



Credit Card Instructions

Thank you for volunteering to work a Taste of Park Ridge Ticket Booth! We appreciate your help in making our event a success! Upon arrival:

1. Please check in with the Attendant in the Trailer and announce your arrival.
2. Find your name on the printed schedule taped to the wall and place your initials next to it.
3. The Attendant will confirm what tent you will be working. *Sometimes*, it is necessary to change locations, so please listen to the Attendant on which tent you will be working.
4. The Attendant will give you 2 bins: one containing two sleeves of tickets. Each sleeve contains 100 strips of tickets. Each strip is worth \$10. Therefore, the box contains \$2,000 worth of tickets. The other bin is where you will put your receipts



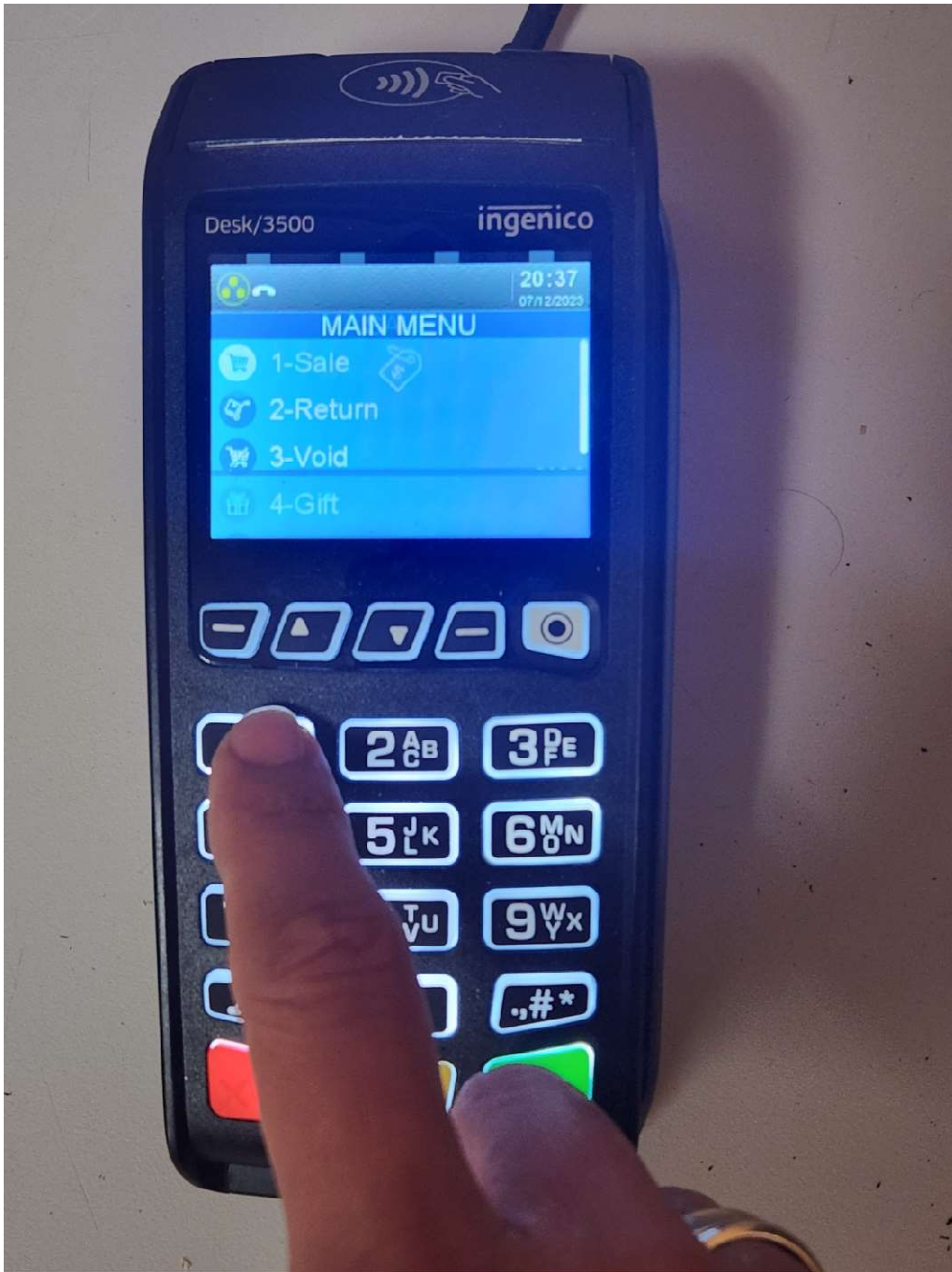
5. **MINIMUM CREDIT CARD PURCHASE IS \$20 or TWO STRIPS.** Tickets must be sold in full strips. No sales of half strips or single tickets are permitted.
6. **THERE IS A TRANSACTION FEE FOR CREDIT CARD PURCHASES.** \$1.00 is added on to a \$20 purchase for a total charge of \$21.00.
7. We added 50 cents to each additional \$10. There will be cheat sheets at the ticket booths.

