

Square Event Payment Tutorial



We've used and trusted Square for our point of sale software at the Farmer's Market and our Farm Stand with great success.

Now, we're using Square for events payments, too.

We'll email you the invoice, and you can click to make your payment.

Square allows you to use almost any credit card to pay – when and where you want! All safely and securely.

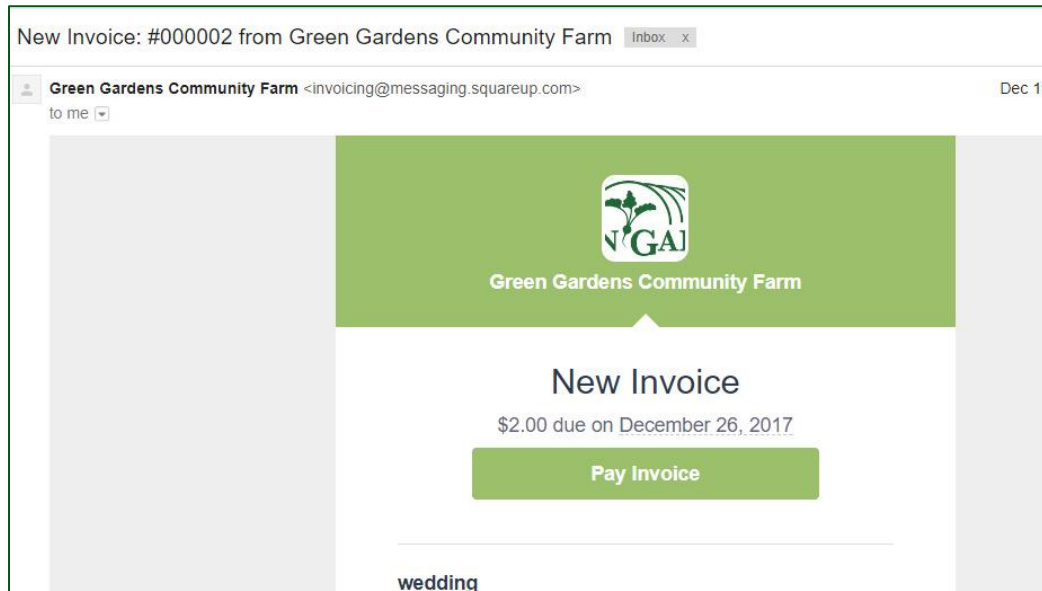
Please see our tutorial below for how-to tips.

Many thanks!

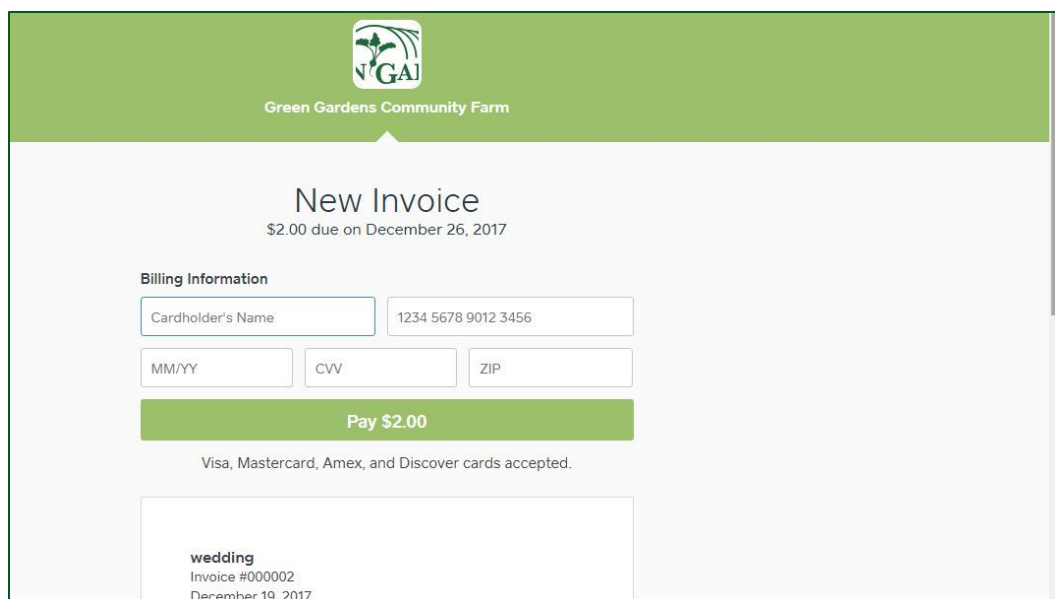
Anne & the crew at Green Gardens

Square Event Payment Tutorial

1 - First, you'll need an invoice. This will be sent to your email address. Check your "Junk" area if you don't see it! The message will come from: invoicing@messaging.squareup.com



2 - Click on the big green "Pay Invoice" rectangle button inside that email message, and you'll be directed to the SquareUp payment website. (Looks like this – photo below)



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3 - Type in your payment information. We've noticed the SquareUp website doesn't like "autofill" – type in the information. Be sure your name matches the way it's written on the card. CVV is that 3-digit number that's used for security on the back of your credit card. (Payment page looks like this – photo below)

Green Gardens Community Farm

New Invoice
\$2.00 due on December 26, 2017

Billing Information

Anne C Anderson

05/20

49083

Pay \$2.00

NOTE: Manually type in the credit card numbers, etc. We've noticed trouble with trying to use "autofill" options on some browsers.

