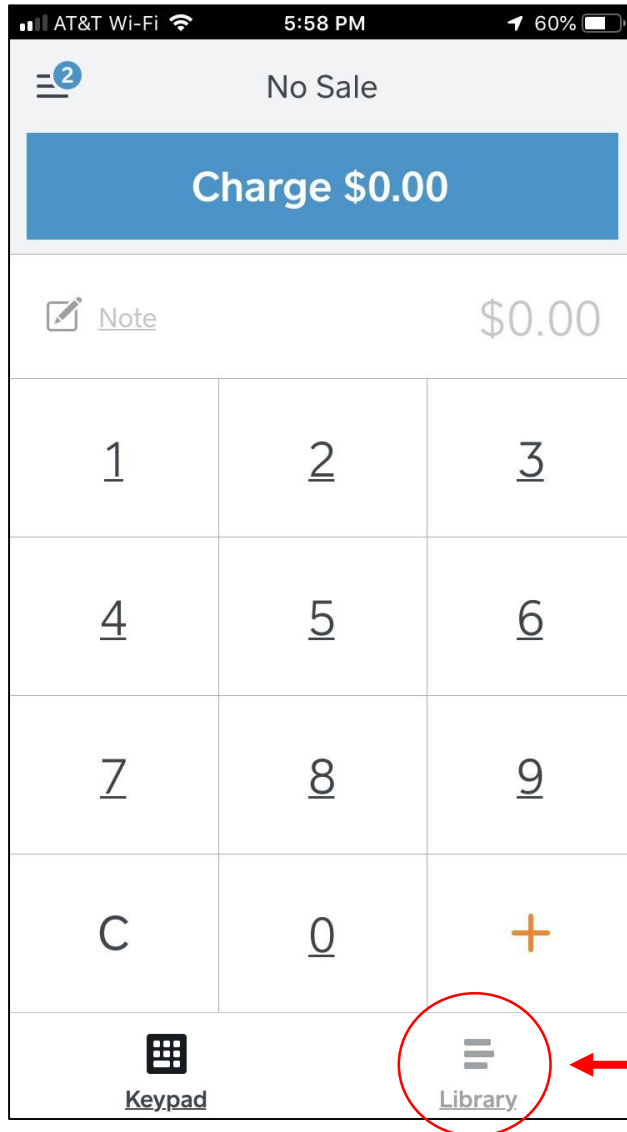
There are three tabs along the bottom of the page.

Click the one on the left with the Circle.

