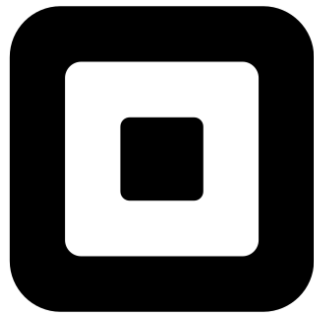




BOY SCOUTS OF AMERICA
ORANGE COUNTY COUNCIL

Registration Fee Collection



Square

NEW IN 2019

- All new Scouts and Adults will register ONLINE at www.BeAScout.org.
- Parents will be able to pay BSA registration fees with a credit/debit card with the Council Square account.
- Parents may also pay unit dues using a unit owned Square account.

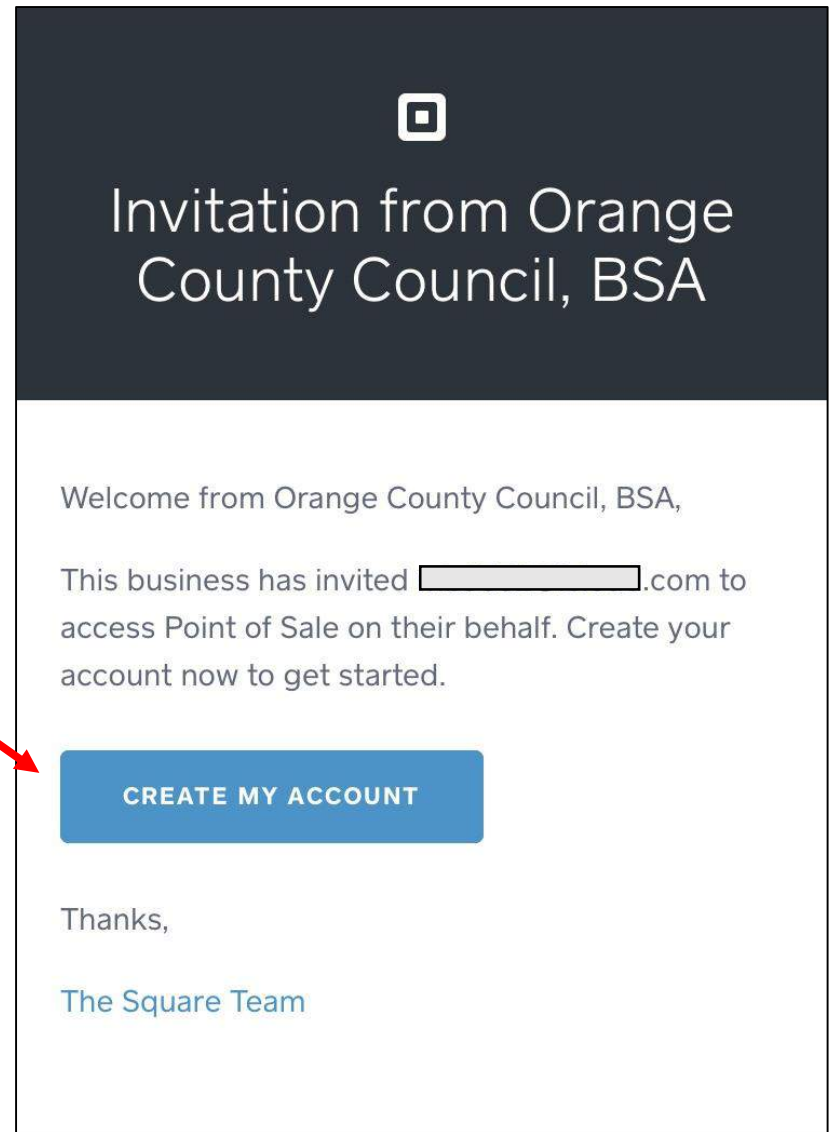
How to Sign up for Square

The New Member Coordinator or designated unit leader will receive an invitation to the Orange County Council's Square account.

- The New Member Coordinator or designated unit leader will create an account login for the unit.

Step one – Register account

- Once the login is created, and approved by the council, the unit will be able to take payments for membership.
- There will only be one login for the unit.
- The login can be used on multiple devices making it easy to have two or three "Payment Stations" at the recruitment event.



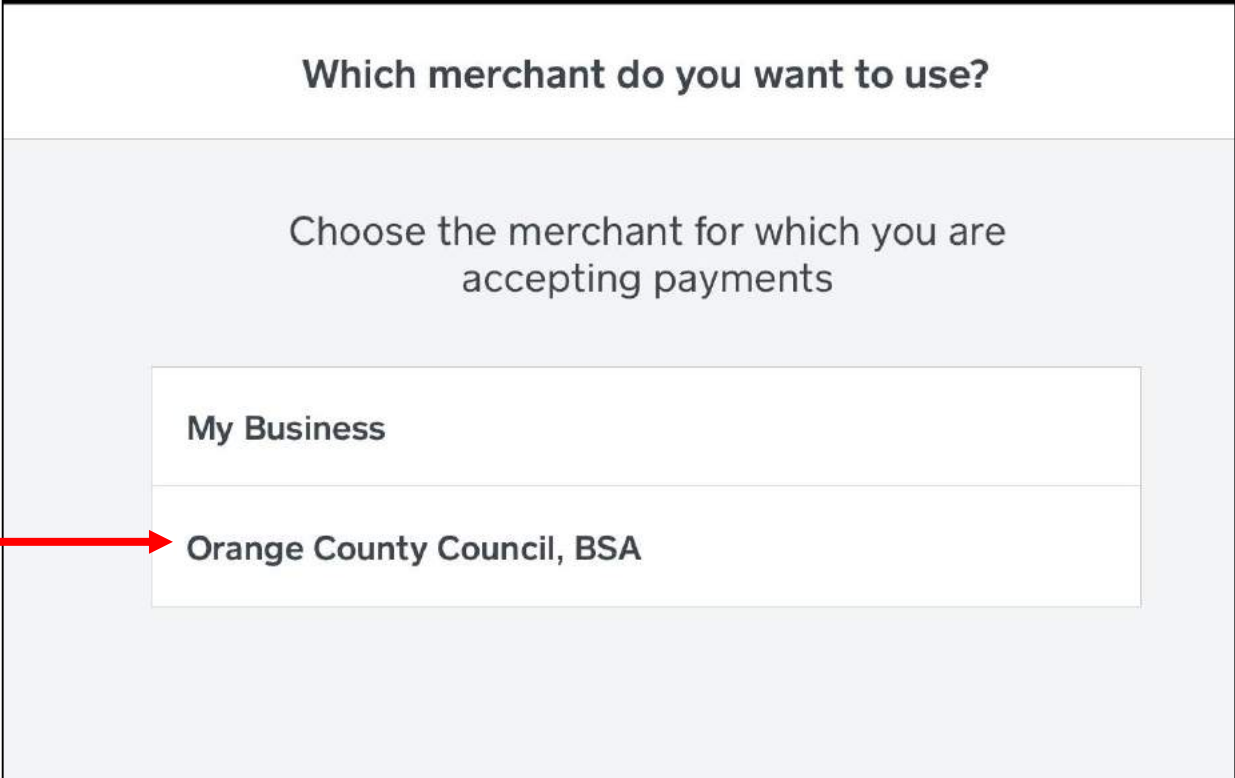
If the New Unit Coordinator/Unit already has a Square account they will see this message:

Which merchant do you want to use?