Visa, Mastercard, Amex, and Discover cards accepted.

wedding
Invoice #000002
December 19, 2017

4 - Click on the big green “Pay \$_(your amount)_” rectangle button to submit your payment.

5 - After payment, you'll see a Thank You page. (Looks like this – photo below)

Green Gardens Community Farm

✓ Thank you, invoice paid

wedding
Invoice #000002
December 20, 2017

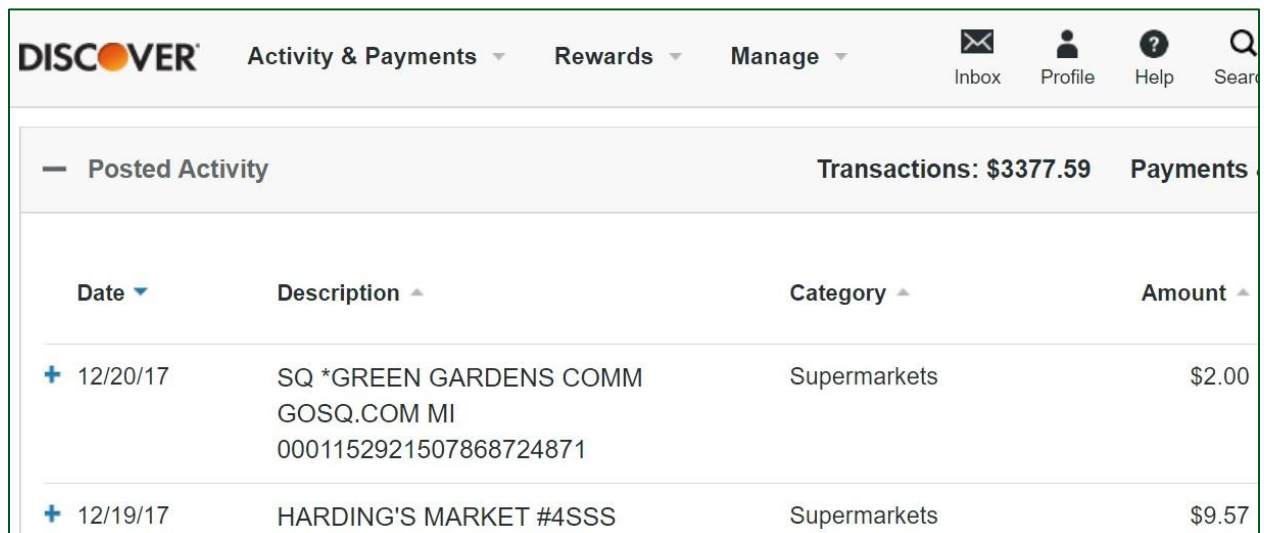
Customer
Anne Anderson
events@greengardensfarm.com

We appreciate your business.

wedding \$2.00

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6 - You're done! You'll receive a confirmation email from invoicing@messaging.squareup.com and you can also check your credit card statement to see the charge go through. Please allow 3 days for processing to check your statement. It should look like this:



The screenshot shows the Discover credit card activity page. At the top, there are navigation options: 'Activity & Payments', 'Rewards', and 'Manage'. On the right, there are icons for 'Inbox', 'Profile', 'Help', and 'Search'. Below the navigation, there is a section for 'Posted Activity' with a summary: 'Transactions: \$3377.59' and 'Payments'. The main content is a table with columns for 'Date', 'Description', 'Category', and 'Amount'. Two transactions are listed: one on 12/20/17 for \$2.00 from 'SQ *GREEN GARDENS COMM GOSQ.COM MI' and another on 12/19/17 for \$9.57 from 'HARDING'S MARKET #4SSS'.

Date	Description	Category	Amount
12/20/17	SQ *GREEN GARDENS COMM GOSQ.COM MI 0001152921507868724871	Supermarkets	\$2.00
12/19/17	HARDING'S MARKET #4SSS	Supermarkets	\$9.57

Thank you so much for choosing our farm for your celebration!
We cannot wait to create a beautiful and memorable day for you
and all of your guests!