What it will look like on a Tablet

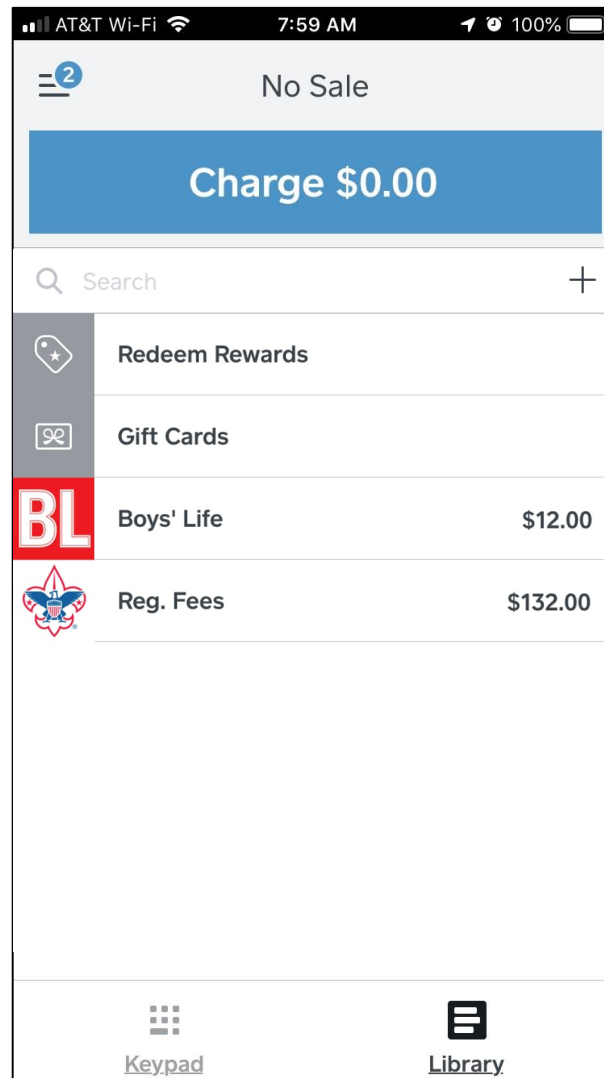


When you login on a phone you will see this page



Click on Library

What it will look like on a Phone



Collecting Fees On a Tablet

Click here to charge the registration fees



Reg. Fees



Boys' Life

Click here to charge for *Boys' Life*

Add Customer



Reg. Fees

\$132

Boys' Life

\$12

Charge \$144

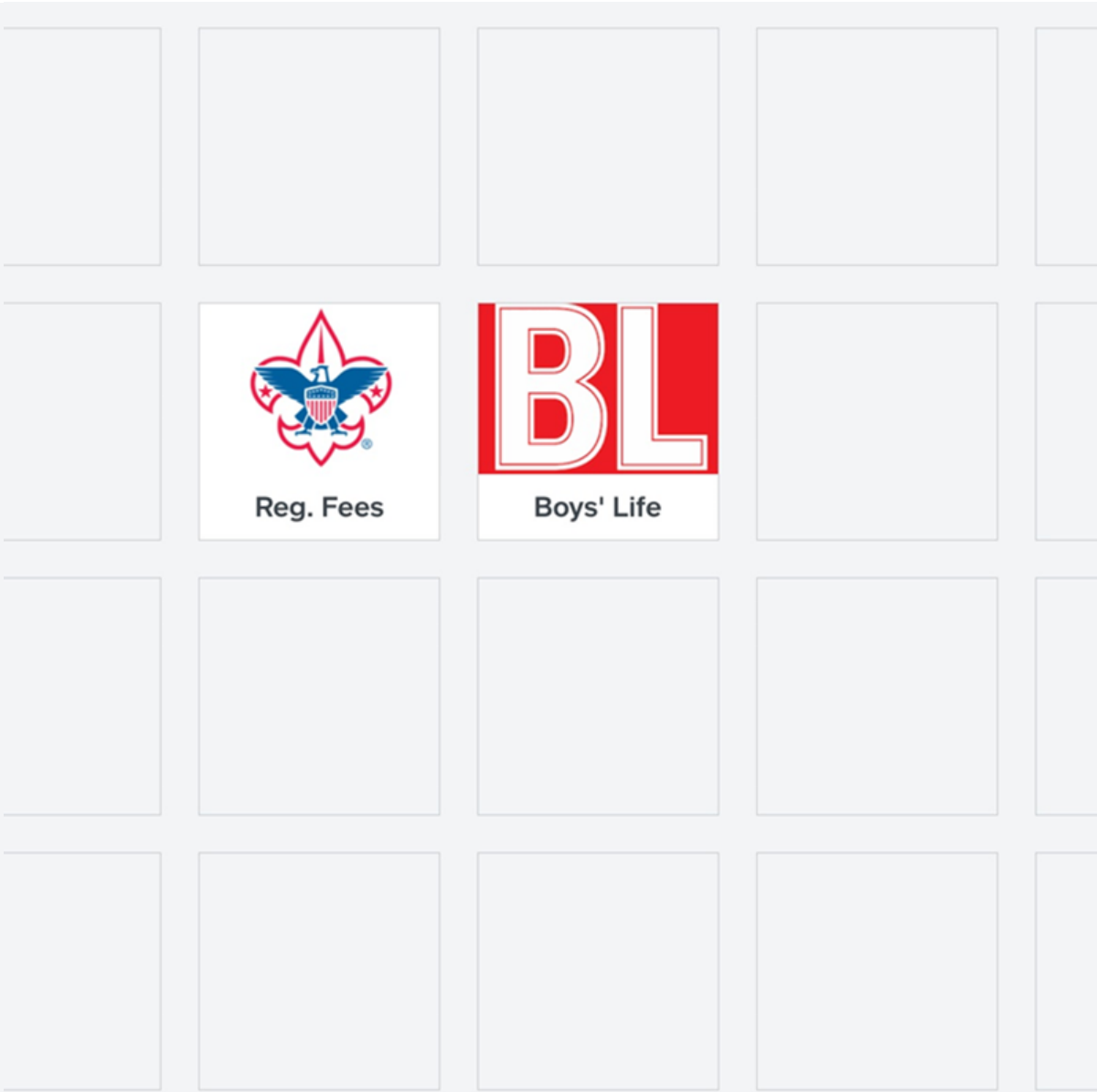


3

1



