

INSTRUCTIONS FOR TAKING BRIDGE PAYMENTS AT THE BAR.

Members can top-up their bridge playing account by using cash, cheque or card payments at the bar using the Zettle bar till system. **As a backup, all payments must also be recorded on the simple form attached.** Please get the player to initial this paper record to confirm it is OK.

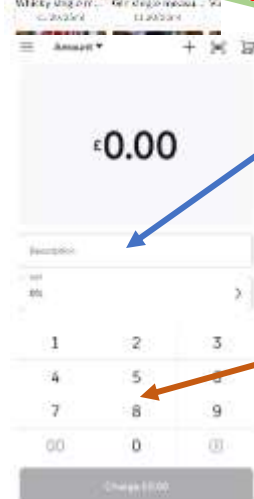
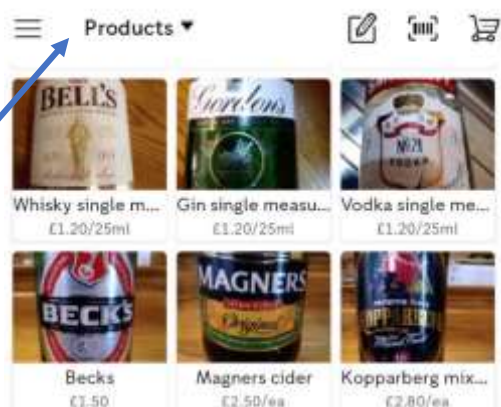
Members may pay in any amount they wish using this system.

The payment will show in their account by the end of the week, when the finance team have allocated the payments to the relevant player's account.

Taking a payment:

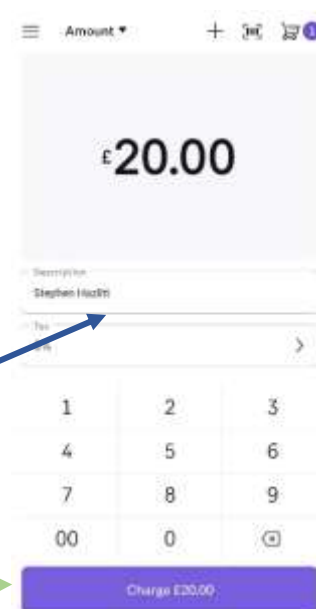
Start the Tablet used as the till system in the bar and, if necessary, the card reader. On the Tablet start the Zettle app (the one we use for all bar sales).

To take a payment for a bridge account, you need to change from the **Products** to the **Amount** screen. Press on the word **"Products"** and on the menu which appears press on the word **"Amount"**.

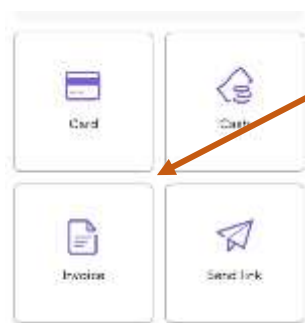


The screen will now change to this one. **Press anywhere** in the Description box and the keyboard will appear. Please type the name of the person making the payment and press **Enter** or **→**.

Then on the numbers put in the amount the person wants to pay remembering to put in the zeros to make it pounds not pence.



The screen will look something like this. **Press on** the blue Charge £ box at the bottom.



You will then get a menu to choose the type of payment. For cheques, please use "Cash". You will then get an option to email the person a receipt or to just complete the sale press **Done**.

You will be taken back to the **Amount** screen (above left). Please press on the word **"Amount"** and then **"Products"** to return the screen to the normal bar sales screen.

[illegible]