Choose the merchant for which you are accepting payments

My Business
Orange County Council, BSA

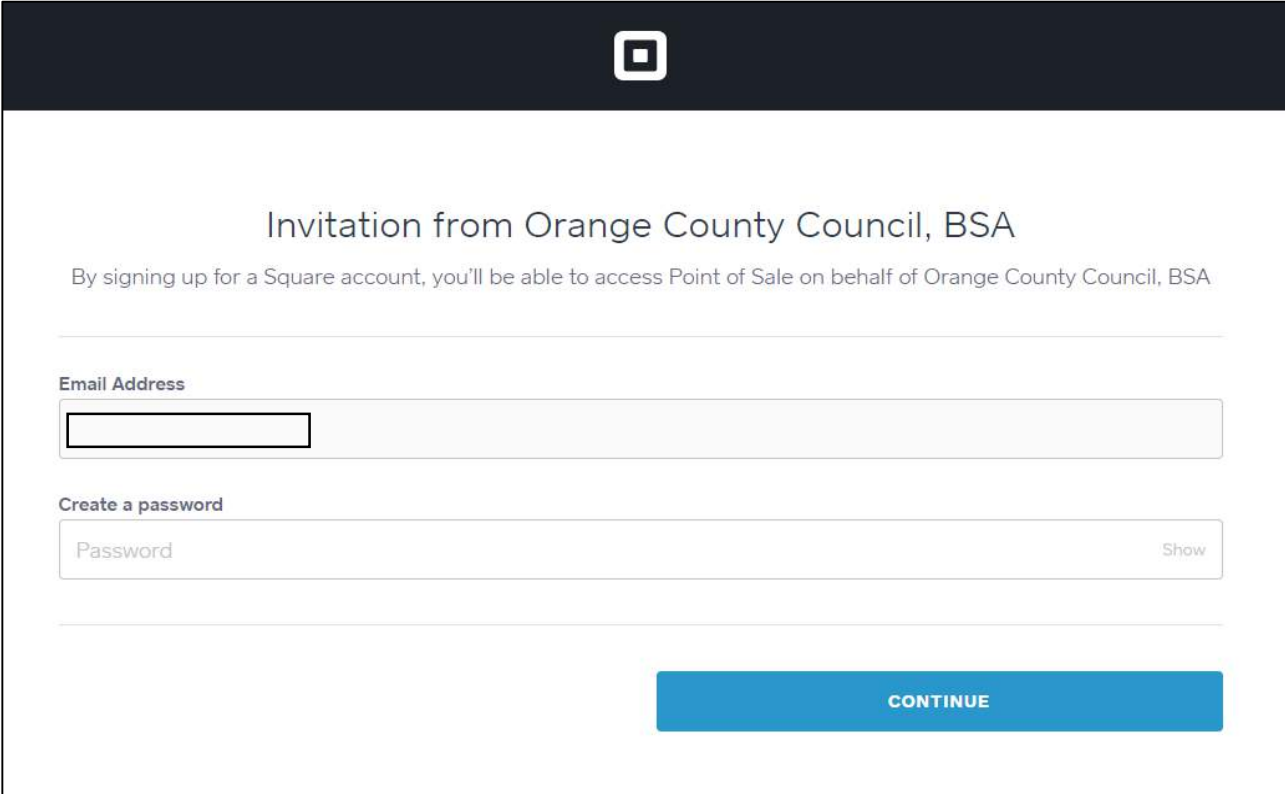
Select →




Square Registration Page

If the unit has its own email account, consider using that email address.

- Make sure the New Member Coordinator has access to the email address or is with somebody that does when registering because they will need to respond to a message verifying the registration.





Invitation from Orange County Council, BSA

By signing up for a Square account, you'll be able to access Point of Sale on behalf of Orange County Council, BSA

Email Address

Create a password

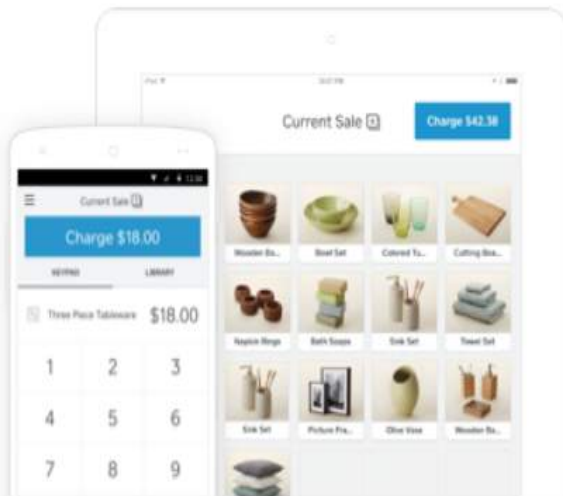
Password Show

CONTINUE

You will be invited to Download the app.

Download Square Point of Sale.

Set up your Point of Sale and accept payments in minutes. Send a download link to your device to get started.



Download via text

(000) 000-0000

SEND

Download via email


SEND

Choose
an
option



Take payments quickly and securely.

It's easy to get started on Square with our free¹ magstripe reader. But since most payments are made with chip cards, you can better protect your business by using the Square Reader for contactless and chip. It accepts chip and NFC payments and covers you against EMV disputes (unlike the magstripe reader).




Square Reader for contactless and chip

\$49

CONTACTLESS (NFC) CHIP (EMV)

MAGSTRIPE

Square Reader for magstripe included.



or

Square Reader for magstripe

\$10

Audio jack (3.5mm) or Lightning[®] connector

SKIP FOR NOW

CONTINUE

The Council will provide the unit a Square reader that plugs into a headphone jack, or if needed, the lightning port (Apple) on your mobile phone or tablet.

Additional devices maybe ordered through Amazon.

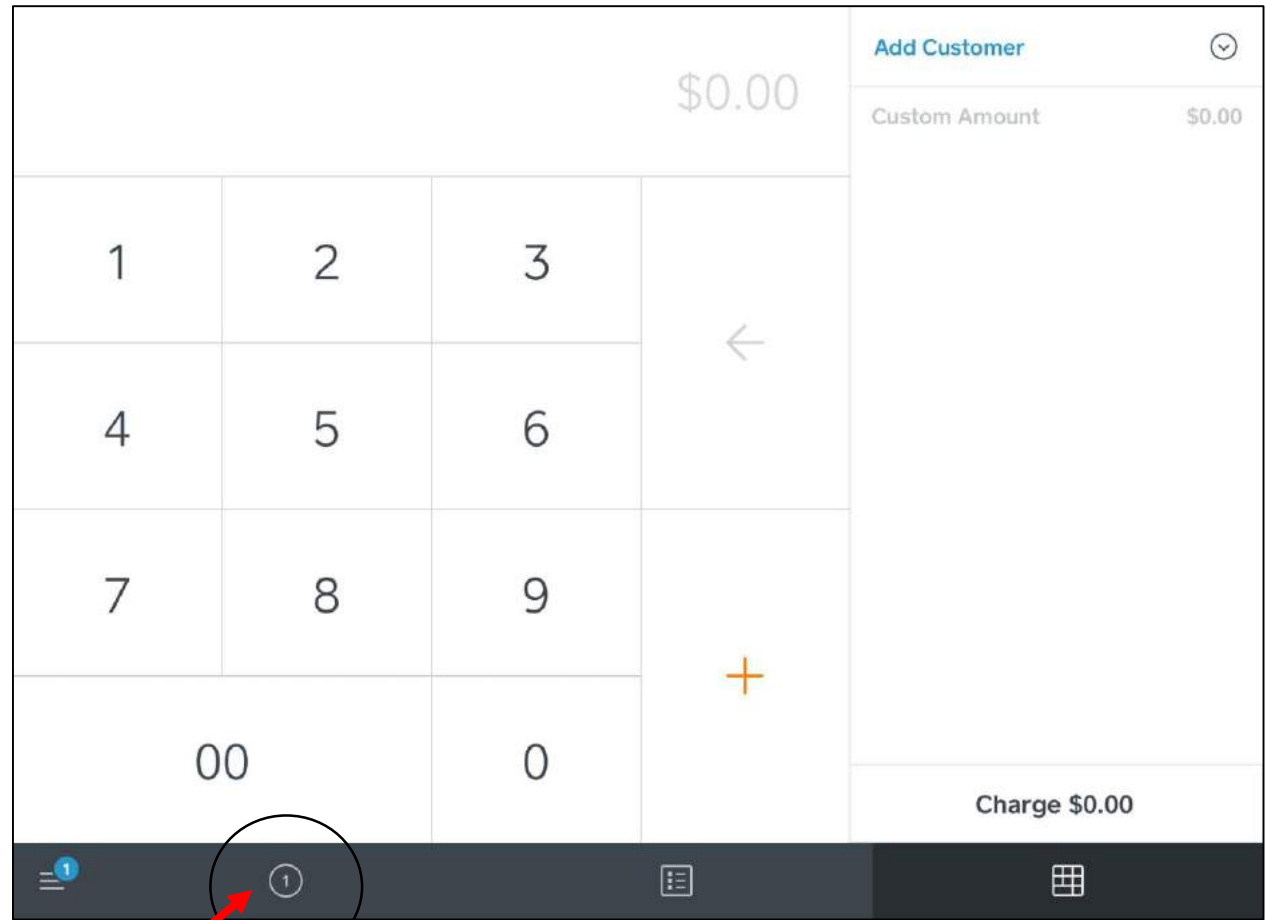
Click
"SKIP FOR NOW"

