



SFV Convention Procedure

Point of Sale Transactions

Using Stripe Readers

Get the “Collect” App and Sign In

1. Install **Collect** app on your iPhone or Android smartphone.
 - a. Go here: <https://collectforstripe.com/>
2. Launch the app
3. Sign in using the Collect Account Sign-In (not Connect with Stripe)
4. You are now ready to process purchases

Processing sales

For sales of items with pre-set prices

1. On the main screen make sure to start with \$0.00
 - a. If you need to clear, tap on Number Pad and then tap Clear until all \$0.00's appear
2. Tap on Inventory Mode
3. For each item being sold, select the quantity being sold from item in the Inventory list
4. Verify that the sale amount is incrementing correctly
5. Tap Continue
6. When prompted, ask the attendee to either tap or insert their card

For sales of items without pre-set prices

This is very similar to the above items. The main difference is you will be entering the sale price manually along with a description.

1. On the main screen make sure to start with \$0.00
 - a. If you need to clear, tap on Number Pad and then tap Clear until all \$0.00's appear
2. Tap on Number Pad
3. Enter the amount of the sale



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4. Type in a description
5. Tap Continue
6. When prompted, ask the attendee to either tap or insert their card

Connecting to a Reader

1. The first time you use the app you will see a prompt: "Connect Reader". The next sequence of steps will be similar but not exactly to this:
 - b. Which type of reader?
 - i. Bluetooth (this is the small white reader located at commemoratives)
 - ii. Internet (this is the larger black reader located at the Registration desk)
 - c. Tap on the appropriate reader
 - d. Discovering
 - e. System automatically selects the reader you chose
 - f. Tap Continue
 - g. Connecting
 - h. You may see some details about the reader
 - i. Tap through until you get to main screen again

To change readers

1. Tap on currently connected reader
2. Disconnect
3. Repeat the above steps