Collecting Fees On a Tablet

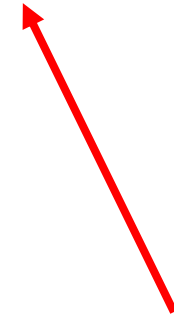


Add Customer



Reg. Fees \$132

Boys' Life \$12



The Square register will be updated monthly to reflect the correct fees.

Charge \$144



Jan Reg \$132

Save



QUANTITY

-	1	+
---	---	---

NOTES

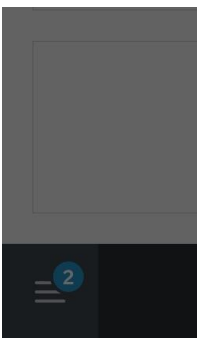
Add Note

Breakdown of the Registration Fee

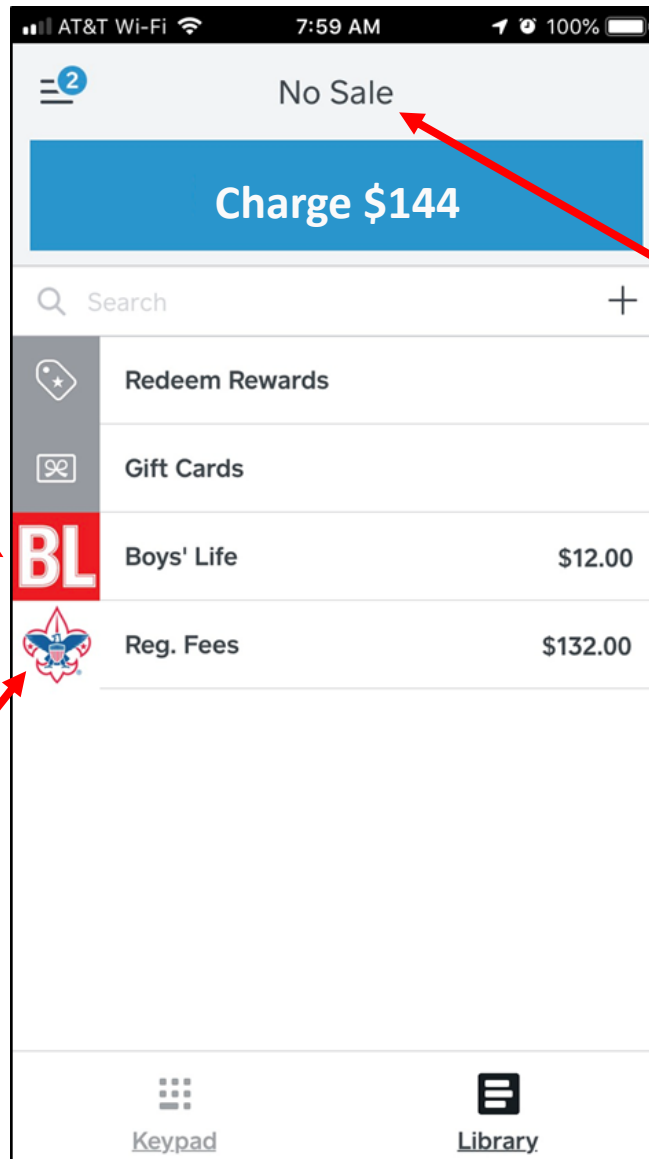
This information will be updated monthly to reflect the correct fees.