Now you are ready to take Payments
for new members.

You can use a tablet, phone or both
at the same time.



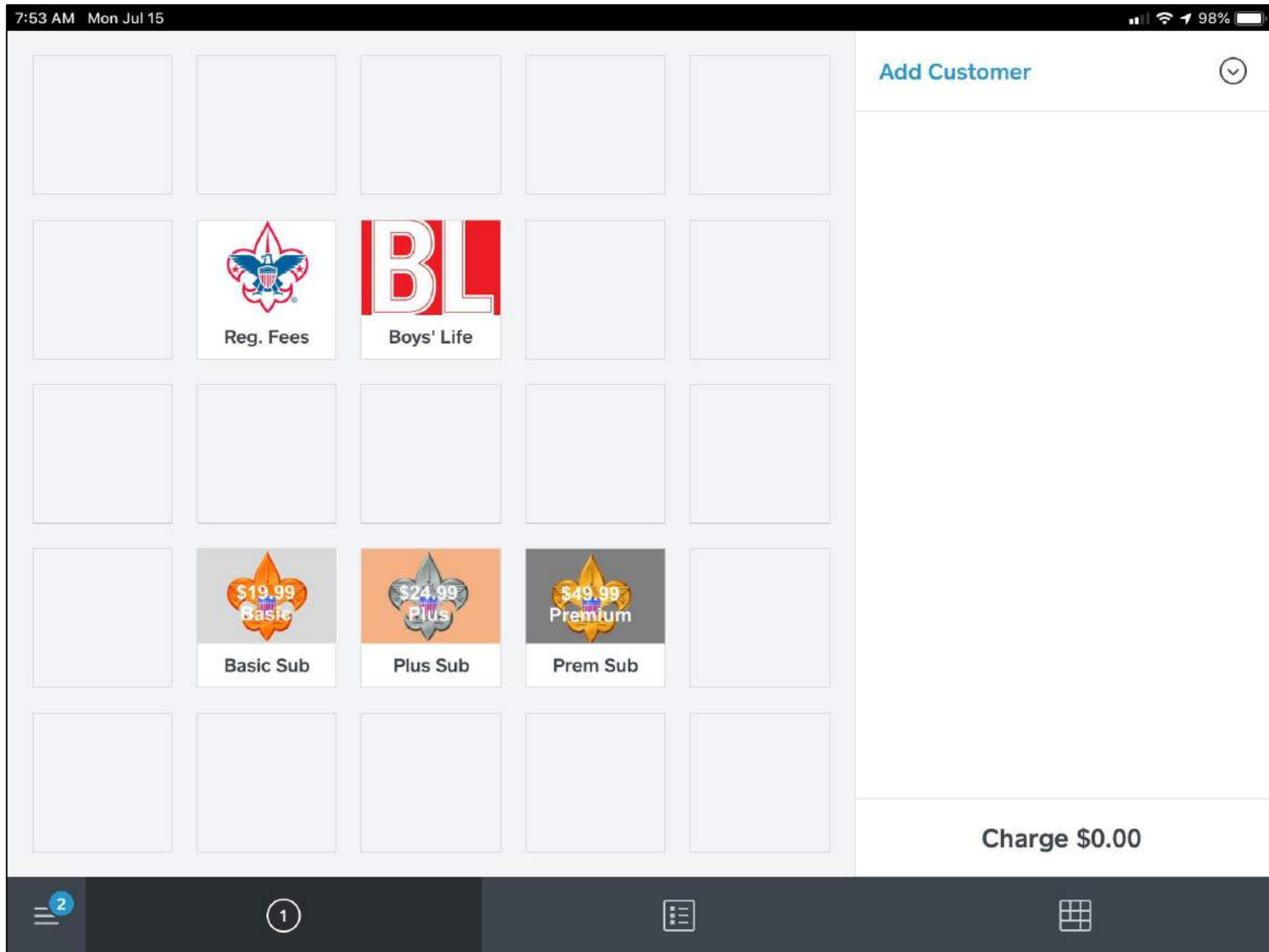
When you login on a tablet you will see this page



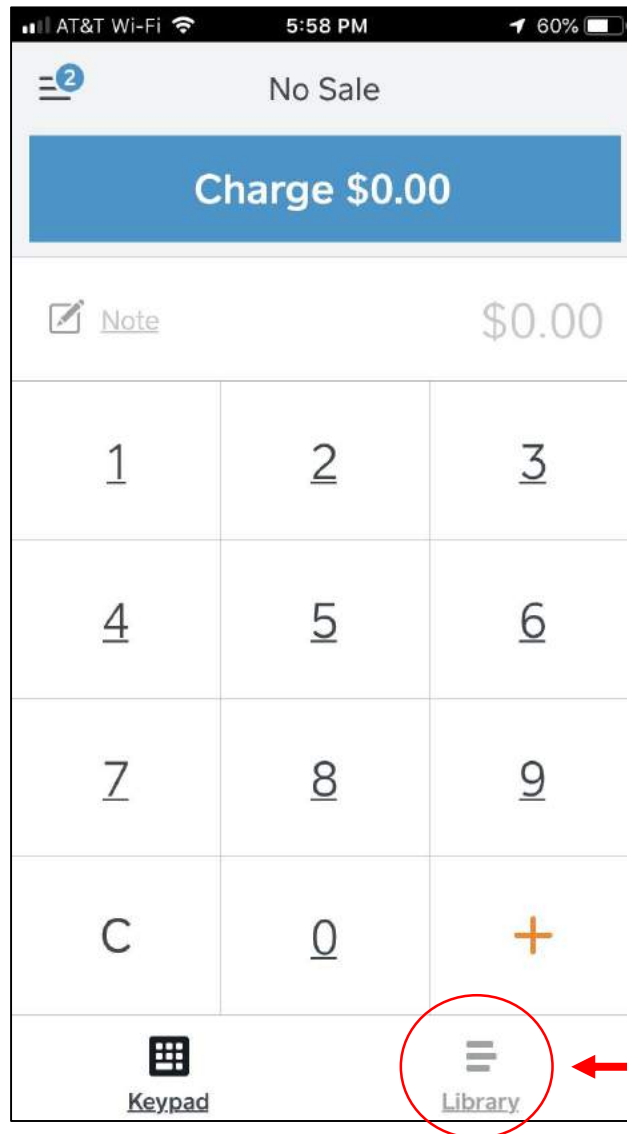
There are three tabs along the bottom of the page.

