

# Ogden Music Festival 2026

## **Merchandise Sales Cashier**

### Volunteer Job Overview

*First of all...Thank you so much for volunteering! We literally couldn't do it without you.*

#### **Basics:**

- *Wear Sunscreen!* (We will have some and there is some at First Aid next door.
- *Stay hydrated!* While you are on shift, you can get **free drinks** from the Pepsi vendor--just tell them you are volunteering.
- Call or text Sherry 801-668-4889 for emergencies or questions if she's not at the booth.

Mara Brown and/or Brandi Bosworth will be in charge of the booth while you are there, keeping an eye on things and answering all of your questions.

#### **Merchandise Cashier Sales Volunteers Duties**

**Your one and only job** is to stay with the I-Pads and Cash Drawer, take payments and record all sales on the Ipad. You **do not** need to help with organizing merchandise, cleaning, tidying, or anything else. When it's slow, just relax and enjoy the music!

We have two iPads, two Square Readers (for tapping), a little Hotspot for the internet, as well as chargers and charge cords, that you will need to keep track of when in use.

All OFOAM merch will be listed in the Square with OFOAM as the first word, so that all our items are together on the menu. Artist merch will be listed in Square with ARTIST as the first word and then alphabetically by the first word of the artist's name.

Volunteers will simply need to find the correct item in Square and ring in each sale. **Cash sales included!!**

#### **Making and Recording Sales:**

All sales **MUST** be rung out and recorded in Square. **Even cash sales.**

We will have a training on Square at the orientation. If you miss that, make it your first priority upon arrival for your shift, to familiarize yourself with the menu and sales function.

#### **I-Pad Basics**

- Tap on Square App (if it's not already opened)
- If you get logged out of Square, (pretty sure this won't happen) Sherry or Mara can get you back in.
- There will be chargers for the I-pads. Keep an eye on the battery level.

**Make Sure that you are in the SALES function and in the Merchandise Menu before you begin making a sale.**

## **Square: *MAKING A SALE***

**1)** From the merchandise menu, choose the item or category of items you need to ring up.

- Single items will add to sale immediately upon selection

If Artist or OFOAM category that has multiple items,

- Choose the artist's name from the list. This will open the artist's menu
- Choose the item from the artist menu.
- Choose **Add** (*top right corner of menu in blue*)

*Each item selected will be added to that sale*

**2)** When you have added all the customer's items to the sale, select *Charge \$40* (or whatever the dollar amount is.)

**3)** Choose payment option--if they are using a charge card, tap it.

- When they sign they'll choose whether to email a receipt--if they want that, they will have to enter their e-mail address.
- If the card won't tap, go back to the payment options and choose Manual Card Entry.
- If they're paying with cash, you can just put in the exact amount every time. No need to record how much they gave you and how much change you made...we don't keep track of that.

**You will have a cash bank... so keep an eye on that...don't leave it unattended.**

We don't usually take checks...you can ask Sherry if someone asks.

### **To Remove an Item from the Sale:**

1) After you've added items, the number will show next to **Current Sale** at the top of the the Merchandise menu.

2) Tap on the little box with the number in it , and the items will appear in a drop down menu.

3) To remove **all items** in the sale:

Tap on the little arrow below **Current Sale** and choose **Clear Items**,

To remove **a single item** from the sale,

- Select the item you want to delete.
- At the bottom of the page, select the - sign till the number above it shows a **0**.
- Tap on **Save**
- The item will be deleted.

**IF YOU ARE ASKED TO CHECK OUT AN ITEM THAT IS NOT LISTED IN THE SQUARE MENU, GET MARA OR SHERRY...THEY CAN ADD IT SO YOU CAN MAKE THE SALE.**

*All items are inventoried in Square, so it should keep track of sales against inventory...making it easy for us to reconcile everything at the end of the night. (Fingers crossed!)*