Registration Fee Collection
• 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
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.

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.
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

No Sale

Charge $0.00

Redeem Rewards

Gift Cards

Boys' Life $12.00

Reg. Fees $132.00

Keypad

Library
Collecting Fees On a Tablet

Click here to charge the registration fees

Click here to charge for Boys’ Life
Collecting Fees On a Tablet

Reg. Fees $132
Boys' Life $12

Charge $144

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.*

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

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)

*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)

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.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg. Fees</td>
<td>$132</td>
</tr>
<tr>
<td>Boys' Life</td>
<td>$12</td>
</tr>
</tbody>
</table>

Total $144
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)
Who you are Registering

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

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

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

IMPORTANT

Enter in the notes section:
• Full name of who the Boys’ Life subscription is for.
Ready to Check out

Reg. Fees x 2
Johnny Scout – Pack 15
Jane Scout – Pack 15

Boys' Life

Charge $276
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.

$276

Swipe to Pay

<table>
<thead>
<tr>
<th>Cash</th>
<th>$208.25</th>
<th>$209</th>
<th>$210</th>
<th>$220</th>
<th>Custom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Credit Card Entry</td>
<td>&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>More</td>
<td>&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This screen shows the payment is being processed.
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.
Customer chooses to receive a receipt by text or email.

How do you want to receive your receipt?

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.
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.