Click the one on the left with the Circle.

What it will look like on a Tablet

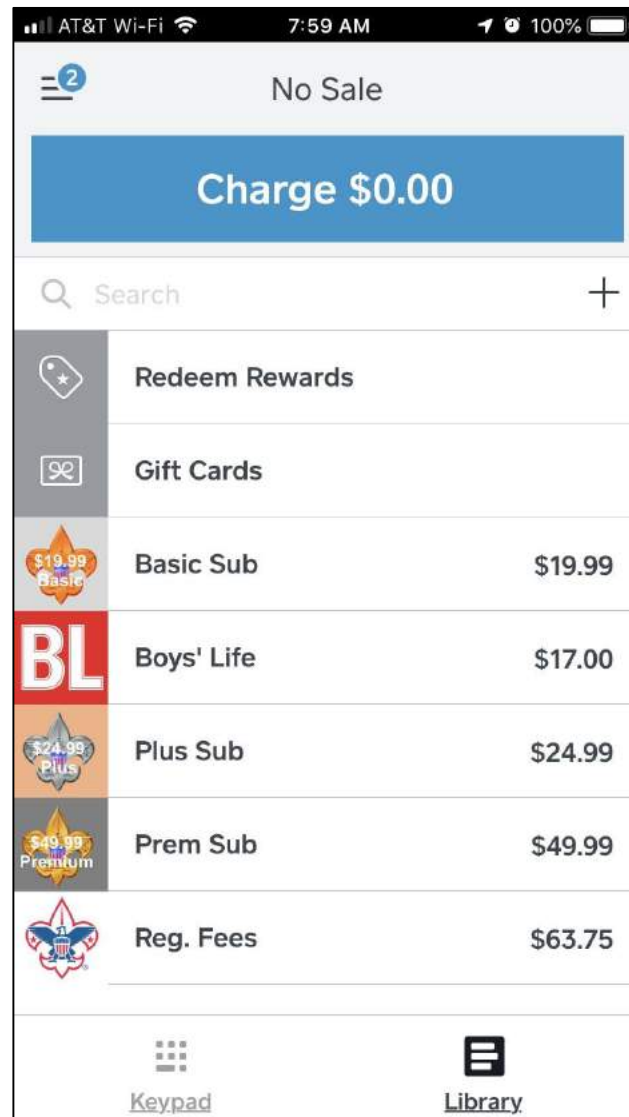


When you login on a phone you will see this page



Click on Library

What it will look like on a Phone



Collecting Fees On a Tablet

Click here to charge the registration fees



Reg. Fees



Boys' Life

Click here to charge for *Boys' Life*

Click here to choose SCOUTSubscription level



Basic Sub



Plus Sub



Prem Sub

Add Customer



Reg. Fees

\$63.75

Boys' Life

\$17.00

Plus Sub

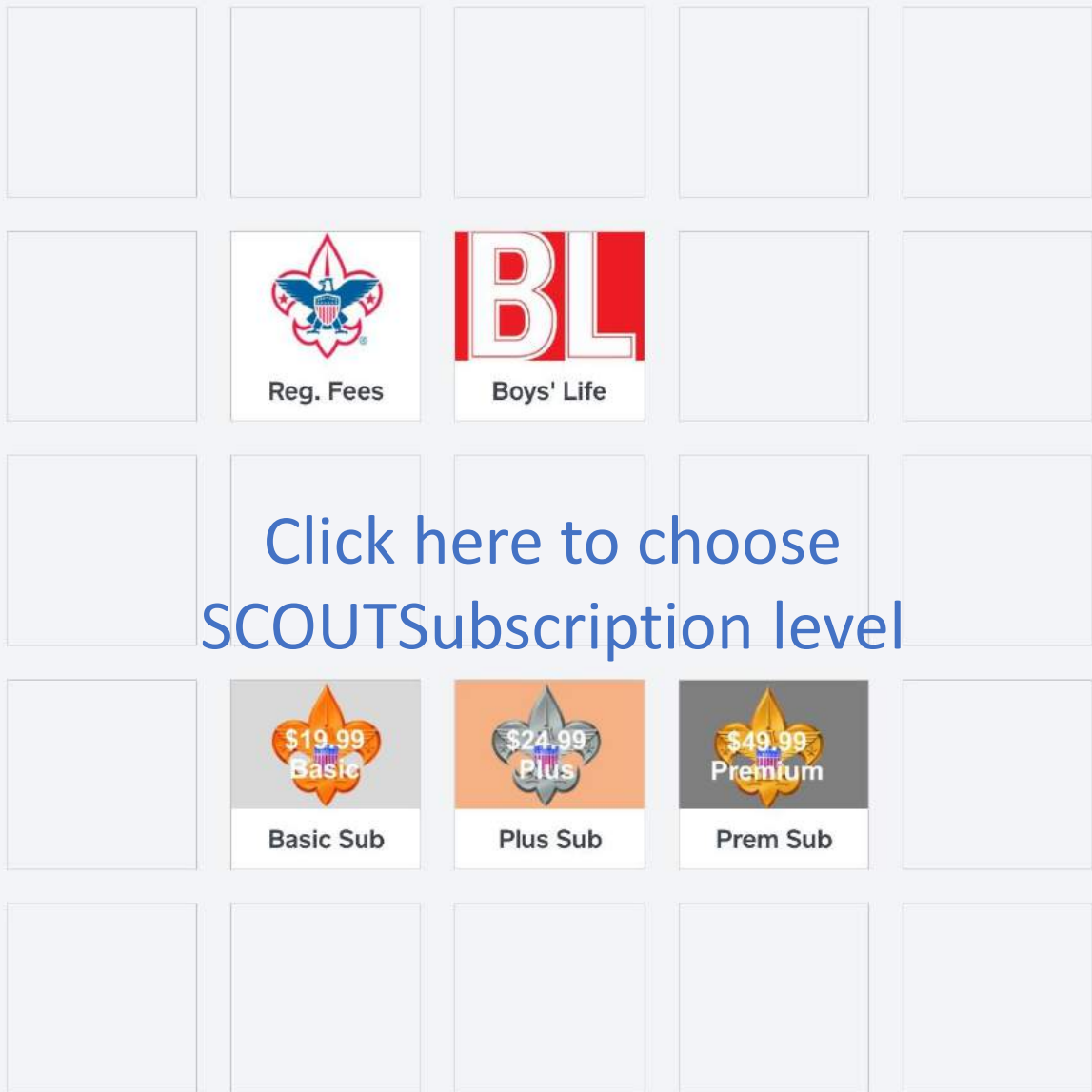
\$24.99

Charge \$105.74



Item Details On a Tablet

Click here to choose
SCOUTSubscription level

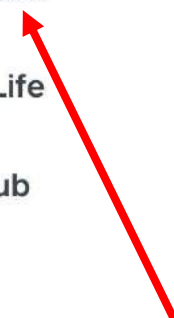


The grid contains several items. In the second row, the second item is the Scout logo with 'Reg. Fees' below it, and the third item is the 'BL' logo with 'Boys' Life' below it. In the third row, the second item is a fleur-de-lis with '\$19.99 Basic' inside, the third is '\$24.99 Plus', and the fourth is '\$49.99 Premium'. Below these are labels 'Basic Sub', 'Plus Sub', and 'Prem Sub' respectively.

