**WAMED INFORMATION DESK PROCEDURES**

Manual Booking Procedure for Workshops

* Client to pay cash or card
* CARD – SMS the client a receipt to show the workshop volunteer.
* CASH - Give receipt to present to workshop volunteer.
* NO EVENT TICKETS to be pre-sold – just pay at the door. Cash and Card accepted.

SQUARE – How to Charge

1. Please use the WAMED Phone to open the Square App
2. Check the reader is paired and on.
3. Select New Sale
4. Select various pre-loaded options for quick and accurate charging, or enter a manual amount.
5. Select Charge – a single green light should appear on the reader.
6. Client taps their card
7. Offer to SMS them a receipt to show the Workshop volunteer or write them a receipt to present at the door.

**Troubleshooting -** Reader Not Paired

* Push and hold the button on the side of the Square until the lights flash on and off
* Once they all flash green – the reader has been paired to the phone

INFORMATION:

Please assist our guests with any information they require, we have provided maps and brochures of the local area for our interstate and country dancers.

Contacts

Please call either

**Kerry – 0409 114 819 or Princess Fee – 0415 881 370**

if you have any problems that can’t be answered.

Coffee Cups

WAMED eco-coffee cups are available for $10 each

WAMED Shed

Chillout Zone for everyone – Snacks are provided – Free Tea and Coffee.

Henna Artist in attendance Friday and Saturday – book with her.