A	B	C
Tickets	Fee	Amount Charged
\$20	\$1	\$21.00
\$30	\$1.50	\$31.50
\$40	\$2	\$42.00
\$50	\$2.50	\$52.50
\$60	\$3	\$63.00
\$70	\$3.50	\$73.50
\$80	\$4	\$84.00
\$90	\$4.50	\$94.50
\$100	\$5	\$105.00
\$110	\$5.50	\$115.50
\$120	\$6	\$126.00
\$130	\$6.50	\$136.50
\$140	\$7	\$147.00
\$150	\$7.50	\$157.50
\$160	\$8	\$168.00
\$170	\$8.50	\$178.50
\$180	\$9	\$189.00
\$190	\$9.50	\$199.50
\$200	\$10	\$210.00

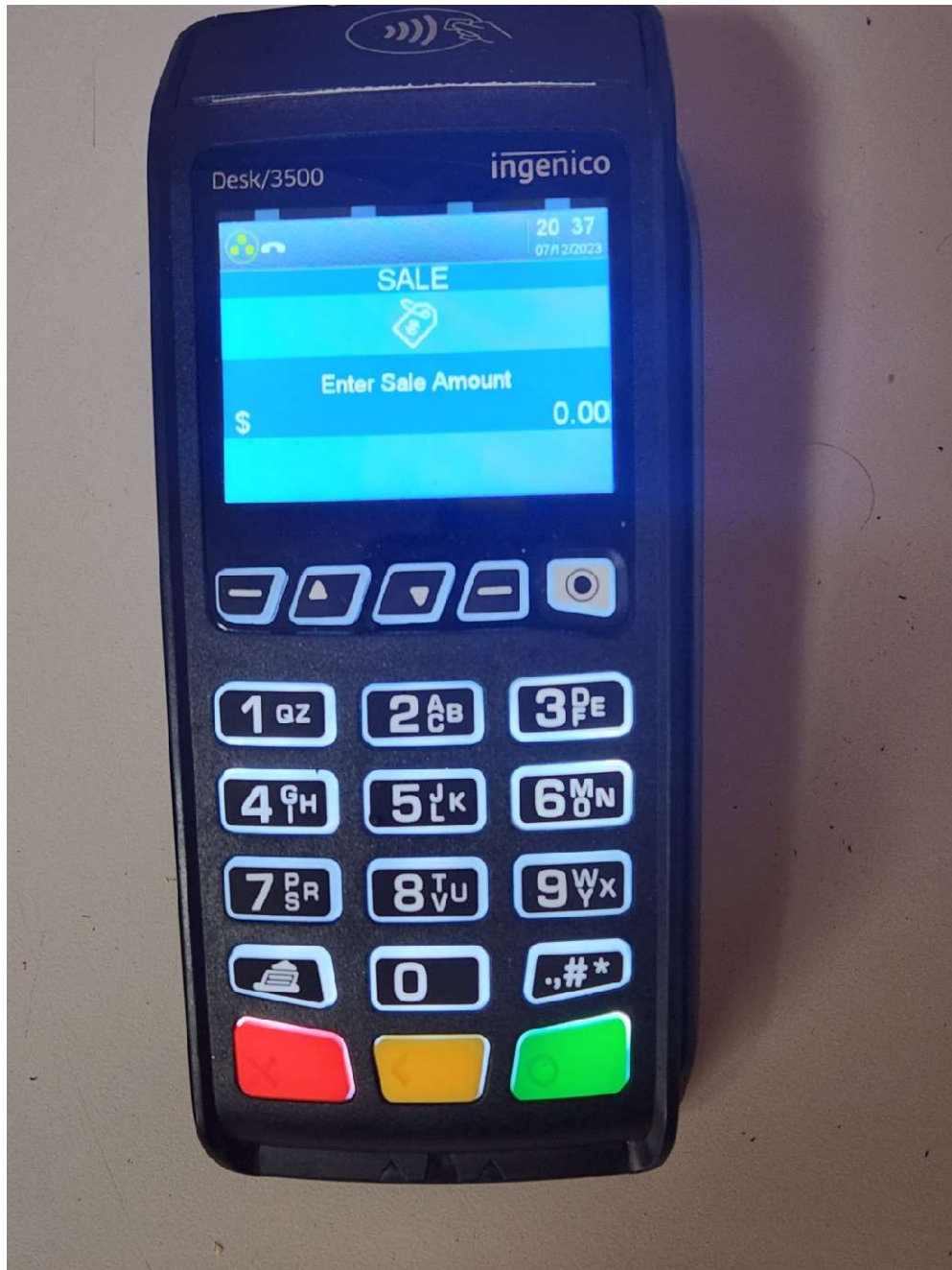
- 8 Be aware that the ticket strips are notorious for sticking together. So, anytime you sell a strip of tickets, make sure you rub them together between your fingers and count them out to make sure you are giving the customer the proper number of tickets.
- 9 To begin a sale press the green button.