Add Customer



Reg. Fees	\$63.75
Boys' Life	\$17.00
Plus Sub	\$24.99



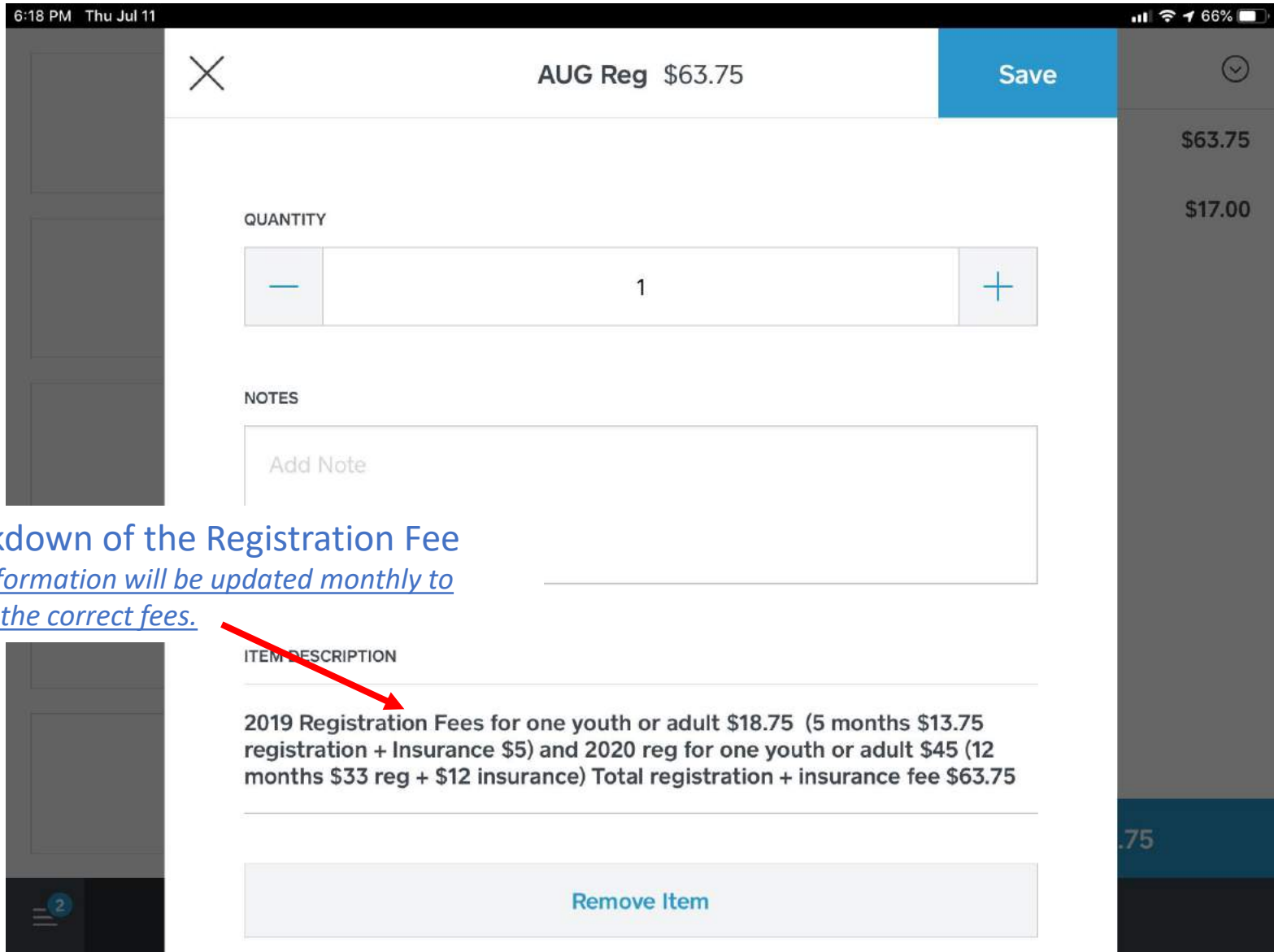
The detail for each charge can be found by clicking on the item.
(see next screen)

For the months August – December you will collect registration, insurance and *Boys' Life* fees for 2019 and 2020.

The Square register will be updated monthly to reflect the correct fees.

Charge \$105.74

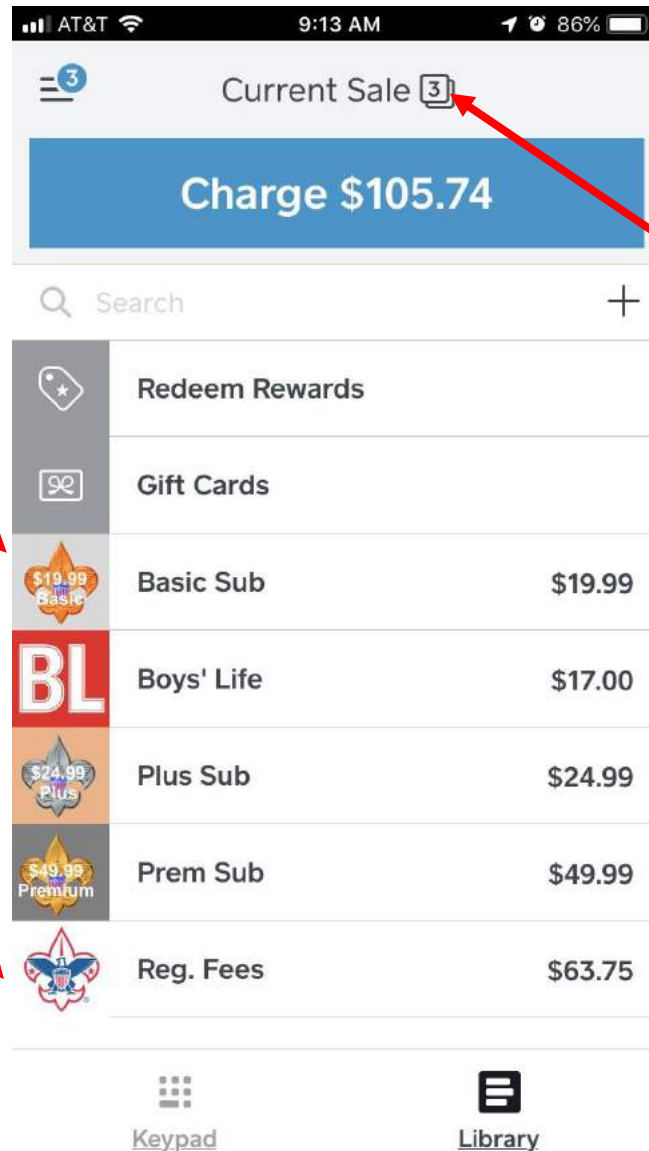




Breakdown of the Registration Fee

This information will be updated monthly to reflect the correct fees.

Collecting Fees On a Phone



Click here to choose
SCOUTSubscription level

Click here to charge
for *Boys' Life*

Click here to charge the
registration fees

The detail for each charge can be found by clicking here. (see next screen)

For the months August – December you will collect registration, insurance and *Boys' Life* fees for 2019 and 2020.