January 2020 - Registration fees for one (1) youth \$132 for a period of 12 Months (BSA Registration \$60 + OCBSA Program Fee \$60 + Insurance \$12)

Remove Item



Collecting Fees On a Phone



Click here to charge
for *Boys' Life*

The detail for each charge can be
found by clicking here. (see next
screen)

*The Square register will be
updated monthly to reflect the
correct fees.*

Click here to charge the
registration fees

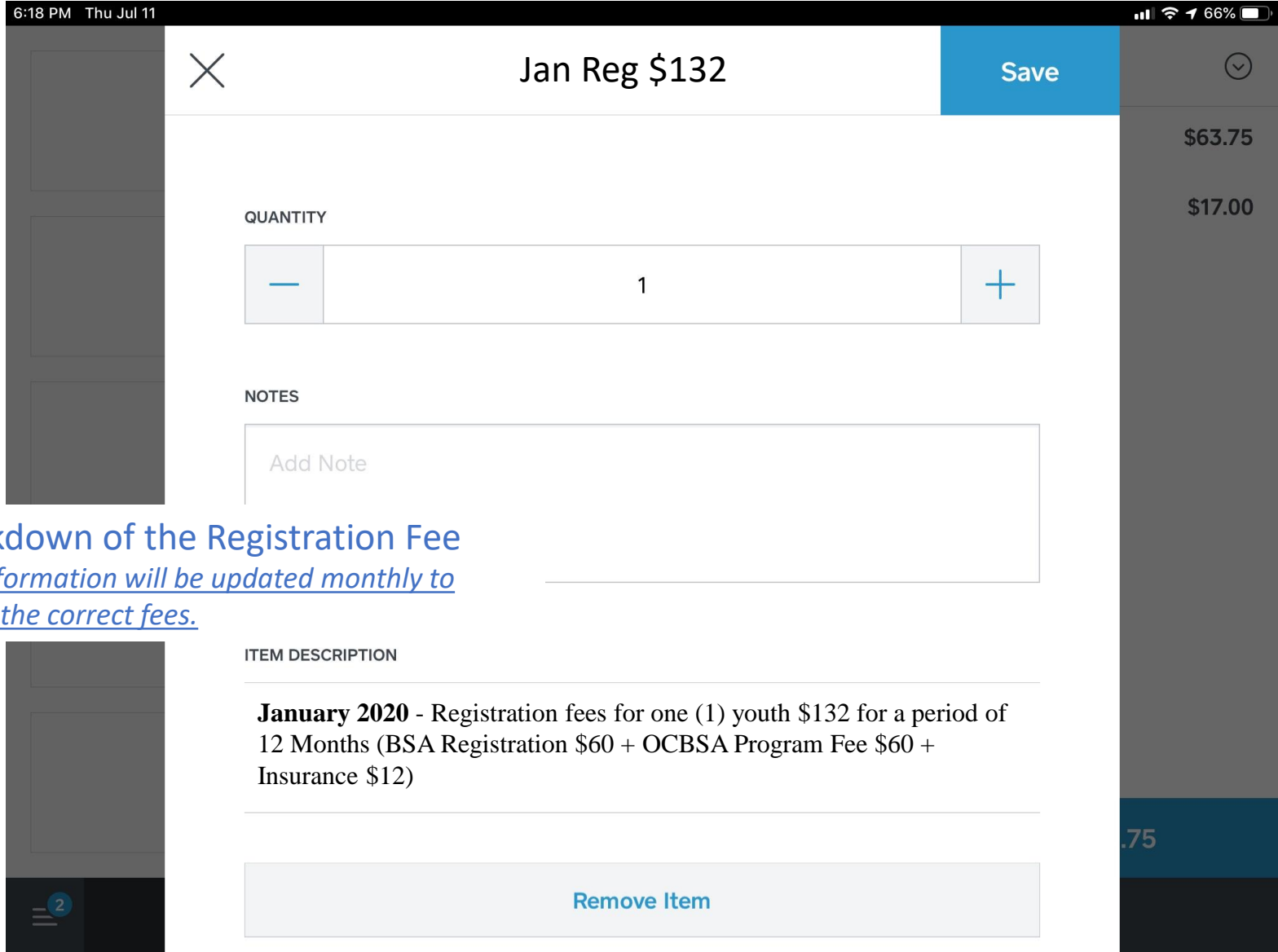
Item Details On a Phone

Total \$144	
Reg. Fees	\$132
Boys' Life	\$12

The detail for each charge can be found by clicking on the item. (see next screen)

For the months August – December you will collect registration, insurance and *Boys' Life* fees for 2019 and 2020.