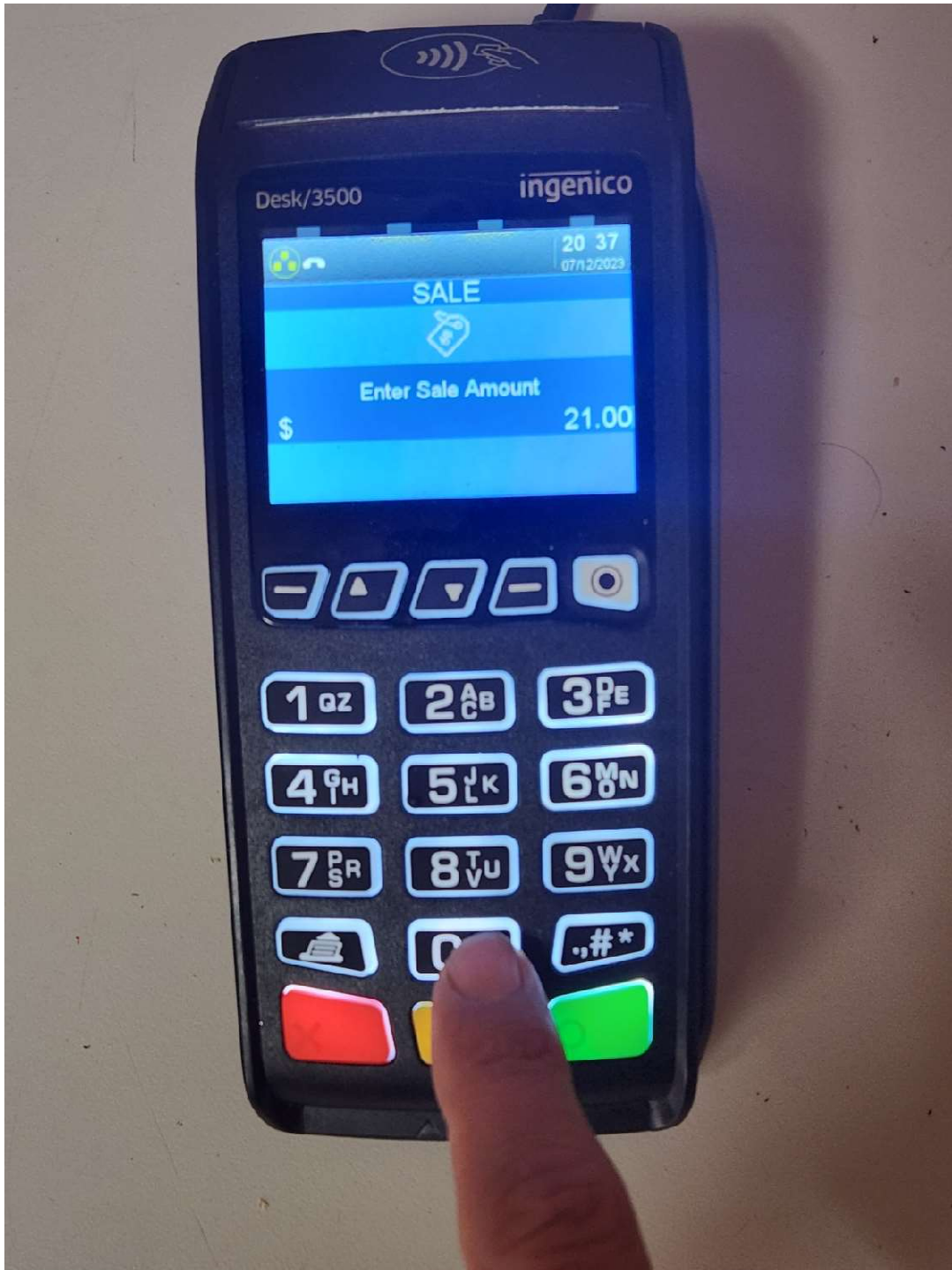
10. After you've pressed the green button, press "1" to make a "Sale."



11. Enter the amount of the transaction. In the next example, the customer is buying two \$10 strips. With the service charge, the amount you will enter is \$21.00.



12. Enter 2100. You do not need to enter the decimal point.



13. Once you've entered in the amount, press the **Green** button. If the machine asks you for a PIN, press the yellow button. Follow the prompts to skip the need to enter a PIN. This should rarely occur, but does sometimes happen.



14. The machine will ask you to insert, swipe, or tap a card. The customer may also tap a phone using Apple Pay, Samsung Pay, and Google Pay.



15. The customer does not need to sign the receipt, but you should put the receipt into the receipt bin.
16. The machine will ask if the customer wants a receipt. Ask the customer, if they want a receipt. If you wait too long to respond to the machine, it will automatically print a receipt.
17. Radio the trailer from the walkie-talkie at your tent and inform the Attendant that you have run out of tickets and need a new bin, if there's time remaining in your shift.
18. The Attendant will either ask you to return to the trailer to swap out your bins or will inform you that someone is coming to you with new ones.
19. When your shift is over, walk your drawer and bin back to the trailer and checkout with the Attendant.
20. When you run out of tickets, your receipt bin should contain receipts totaling \$2,200.