[The Square register will be updated monthly to reflect the correct fees.](#)

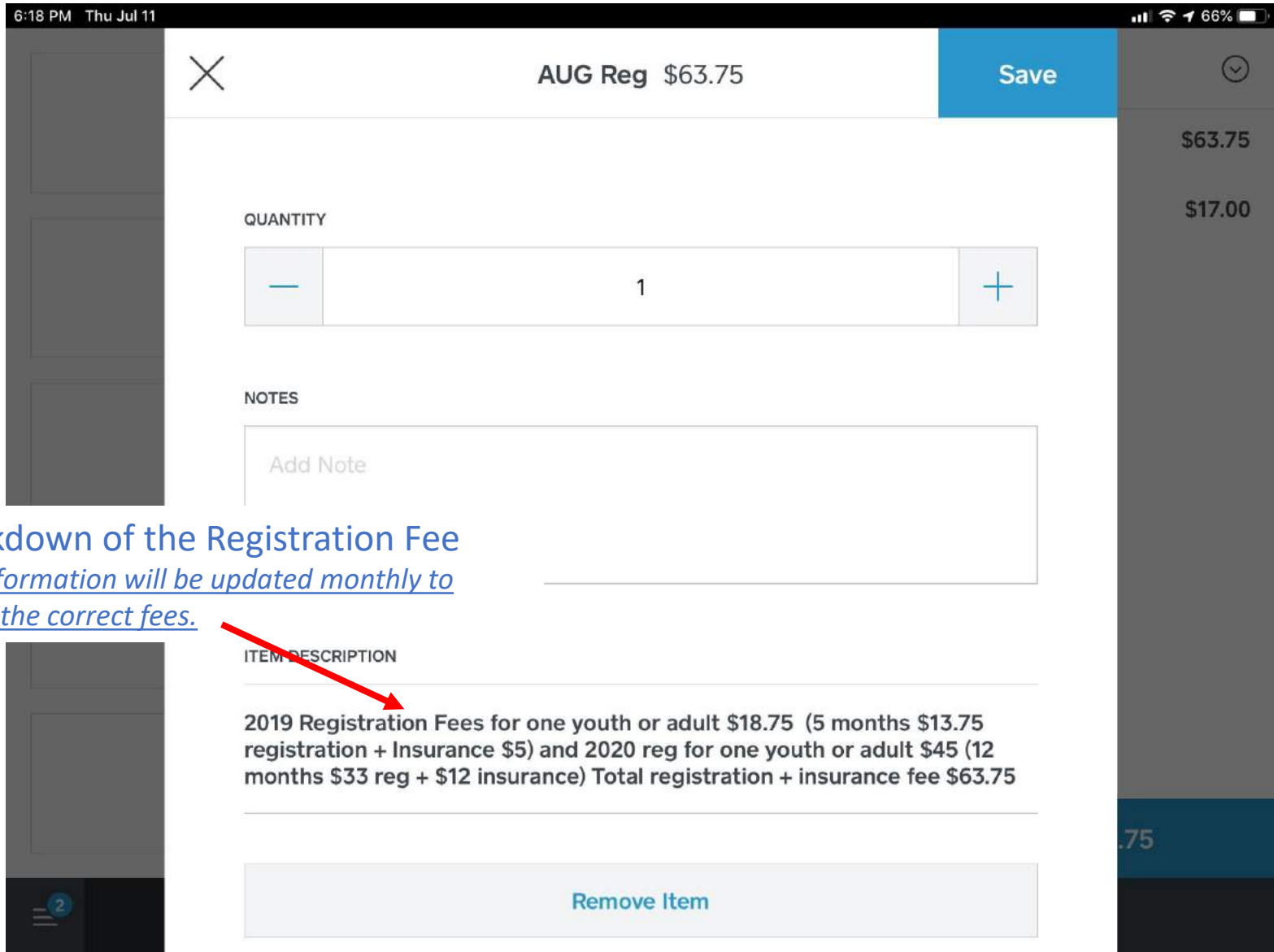
Item Details On a Phone

Total \$105.74	
Reg. Fees	\$63.75
Boys' Life	\$17.00
Plus Sub	\$24.99

The detail for each charge can be found by clicking on the item. (see next screen)

For the months August – December you will collect registration, insurance and *Boys' Life* fees for 2019 and 2020.

The Square register will be updated monthly to reflect the correct fees.



Breakdown of the Registration Fee

This information will be updated monthly to reflect the correct fees.

Who you are Registering

6:21 PM Thu Jul 11

AUG Reg \$63.75

Save

QUANTITY

1

NOTES

Johnny Scout - Pack 15

ITEM DESCRIPTION

2019 Registration Fees for one youth or adult \$18.75 (5 months \$13.75 registration + Insurance \$5) and 2020 reg for one youth or adult \$45 (12 months \$33 reg + \$12 insurance) Total registration + insurance fee \$63.75

Remove Item

\$63.75

\$17.00

.75

IMPORTANT

Enter in the notes section:

- Full name of the Scout that is being registered.
- Pack Number

Multiple Registrations

6:29 PM Thu Jul 11

AUG Reg \$191.25

Save

QUANTITY

3

NOTES

Johnny Scout - Pack 15
Jane Scout -
Mark Scout - Adult

TEM DESCRIPTION

2019 Registration Fees for one youth or adult \$18.75 (5 months \$13.75 registration + Insurance \$5) and 2020 reg for one youth or adult \$45 (12 months \$33 reg + \$12 insurance) Total registration + insurance fee \$63.75

Remove Item

\$63.75

\$17.00

.75

To register multiple Scout(s)/Parent(s) click on the +

IMPORTANT

Enter in the notes section:

- Full name of the Scout(s)/Parent(s) that are being registered.
- Be sure to indicate if they are an adult.

Boys' Life Subscription

IMPORTANT

Enter in the notes section:

- Full name of who the Boys' Life subscription is for.