The Square register will be updated monthly to reflect the correct fees.



Breakdown of the Registration Fee

This information will be updated monthly to reflect the correct fees.

Who you are Registering

6:21 PM Thu Jul 11 65%

X Jan. Reg \$144 Save

QUANTITY

- 1 +

NOTES

Johnny Scout - Pack 15

ITEM DESCRIPTION

January 2020 - Registration fees for one (1) youth \$132 for a period of 12 Months (BSA Registration \$60 + OCBSA Program Fee \$60 + Insurance \$12)

Remove Item

IMPORTANT

Enter in the notes section:

- Full name of the Scout that is being registered.
- Pack Number



Multiple Registrations

6:29 PM Thu Jul 11

AUG Reg \$191.25

Save

QUANTITY

3

NOTES

Johnny Scout - Pack 15
Jane Scout -

TEM DESCRIPTION

January 2020 - Registration fees for one (1) youth \$132 for a period of 12 Months (BSA Registration \$60 + OCBSA Program Fee \$60 + Insurance \$12)

Remove Item

\$63.75

\$17.00

To register multiple Scout(s) click on the +

IMPORTANT

Enter in the notes section:

- Full name of the Scout(s)/Parent(s) that are being registered.
- Be sure to indicate if they are an adult.

Boys' Life Subscription

IMPORTANT

Enter in the notes section:

- Full name of who the Boys' Life subscription is for.

The screenshot shows a mobile application interface for adding a subscription item. At the top, the status bar displays the time as 6:33 PM on Thursday, July 11, and the battery level at 62%. The app header includes a close button (X), the item name "Jan BL \$12", and a "Save" button. The main form area is divided into sections: "QUANTITY" with a numeric input field set to "1" and minus/plus buttons; "NOTES" with a text input field containing "Johnny Scout" (circled in red); and "ITEM DESCRIPTION" with a text input field containing "January – 12 Month Boys' Life Subscription – 12 months \$12". A "Remove Item" button is located at the bottom of the form. On the right side, a vertical sidebar shows a total of \$63.75 and a subtotal of \$17.00. The bottom of the screen features a dark navigation bar with a "2" icon.

6:33 PM Thu Jul 11

Jan BL \$12

Save

QUANTITY

1

NOTES

Johnny Scout

ITEM DESCRIPTION

January – 12 Month Boys' Life Subscription – 12 months \$12

Remove Item


\$63.75

\$17.00




2

Ready to Check out

8:11 AM Mon Jul 15 96%

Add Customer 	
Reg. Fees x 2	\$264
Johnny Scout – Pack 15 Jane Scout – Pack 15	
Boys' Life	\$12

