

Intro

Chapter 1: What's new

Chapter 2: Red register: getting set up

Chapter 3: White register: getting set up

Chapter 4: Processing sales

Chapter 5: Processing tax-exempt sales

Chapter 6: Processing BOGO sales

Chapter 7: Payment methods

Chapter 8: Issuing refunds

Chapter 9: Closing out the register

Intro

This video will give you an overview of everything you need to know about the Scholastic payment system. You'll want to be sure you're up to speed before the Book Fair begins.

Chapter 1: What's new

When your Fair arrives, it will include either a red or white register. The only difference between the two registers is how to set them up and get connected. Everything else is identical. Chapter 2 covers setting up and connecting a red register. If you've received a white register, skip to Chapter 3.

After that, all other chapters apply to both registers.

## Chapter 2: Red register: getting set up

Begin setup of your red register by plugging in the power cord, cash drawer, and scanner on the back of the register. If the scanner is unresponsive, use the USB port on the right side. Then turn the register on. Once booted up, it's time to log in. Press 9 six times. That's 9-9-9-9-9-9 on the keypad. This lets you log into the Scholastic app to confirm Fair information, process sales, view reports, and upload the Fair.

You'll need to review your Fair information to ensure it's correct. If anything is incorrect, tap No, and you'll be directed to our customer care team. Otherwise, tap Yes to continue. On the next screen, you'll see the Share the Fair roundup option is turned on. And the number of receipts that will print is set to one.

You can change these if you'd like, then tap Done to begin processing sales. Now let's set up the Wi-Fi. The Scholastic payment system comes equipped with an easy-to-use connectivity monitor to help you stay online throughout the entire Fair. The first time the register is powered on, an alert will appear at the top of the screen.

Simply tap on the alert and you will be directed to the Wi-Fi settings. You'll want to find and connect to your school's Wi-Fi network. If you're unsuccessful, use the provided Verizon router located in the top lid of the register's carrying case. Be sure the router is plugged in and powered on, then access the network named Scholastic Book Fairs and enter the password "scholastic," all lowercase.

Once you successfully connect to your school's Wi-Fi network or Verizon router, the alert will turn green and state Connectivity Confirmed. If at any time during the Fair your register goes offline, the alert will reappear at the top of the screen, and you can tap the alert to view or adjust Wi-Fi settings.

You can also swipe down to bring up the connectivity monitor at any time.

## Chapter 3: White register: getting set up

Begin setup of your white register by turning it over. Lift your register to plug the scanner into any of the four USB ports underneath and plug in the power cord. Once booted up, it's time to log in. Press 9 six times. That's 9-9-9-9-9-9 on the

keypad. This lets you log into the Scholastic app to confirm Fair information, process sales, view reports, and close out the Fair.

You'll need to review your Fair information to ensure it's correct. If anything is incorrect, tap No, and you'll be directed to our customer care team. Otherwise, tap Yes to continue. On the next screen, you'll see the Share the Fair roundup option is turned on, and the number of receipts that will print is set to one.

You can change these if you'd like. Then tap Done to begin processing sales. Now let's set up your network connection. The white register has built-in cellular connectivity, just like a mobile phone. When the register is powered on, the device will automatically connect to a cellular network. If you want to use the school's Wi-Fi network or a hotspot, swipe down in the upper-right corner of the screen to bring up the connectivity monitor.

Tap on the alert, and you'll be directed to the Wi-Fi settings. Once you connect to a network, the alert will state Connectivity Confirmed. If your register goes offline, the connectivity alert will reappear. Just switch to another cellular network by selecting the white circle in the bottom toolbar and then tap the AirLink app.

You'll be shown AT& T and T-Mobile networks, and you can pick the strongest one by tapping on Switch Network. It may take up to five minutes to switch to a new network.

#### Chapter 4: Processing sales

From the home screen, tap Sales. You can now begin to scan items into the cart. If it's an item that doesn't have a barcode, like a pencil or an eraser, you can find the item in the left-hand column. Also in the left-hand column, if a customer would like to purchase a gift certificate, tap Gift Certificate.