6:33 PM Thu Jul 11

AUG BL \$17.00

Save

QUANTITY

— 1 +

NOTES

Johnny Scout

ITEM DESCRIPTION

August - 17 month Boys' Life Subscription (5 months 2019 +12 months 2020) \$17

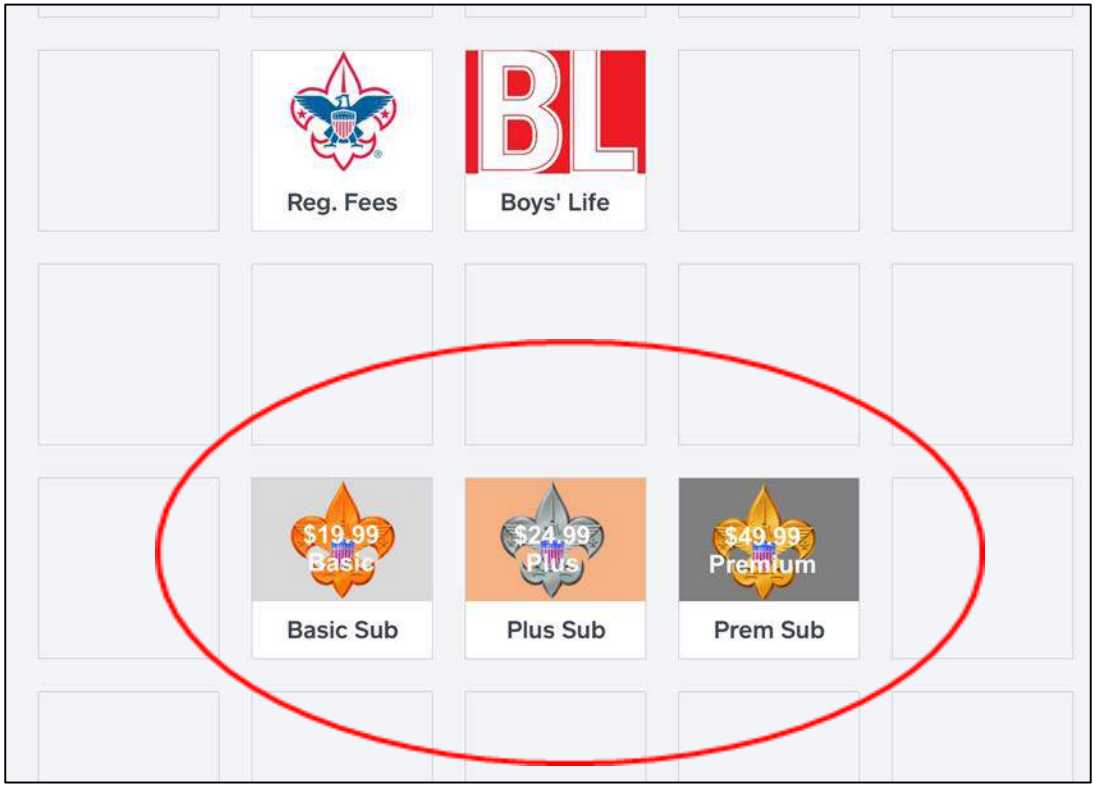
Remove Item

\$63.75

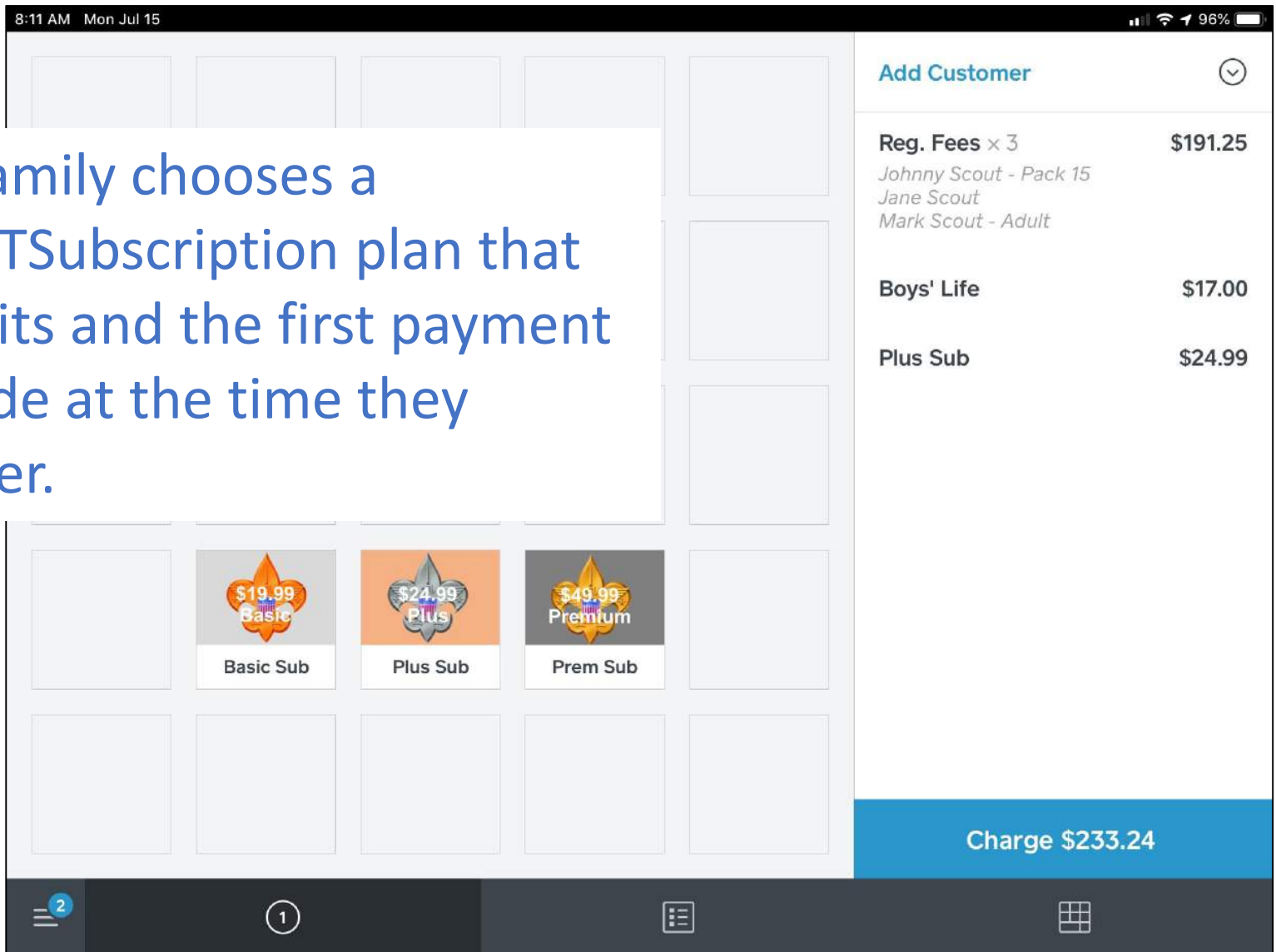
\$17.00

.75

A Family can also start their SCOUTSubscription to the Orange County Council when they Register








The family chooses a SCOUTS subscription plan that best fits and the first payment is made at the time they register.



ADD CUSTOMER

8:11 AM Mon Jul 15 96%

	 Reg. Fees	 Boys' Life		
	 Basic Sub	 Plus Sub	 Prem Sub	

Add Customer ⌵

Reg. Fees x 3 **\$191.25**
Johnny Scout - Pack 15
Jane Scout
Mark Scout - Adult

Boys' Life **\$17.00**

Plus Sub **\$24.99**

Charge \$233.24

Click on Add Customer to add important information that is needed to track the transaction.



Add Customer to Sale

Q Name, Phone, Email

Create Customer

Click Create Customer

This information is needed to help match up the payment to the unit and the completed Online Membership Application(s)

Add Parents Name



New Customer

Save

Be sure to click Save when finished

First Name

Jackie

Last Name

Scout

Phone

United States

(201) 555-5555

Email Address

Email Address

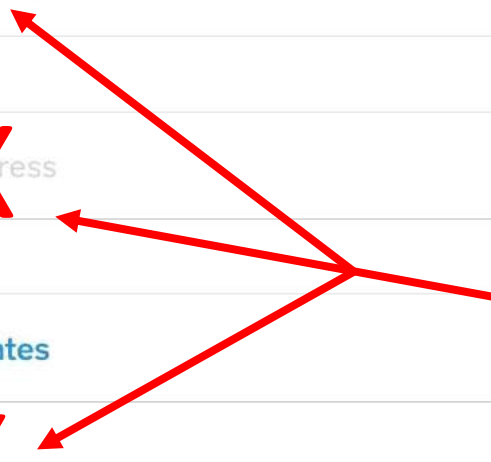
Address

United States

Street

You only need to enter the first and last name of the adult completing the transaction.

