

Zettle How-To Guide (formerly Izettle)

Preparations (preferably a couple of days before)

Make sure to have **login details**. If not, email the MF Treasurer and ask her to send an invite email (in Swedish), preferably to the committee/section/commission address. Create login by clicking the link in the email. If the **products you want to sell** are not registered/price is wrong etc, email the MF Treasurer and ask her to change them (see *Sell* below to find registered products). Keep in mind that there are special laws for selling alcohol.

If you are going to accept **cash payments**, make sure to agree with the MF Treasurer on a safe place to put the cash when you are done. You can get change money from the MF Treasurer if you like.



If you want to be able to accept **card payments**, book a Zettle card reader. See how at the MF website, see the QR code to the right and scroll down to *Equipment in Solna*, or email the MF Treasurer the intended date and time so she'll book it for you. The card reader is at the MF Treasurer's office, so make sure you can get in to the locked office, or that someone is there to open, or that you have asked the MF Treasurer to take it out for you. Mind that the card reader may have a low battery, a cord is provided but time to charge it must be considered (or charge it while selling).



Download the **Zettle Go app** to your phone/tablet (multiple people can do this and use the same login at the same time) → Use the login you made from the invite email above → Now, a bunch of folders should be visible (e.g. *MF-varor* and *Biljettförsäljning*). If not, refresh the app. → Then, click menu (three lines in the top left corner) → *Settings* → No Swish payments are to be accepted, therefore turn that function off → If no cash payments are to be made, you could turn that off as well → If you are to use a card reader, connect it by pressing *Card Reader* and follow instructions on the screens of the phone/tablet and of the card reader, respectively.

Sell (you may need a Swedish speaking friend / customer to do this)

Menu (three lines) → **Sell** → *Products / Library* (**NOT** Amount) → Choose the folder containing products the customer wants to buy → Choose products → **Charge** → Follow instructions on the screen → Don't forget to offer a receipt, the customer then writes their email address or phone number for sending the receipt there.

Did the customer **change their mind** before paying, but you already added the product to the cart? Or did you add the **wrong product** to the cart? Menu (three lines) → **Sell** → cart button → trash bin button.

Refund a payment that is already paid for: Menu (three lines) → *Receipts* → Choose payment to refund → *Refund*. If the payment was originally a card payment, it will be refunded to the same card.

Finish

PrU events: fill in *Evenemangsrapport PrU Zettle*, ask Eko where to find it. (Or use the general one, see next page.) You can find a summary of sales by: Menu (three lines) → *Reports* → Choose day(s), if you sold both before and after midnight, there are two reports: use both to fill in one event report. If you did refunds, they are already deducted, so never mind that. → Leave the report to Eko for attest → Eko puts it in the MF Treasurer's letter tray.

Other events: fill in *Event report internal events, Zettle*, see next page. You can find a summary of sales by: Menu (three lines) → *Reports* → Choose day(s), if you sold both before and after midnight, there are two reports: use both to fill in one event report. If you did refunds, they are already deducted, so never mind that. → If you rented the union house and have a house manager (HA), the event report is to be signed by HA → Put it in the MF Treasurer's letter tray.

Leave cash to the MF Treasurer, or in the safe place you have agreed on if she's not there (generally non-office hours). Do **NOT** leave cash in her letter tray. If you got change money, please return it as well.

Don't forget to return the Zettle card reader to the MF Treasurer's office/to where you took it!

Swedish dictionary

av=off | avgifter=fees | barförsäljning=bar sales | biljettförsäljning=ticket sales | entré=entrance | icke...=non...
inställningar=settings | kontanter=cash | kort=card | kortläsare=card reader | kvitton=receipts | mat=food
medlem=member | på=on | produkter=products | rapporter=reports | retur=refund | sälj=sell | ta betalt=charge



Remember to put the report in the MF Treasurer's letter tray.
You don't have to send anything from the app anymore.

Event report internal events, Zettle

Committee/section/commission: _____

(associations are NOT internal: A Scalpella, Blåslaget, Corpus, Flix...)

Project/event: _____

Date of event: _____

Reports → Choose the correct day(s)	kr:	Konto
Payments via Zettle	1	
Fees	2	6040 - 10
Total via Zettle (box 1 minus box 2)		1580
Cash total	3	1913
Cash received when counting manually (remember to first deduct change, if any)	4	

Top selling products	kr:	
Bar sales (incl. food)		3210 -
Entrance-/sitting revenues		3220 -
Other sales, namely:		
Other sales, namely:		

Comments:

The amounts in box 3 and 4 should be the same.

If not, find out why and write a comment below.

Signature house manager (HA)	Clarification of signature and date
Verified by FuO / MF Treasurer	Clarification of signature and date