

Manning the Desk

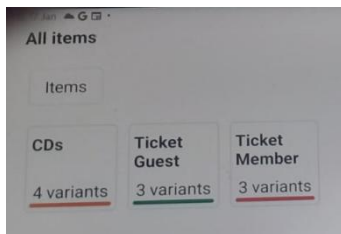
Aim to arrive no later than 7:30.

Check its working

- 1) Power up the Tablet
- 2) Switch on Tablet at bottom right (small grey rectangular button)

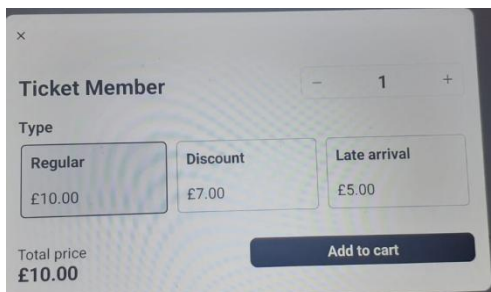


- 3) Swipe upwards on the screen to open
- 4) To test the WiFi connection
 - a. Press 'Ticket Member'



← the 'Home' screen

- b. Press 'Regular'
- Press 'Add to Cart'

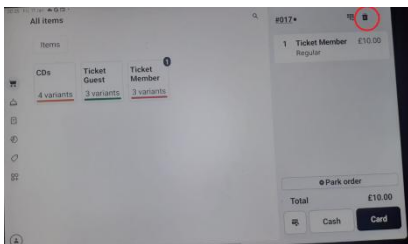


- c. After a delay of a few seconds the 'SumUp' box should illuminate



← This is the 'SumUp' box. The Power button is a white button on the side as shown above. Press it and you should see the screen light up

- d. Press the Delete icon



and it should then return to the normal 'Home' screen

Person A

1. Ask if payment by cash or card.
2. Tap ONE of the three options shown (*If not member, ask if might like to join*)

CDs (Membership Fees really!)	Ticket Guest	Ticket Member	Late arrival (after ~9.30?)
Add to cart	Regular £12 or	Regular £10 or	£5
	Discount * £9	Discount* £7	
For appropriate period			Add to cart
	Add to cart	Add to cart	

Touch “cash” or “card” as appropriate.

If card, when Sum Up is connected, customer presents card to Sum Up machine.

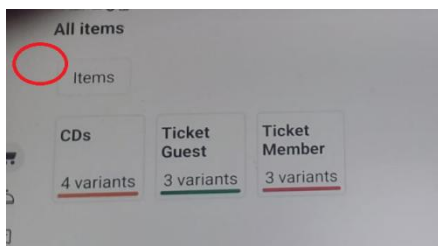
If cash, tap amount on Tablet and tap to continue.

*Discount can only be applied on production of flyer with '**Discount**' stamped on it!

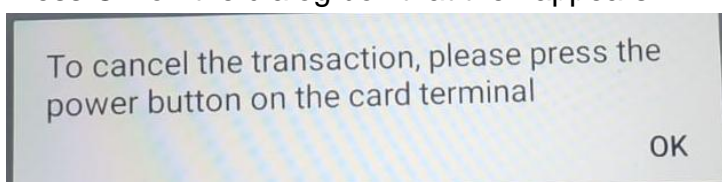
To cancel a transaction

This is a bit fiddly. You'll need to do it if eg you get as far as pressing 'Card' or 'Cash' and press the wrong one.

- a) You need to press the 'Back' arrow that is top-left. (I don't have a picture but it's in this area of the screen:

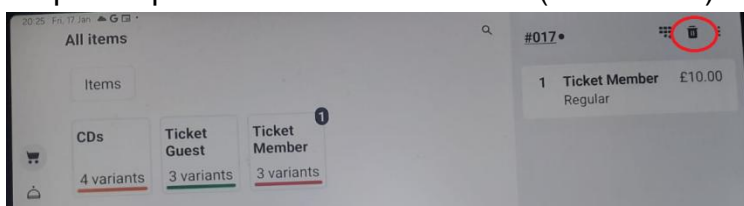


- b) Press OK on the dialog box that then appears

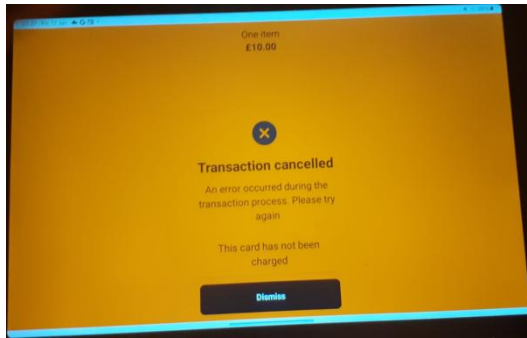


Notice that it says 'Press the power button' – bottom right

- c) Press *(but do not hold) the power button
- d) Swipe to open. Press the Delete Icon (the dustbin) on the payment panel



e) This dialog box then appears



f) Press 'Dismiss' and you're done!

Person B

1. The £70 float needs to be emptied out of the money bag and put in the appropriate sections of the cash box.
2. If member, write member's number on squared sheet.
3. Cut up and put in white tub.
4. Using section at foot of **Weekly Door Summary Sheet**, record name and number of any members rejoining that night **ALSO** the name and allocated number of any new members joining that night. Fill in the rejoining date opposite the member's name on the blue and yellow sheets.
5. For new members, please give yellow sheet to fill in. These are in a pocket of the blue folder in the grey case. New member's number also needs to be filled in on blue and yellow sheets along with date of joining.
6. The Chairperson will give you any receipts he has from purchasing raffle ticket books or raffle prizes. After he has paid the band, all receipts should be stapled to the back of the Weekly Door Summary Sheet.

PERSONS A and B

Before starting to sell raffle tickets at the first interval, it is helpful to have several strips semi-torn off in advance as this speeds matters up. It is usual to have 2 /3 books of contrasting colours on offer at £1 per strip. Make sure they are of significantly different colours. 2 colours is recommended as otherwise the minor colour may never be drawn and some feel a little disappointed.

Person A should have the tankard for collecting monies, complete with a float of £15 (a mixture of £1 coins and £5)

Person B takes round 2 or 3 books (depending on how busy it is)

Between the 2 intervals, the stubs need to be removed from the books by **both A and B**, folded twice and put in the grey bin and thoroughly mixed up.

Drawing the Raffle

Either **A** or **B** will assist the Chairperson with drawing the raffle, remembering to take a free admission ticket for the Members' Draw.

The proceeds of the Raffle should be counted and checked by both **A** and **B**. The Raffle takings should be entered on the **Weekly Door Summary Sheet**. Personally I prefer to have some scrap paper to hand to sum the different denominations separately.

The Float

A £70 float should be made up for the next week and put in a money bag in the cash box. The make-up of the float is *suggested* below.

3 x £10 = £30; 2 x £5 = £10; 5 x £2; = £10; 20 x £1= £20 Total = £70

Cash Sales

1. Count cash in box (excluding float) and note the amount on the **Weekly Door Summary Sheet**.
2. Give to the Chairperson, insert a note as to how much is being handed over. (If a lot of coins, ask Ali at the bar if he will exchange them for notes)
3. Return the 2 tankards to the Bar.
4. Check that all necessary areas of the **Weekly Door Summary Sheet** have been filled in.
5. Lock up the cash box using the key in the pocket of the grey case.

Please remember to take your free entry ticket for having done Door Duty!