Charge \$276

 21 

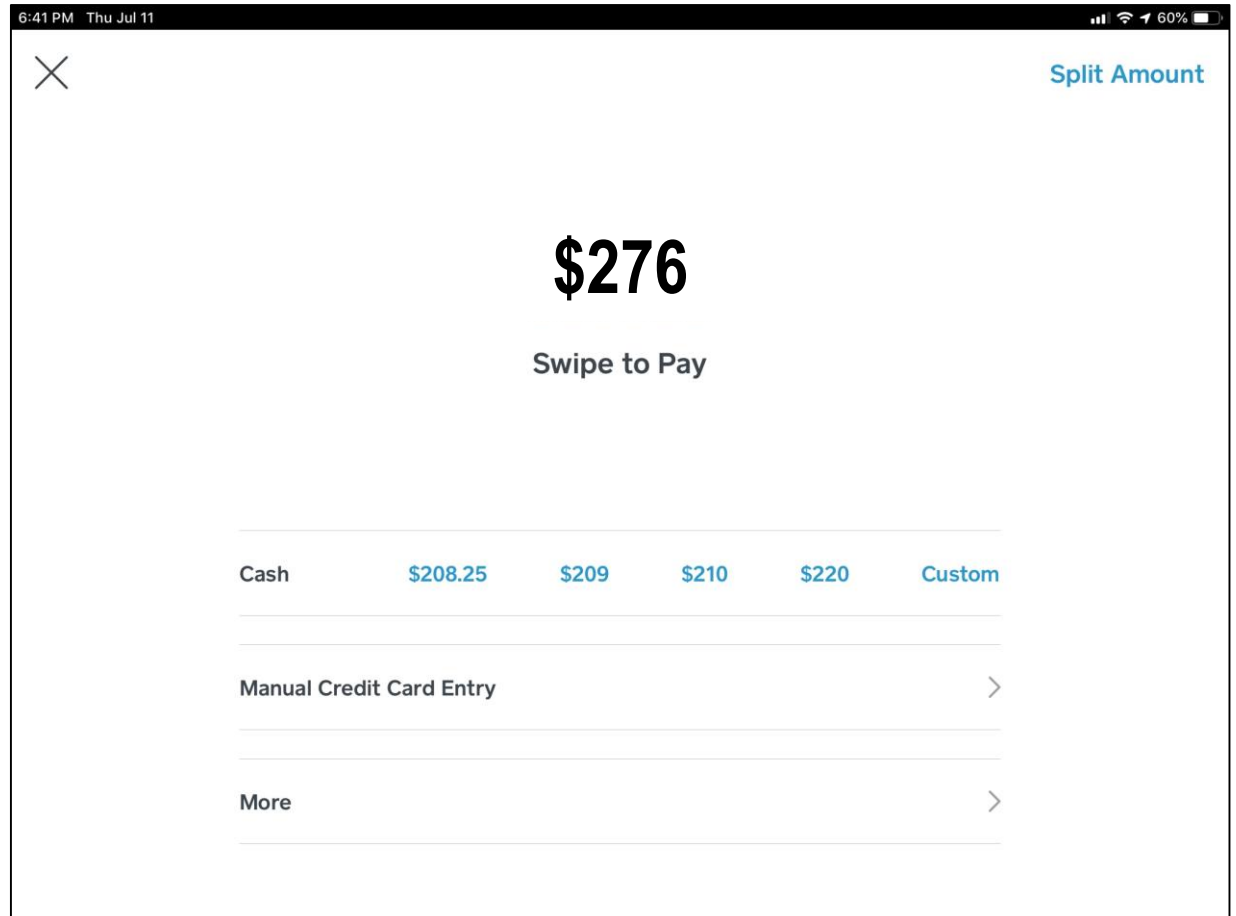
How to take the Payment

Make sure the Square card reader is connected to your device and you are ready to SWIPE!



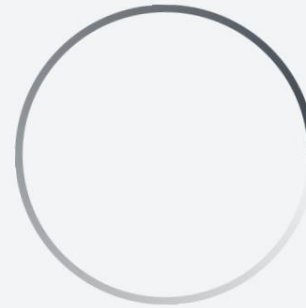
The Square Logo must be facing you.

Turn the credit card upside and swipe with the front of the card facing you.



This screen shows the payment is being processed.

\$276



Processing
MasterCard 8136



Done Signing

\$276

After the customer signs
the screen, click here



I agree to pay the above total amount according to my card issuer agreement.
MasterCard card ending in 8136. Authorization code 08732Z.

Clear Signature




New Sale

Add Customer

\$276

How do you want to receive your receipt?

Customer chooses to receive a receipt by text or email.

 +•••••-0820	Send
 Email Receipt	Send
 No Thanks	

By providing your contact information, you agree that businesses you frequent may send you digital receipts, marketing and messages via Square. See your digital receipt for privacy policy and preferences.

New Sale

Add Customer

\$276



Transaction Complete

Once the transaction is complete, click on New Sale and proceed to next customer.

Unit Owned Square Account

Units may wish to create their own Square account.

- Go to <https://squareup.com/us/en>.
- You will need the unit checking account and routing numbers, and EIN number.

Benefits of a Unit Square Account:

- Parents can pay for their unit dues in a separate transaction from registration that goes directly to the unit.
 - ❖ It is highly recommend that unit dues be collected during the Parent Orientation Meeting and not during the recruitment event. This allows the unit to better describe the unit budget, fundraising expectations, and unit finance procedures.
- Units can also collect activity fees from families using debit/credit cards during the year. No more chasing checks or cash.