Select the amount of the gift certificate to add it to the cart. As a best practice, keep track of gift certificate numbers and balances manually. And there's one more helpful category in the left column, which is Share the Fair. Say a shopper wants to contribute \$10 to Share the Fair. Just tap Share the Fair; enter the \$10 amount to add it to the cart.

And you can continue with their transaction. And just a note, your register will automatically keep track of all of your Share the Fair contributions. Once all items have been added to the cart, tap Checkout. Next, select the type of customer. By default, Student is selected. You can keep it defaulted to Student during the entire Fair if you choose, unless the purchase is made by the school, in which case you must use School as the customer.

From here, you'll need to tap Confirm Checkout. If using the Share the Fair roundup option, ask the customer if they'd like to contribute their change and round up their purchase to the next dollar. If you select Roundup, the contribution amount will be added to their total. Finally, on the next screen, select the method of payment to complete the transaction.

#### Chapter 5: Processing tax-exempt sales

All sales at a Scholastic Book Fair are taxable. The only exception is for purchases made by the school. With school funds for the school's use, and only if the school has a valid exemption certificate on file prior to the Book Fair, you must use the following steps to process eligible sales as tax-exempt.

During checkout, on the Sale Information screen, you must select School as the type of customer, and then tap Tax Exempt. Tap Confirm, then tap Confirm Checkout to proceed to the Payment Options screen. Parents, students, teachers, and others are not exempt from paying sales tax. If you have any questions about sales tax procedures at the Fair, please visit the Help section to find FAQs regarding tax.

#### Chapter 6: Processing BOGO sales

If you're hosting a BOGO Fair, which is a buy-one-get-one-free Fair, you'll notice there are some subtle differences in the sales process. From the home screen, tap Sales. Once on the Sales screen, you can begin to scan items into the cart. You'll notice that items will not show the BOGO discount until you tap Confirm Checkout.

If a customer asks for a subtotal that includes the BOGO discount, simply tap Subtotal. Once all items have been added to the cart, tap Checkout. Next select the customer type. By default, Student is selected. Choose School only if you're making a purchase for the school. Then tap Confirm Checkout. If using the Share the Fair roundup option, ask the customer if they'd like to contribute their change and round up their purchase to the next dollar.

If you select Roundup, the contribution amount will be added to their total. Here on the Payment Method screen, you'll notice that all items in the cart have been sorted based on price and every second item is now free. Finally, you'll want to select the method of payment to complete the transaction.

## Chapter 7: Payment methods

Now, let's review the different payment methods for checkout. So you've scanned all items and have gone through the checkout process, and now you've arrived on the Payment Methods screen. You'll notice a variety of tender types: cash, credit, eWallet, and so on.

I'm going to take a few minutes to go through this entire list of possible payment options. So you'll be prepared to check out all shoppers, no matter how they're paying.

There will be customers who pay with cash as a best practice. Fill your cash drawer with \$50 in various denominations, including coins. Don't forget to take this amount out of your total sales at the end of the Fair. When you get cash, simply tap Cash. You'll see three options in the middle column above the keypad.

Tap one of the three options or enter the amount received. And if entering the amount, just tap Pay. The cash drawer will open to deposit money and provide change. Tap Finish to complete the transaction.

For credit card transactions, tap Credit Card. Next tap Card. And then instruct the customer to follow the prompts on the credit card reader that faces them to complete the transaction. I also want to point out that your payment system accepts Apple Pay and Google Pay too.

For shoppers paying with an eWallet, tap Pay. If a printed eWallet is presented, you can either scan the barcode or tap Find eWallet to search on the register. For this transaction, let's select Find eWallet. Here you'll see you can search by student, grade, or teacher. You can even tap this search button, listed at the top of the left column, to manually enter the student's or teacher's name in order to find the eWallet.

Once you find them, select the eWallet and tap Use. A confirmation screen will display, so just tap Use one more time to complete the transaction. Since the eWallet lookup feature is not available if your register is offline, we recommend printing out your eWallet scan sheet. Visit the Host Hub and from the Fair Account drop-down menu, select Fair Details and Settings.

