



# TennisCollect For Square

## Table of Contents

Setting up Square for TennisCollect.....	2
A few basics.....	2
If you do not have a Square account, .....	3
1) Create an account.....	3
2) Implement Square to the point that you become familiar.....	3
3) NOTE: Square must confirm the validity of your bank account.....	3
Once you are familiar with the basic operation of Square.....	4
4) Add TennisCollect as an 'app' in your Square account.....	4
5) Create the app.....	4
7) Create your Square app.....	5
8) Under the Credentials tab, name your.....	5
9) Move to the 'Locations' tab and create a location.....	7
10) If you have been using TennisCollect for a while with another Merchant Account Processor – you are all set.....	7
Questions for Square? .....	7

## Setting up Square for TennisCollect

### A few basics

TennisCollect is an add-in to FoundationTennis that allows you to trigger a checkout process. You establish 'forms of payment' for individual items such as memberships, payment forms, event enrollments, court time/court reservations, and miscellaneous charges.

TennisCollect never handles or holds your money. The software simply calculates pricing (which can vary for different member types) and makes a secure connection to your payment processor. Your payment processor authorizes credit card charges and manages the transfer of funds to your bank account. TennisCollect initiates the secure 'call' to your processor and retrieves the payment transaction verification and reference numbers for your files.

TennisCollect also handles the presentation of the payment form on your web site, error handling conditions, and 'marking' transactions as paid in FoundationTennis.

Your payment processor who validates the credit cards and moves the money around. Your payment processor also sets your per transaction fees and any other charges. TennisCollect 'just' calculates the amounts, processes the transaction: sends it, records it, and stores the transaction reference information (and in the related event record, contact record, etc.).

The benefit to using TennisCollect is the integration between the payment transaction and the payment item. For example: your enrollment roster shows the 'paid' status when a customer/member signs up for a clinic or camp. You can see and download all of your 'sales' transactions from within Foundation Tennis, and your customer/member can see their payment history and receipts for the items they have processed through your web site using TennisCollect. Everything is one place and there is no need to reconcile the enrollments in Foundation Tennis with the payments in a system like PayPal (to make sure everyone who enrolled also completed the payment process).

Other benefits to using TennisCollect:

- Foundation Sports never holds your money
- We do not charge any fees, transaction or otherwise
- You have complete choice over the selection of your payment processor

Traditional payment processors like Authorize.net and Converge require extensive business documentation, a credit application, and have fixed monthly fees ranging from \$14-35/month plus the percentage of the transaction fee usually ranging from 2 to 4% of the transaction amount for online (card not present) transactions.

Traditional processors also require you to attest to your credit card number collection policies and produce a PCI DSS compliance certificate (Payment Card Industry Data Security Standard). Ongoing compliance requires a quarterly scan on your devices, hard wired and wireless network(s). PCI compliance scanning services cost \$35-50 every three months.

There are benefits to traditional processors for higher volume businesses (lower per transaction costs). We estimate the fixed costs associated with using a traditional gateway to be about \$600/year to take a single transaction. The purpose of this article is to explain the use Squareup.com

Square is among the best of a new class of online payment services, who (we believe) have simplified the process for you, streamlined the payment and checkout process for your customers, eliminated fixed monthly fees for you, eliminated the application process, and eliminated the need quarterly PCI compliance scanning (from you, we still scan our network for PCI Compliance quarterly).

Foundation Sports has updated TennisCollect to support Square as a simple, low cost, pay as you go. If you already have a Square account and are familiar with the transaction flow, please proceed to step (more here)

If you do not have a Square account,

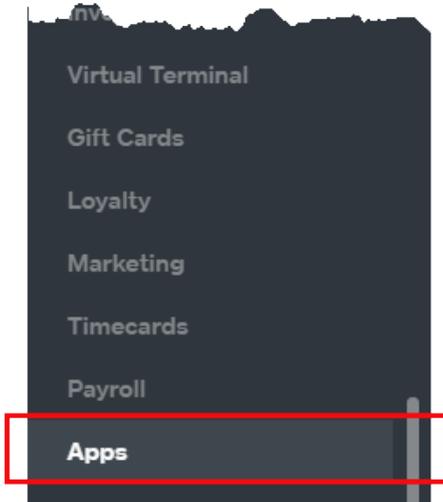
- 1) [Create an account](https://squareup.com/i/TENNISAPP1). We will each receive \$1,000 in fee-free transactions if you use this code: [squareup.com/i/TENNISAPP1](https://squareup.com/i/TENNISAPP1)
- 2) Implement Square to the point that you become familiar with processing invoices, managing sales and customers, tracking deposit transactions to your bank account.
- 3) NOTE: Square must confirm the validity of your bank account before you can use your Square account. This process could take a day or two. Complete this process and become familiar with the basics of Square prior to your TennisCollect appointment with FoundationTennis.

