

## 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 to book it for you. The card reader is at the MF Treasurer's office, so make sure you can get into 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 → Use the login you made from the invite email above (are you using multiple phones/tablets? Use the **same login** on all units!) → 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 wish 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**<sup>1</sup>) → Choose folder with products the customer wants to buy → Choose products → *Charge* → Follow instructions on screen → Offer receipt, the customer writes email or phone number. **Cash payments also must be registered in the Zettle app!**

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. 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 HA signs the report. → Put in MF Treasurer's letter tray.

**Leave cash** (including change) to the MF Treasurer, or in the place you agreed on. NO cash in her letter tray.

**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

<sup>1</sup> Can't find the right product? Use the most similar one: there are often "Öppen" alternatives, i.e. you assign a price when selling. There is no similar product, and you have used the "Amount" anyway? Specify in the event report what was sold! NB important!

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

## Event reports 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 (in the app)	1	
Fees (in the app)	2	
Total via Zettle (in the app) (box 1 minus box 2)		
Cash total (in the app)	3	
Cash received when counting manually (remember to first deduct change, if any)	4	

6040 - 10

1580

1913

### How much sold? (in the app: Top selling products ) kr:

Bar sales (incl. food)		
Entrance-/sitting revenues		
Other sales, namely:		
Other sales, namely:		
<b>Sum revenues</b>	5	

3210 -

3220 -

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

The amounts in box 1 + box 3 should be the same as box 5.

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

Signature <i>husansvarig</i> (if any)	Clarification of signature and date
Verified by MF Treasurer	Clarification of signature and date