Then, in the eWallet section, select Print Scan Sheet. Watch our eWallet video for everything you need to know about eWallet.

For payment by checks, tap Checks. Enter the amount written on the check and tap Pay. Then enter the check number. Tap Continue. And provide change if applicable. Finally, tap Finish to complete the transaction. Remember, change on checks should not exceed more than \$20 over the purchase amount, and all checks should be made payable to the school.

Before we jump into processing sales using Share the Fair contributions, I wanted to remind you that your register allows you to offer shoppers the option to round up their purchase to the nearest dollar and contribute the change to Share the Fair. To turn this feature on or off, go to the home screen and tap Fair Info.

Then check or uncheck the box under Share the Fair Contributions to update your selection. So now we're back on the payment option screen and we're ready to redeem all of our Share the Fair contributions. Just tap Share the Fair in the left column and tap Pay and select Use on the balance details pop-up to complete the transaction.

To help you with your Share the Fair spending, be sure to visit your Financial Summary in the report section of your register. Specifically, you'll want to scroll down to Net Sales. There you can view your total Share the Fair contributions, collected and redeemed, on this specific Scholastic payment system.

This is the amount on this register only. If you have multiple registers, be sure to run this report on each one. To redeem gift certificates, tap Gift Certificates. Enter the gift certificate amount and then tap Pay. Then enter the gift certificate number.

If there is a balance remaining, choose a second payment option to complete the transaction.

To use purchase orders, tap Purchase Order and then tap Pay. Fill out all of the required information and tap Continue.

If you've watched our video tutorial about Scholastic Dollars, you already know it's the best payment option for shopping the Fair. Once you're ready to redeem your funds, tap Scholastic Dollars. To pay the entire balance with Scholastic Dollars, tap Pay. If you would like to redeem only a portion of your Scholastic Dollars, use the keypad to enter the amount and then tap Pay.

Then choose a second payment option to complete the transaction. And just one thing to remember: change is not provided on Scholastic Dollars transactions, and they cannot be used for Share the Fair contributions, gift certificates, or in BOGO pricing.

For adult shoppers using a Scholastic eGift Card or teacher shopping with their ClassroomsCount campaign contributions, they must have these funds already added to their Scholastic account. At the Fair, ask these shoppers to scan this QR code at the register so they can log into their account and generate a unique barcode to use at checkout.

And by the way, you can find this flyer on the payment system page in the Host Hub. Now it's time to check out, and here we are on the payment method screen. Just tap eGift Card/Campaign, then tap Pay. Scan the shopper's barcode or manually enter the number. Confirm the information and tap Use to complete the transaction.

## Chapter 8: Issuing refunds

To process a return with a receipt, tap History from the home screen. Then scan the barcode on the bottom of the receipt. When the correct transaction appears, tap it and then tap Refund. Next you'll need to choose if they are refunding the entire sale or only select items. If you select Entire Sale, the amount of the sale will display, then tap Refund.

To choose Select Items, tap that option and then tap the items to be returned. Then tap Calculate Refund. The amount to be refunded will display, and it will be returned to the original payment method upon tapping Refund. If the customer does not have a receipt, head to the main menu screen to access the Open Refund option.

Here you'll scan the items to be returned and tap Refund. Refunds without a receipt are restricted to cash only. Tap Refund and finally tap Finish.

## Chapter 9: Closing out the register

After the Fair has ended, it's important to perform this quick-and-easy upload process, which will close out the Fair. Remember, the payment system must be online to upload the Fair. If you are unable to upload, a payment system expert will upload for you upon return to the warehouse. Once your registers have been closed out, your Financial Form will pre-populate and you'll receive an email when your financials are ready to be reviewed.

This email usually arrives within 24 hours. Plus any unused eWallet funds will be transferred to an eGift Card. That balance can be used to fund an eWallet for a future Book Fair or to shop online with Scholastic. Additionally, your school's Share the Fair account balance will be available for use at your next Fair.

So if you're ready to upload your register, from the home screen, tap Close Fair, and then tap OK to confirm action. The upload will begin, and once it completes, tap Done. The Financial Summary report will automatically print. Save this for your records and repeat the process for each register.