We do not provide training on Square (because they do, for free). You can browse their help materials or call their help desk for all the support you need using Square.

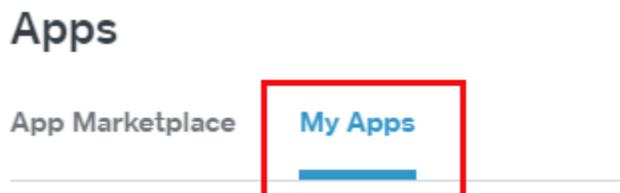
NOTE: you should defer any ecommerce or 'Shopping Cart' discussions until you have become familiar with TennisCollect (so the learning curve is progressive two-step process).

Once you are familiar with the basic operation of Square \*\*\* We are happy to walk you through the following steps using our online meeting system. You do not have to do this alone. \*\*\* please call 800.913.4551 XT 1 for assistance.

- 4) Add TennisCollect as an app in your Square account. Locate the Apps menu in your left sidebar menu:



- 5) Create the app: Go to My Apps



- 6) Click 'Go to Developer Portal' (you do not need to be a developer)

# Build with Square

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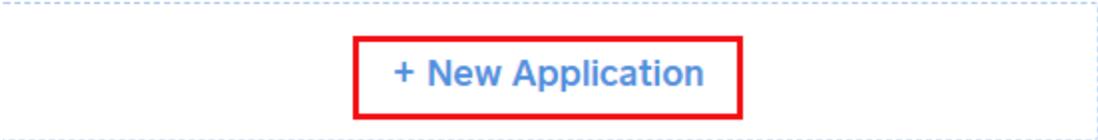
Build custom software solutions for your business with the Square Payment and Connect APIs. Seamlessly accept payments online, in store, or on the go. Extend Square with inventory management, multi-location reporting and more.



7) Create your Square app + a new application

# Application Dashboard

Create and manage your Connect API applications.



8) Under the Credentials tab, name your app (TennisCollect)

Square will assign an application ID and a Personal Access Token. These are the first two fields we will need, please be sure to copy them or take a screen snapshot and have it available for your TennisCollect appointment with Foundation Tennis.

Credentials OAuth Webhooks Point of Sale API Apple Pay (Web) Locations

tenniscollect

### Credentials

Application Name

tenniscollect

Application ID

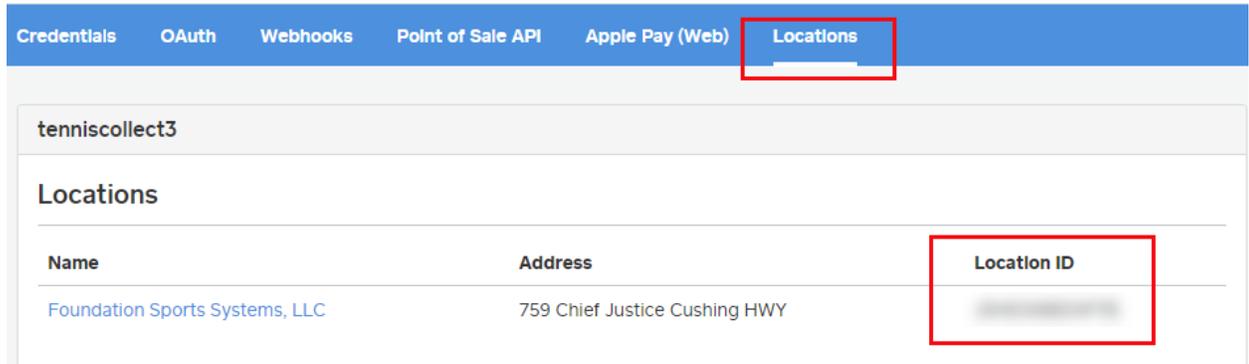
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Personal Access Token ?

.....

Show

- 9) Move to the 'Locations' tab and create a location Copy and paste the location ID (or write it down or take a screen snapshot). **This is the third and final piece of information you will need** for your TennisCollect appointment with FoundationTennis. You are now ready to schedule that appointment.



- 10) If you have been using TennisCollect for a while with another Merchant Account Processor – call us to redirect the connection from your database. TennisCollect will work the same way it always has. The only difference is that your funds will be flowing through Square.

You may choose to terminate your relationship with your existing (prior) Merchant Processor at this point.

If this is your first experience using TennisCollect, your account manager will guide you through the rest of your implementation process after the Square gateway is connected to your FoundationTennis account.

## Questions for Square?

Please use the Square web site and their current help articles for help with Square.