Registration Fee Collection

Square
NEW IN 2019

• 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.

Invitation from Orange County Council, BSA

Welcome from Orange County Council, BSA,

This business has invited [redacted]com to access Point of Sale on their behalf. Create your account now to get started.

CREATE MY ACCOUNT

Thanks,
The Square Team
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

Select

Orange County Council, BSA
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.
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.

Choose an option
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

Click here to charge for Boys’ Life

Click here to choose SCOUTSubscription level

Add Customer

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg. Fees</td>
<td>$63.75</td>
</tr>
<tr>
<td>Boys' Life</td>
<td>$17.00</td>
</tr>
<tr>
<td>Plus Sub</td>
<td>$24.99</td>
</tr>
</tbody>
</table>

Charge $105.74
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.

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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.

2019 Registration Fees for one youth or adult $18.75 (5 months $13.75 registration + Insurance $5) and 2020 reg for one youth or adult $45 (12 months $33 reg + $12 insurance) Total registration + insurance fee $63.75
Collecting Fees On a Phone

Click here to choose SCOUTSubscription level.

Click here to charge for Boys’ Life.

Click here to charge the registration fees.

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

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Breakdown of the Registration Fee

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- **2019 Registration Fees** for one youth or adult: $18.75 (5 months $13.75 registration + Insurance $5) and 2020 reg for one youth or adult: $45 (12 months $33 reg + $12 insurance)

Total registration + insurance fee: $63.75
IMPORTANT

Enter in the notes section:
• Full name of the Scout that is being registered.
• Pack Number

Who you are Registering

AUG Reg $63.75

Quantity

Notes

Johnny Scout - Pack 15

Item Description

2019 Registration Fees for one youth or adult $18.75 (5 months $13.75 registration + Insurance $5) and 2020 reg for one youth or adult $45 (12 months $33 reg + $12 insurance) Total registration + insurance fee $63.75

Remove Item
To register multiple Scout(s)/Parent(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.
IMPORTANT

Enter in the notes section:
- Full name of who the Boys’ Life subscription is for.

Boys’ Life Subscription

- Quantity: 1
- Notes: Johnny Scout
- Item Description: August – 17 month Boys’ Life Subscription (5 months 2019 + 12 months 2020) $17
A Family can also start their SCOUTSubscription to the Orange County Council when they Register.
The family chooses a SCOUTSubscription plan that best fits and the first payment is made at the time they register.
Click on Add Customer to add important information that is needed to track the transaction.
Click Create Customer

This information is needed to help match up the payment to the unit and the completed Online Membership Application(s)
Add Parents Name

You only need to enter the first and last name of the adult completing the transaction.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie</td>
<td>Scout</td>
</tr>
</tbody>
</table>

Phone

- **United States**
- (201) 555-5555

Email Address

- Email Address

Address

- United States

Be sure to click Save when finished

This other information is not needed.
Ready to Check out

Click “Charge”

Charge $233.24
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.

$233.24
This screen shows the payment is being processed.
$233.24

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
$233.24

How do you want to receive your receipt?

Customer chooses to receive a receipt by text or email.

Send

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.
Once the transaction is complete, click on New Sale and proceed to next customer.
A SCOUTSubscription form must be filled out and returned to the Council Service Center to complete the setup for the monthly payments.

- Unfortunately Square does not sync to BSA fundraising software and the form is needed.
- After the SCOUTSubscription form is received and processed the Scout Shop and Program benefits will be mailed to the family.
- The Commemorative Gift will be delivered to the unit for distribution.
- To learn more about SCOUTSubscription, please go to www.ocbsa.org/subscriber.
How is the Money Distributed?

The Council will collect all funds through the Council Square account. Credit card fees will be paid through the Council budget.

• 2019 Registration, Insurance and *Boys’ Life* fees through December 31st will be charged accordingly.

• SCOUT Subscription payments will be turned over to the Council fundraising department.

• 2020 fees will be deposited into the **unit account** at the Council Service Center within 72 hours.

  ➢ Units may access these funds at any time or hold them until recharter. A unit is welcome to request a check from the Volunteer Service Desk.

  ➢ A Recruitment Registration Report is completed at the time of recruitment event and kept until recharter time showing who has paid their fees for the next year.
Unit Owned Square Account

Units may wish to create their own Square account.

- 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.