This other information is not needed



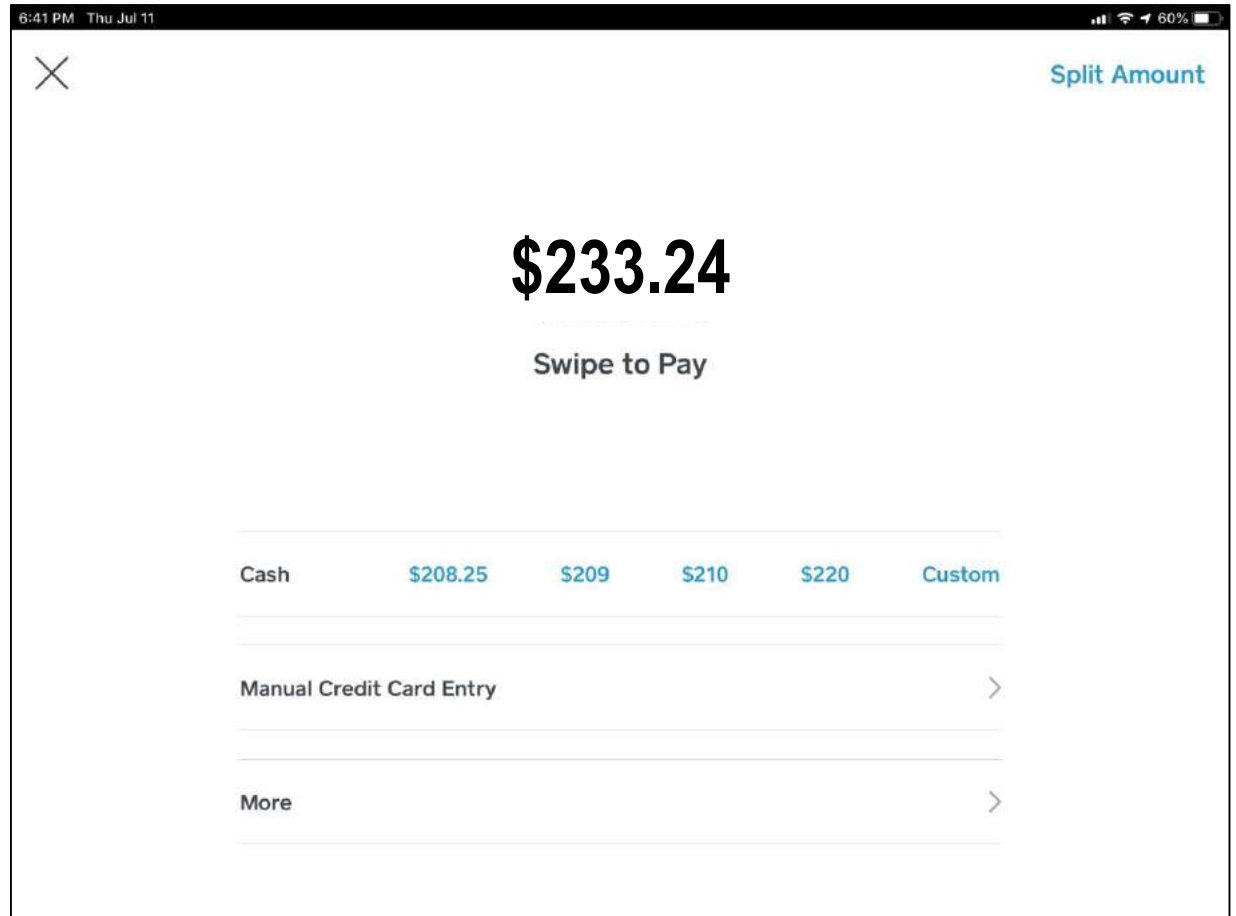
How to take the Payment

Make sure the Square card reader is connected to your device and you are ready to SWIPE!



The Square Logo must be facing you.

Turn the credit card upside and swipe with the front of the card facing you.



This screen shows the payment is being processed.

\$233.24



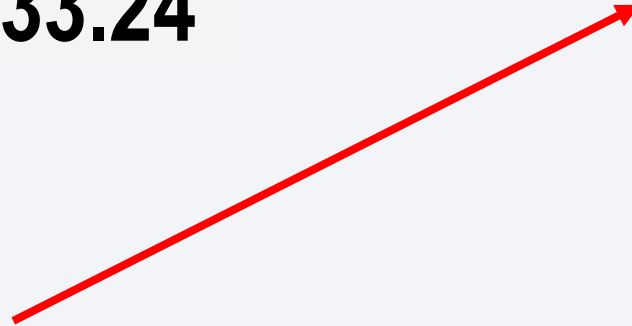
Processing
MasterCard 8136



Done Signing

\$233.24

After the customer signs
the screen, click here



I agree to pay the above total amount according to my card issuer agreement.
MasterCard card ending in 8136. Authorization code 08732Z.

Clear Signature




New Sale

Add Customer

\$233.24

How do you want to receive your receipt?

Customer chooses to receive a receipt by text or email.

 +•••••-0820	Send
 Email Receipt	Send
 No Thanks	

By providing your contact information, you agree that businesses you frequent may send you digital receipts, marketing and messages via Square. See your digital receipt for privacy policy and preferences.

New Sale

Add Customer

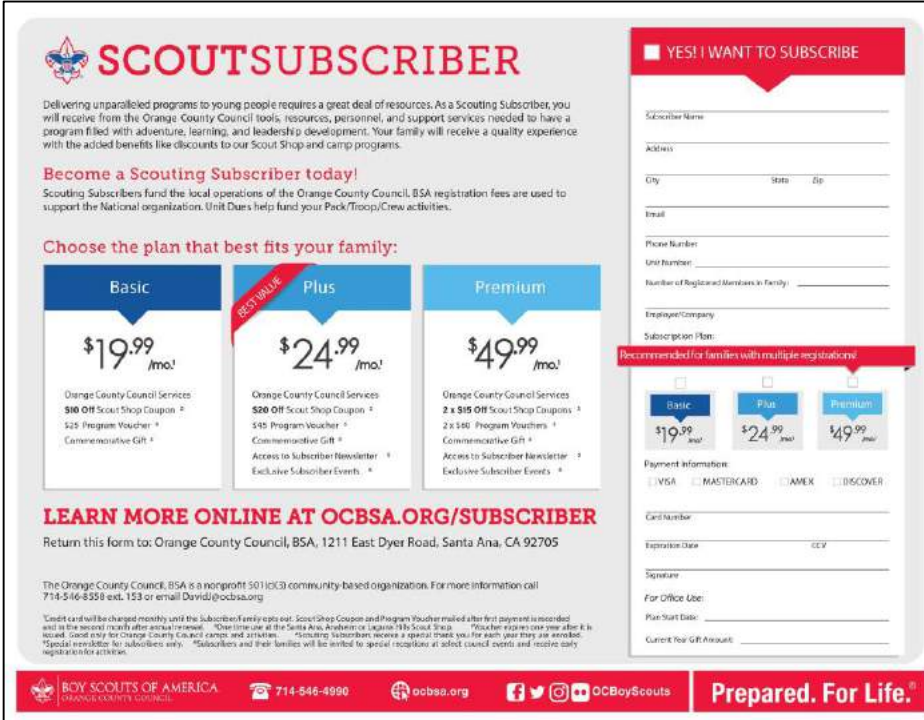
\$233.24



Transaction Complete

Once the transaction is complete, click on New Sale and proceed to next customer.

A SCOUTSubscription form must be filled out and returned to the Council Service Center to complete the setup for the monthly payments.



SCOUTSUBSCRIBER

Delivering unparalleled programs to young people requires a great deal of resources. As a Scouting Subscriber, you will receive from the Orange County Council tools, resources, personnel, and support services needed to have a program filled with adventure, learning, and leadership development. Your family will receive a quality experience with the added benefits like discounts to our Scout Shop and camp programs.

Become a Scouting Subscriber today!
Scouting Subscribers fund the local operations of the Orange County Council. BSA registration fees are used to support the National organization. Unit Dues help fund your Pack/Troop/Crew activities.

Choose the plan that best fits your family:

Basic	Plus	Premium
\$19.99 /mo. ¹	\$24.99 /mo. ¹	\$49.99 /mo. ¹
Orange County Council Services \$10 Off Scout Shop Coupon * 525 Program Voucher * Commemorative Gift *	Orange County Council Services \$20 Off Scout Shop Coupon * 545 Program Voucher * Commemorative Gift * Access to Subscriber Newsletter * Exclusive Subscriber Events *	Orange County Council Services 2 x \$15 Off Scout Shop Coupons * 2 x 500 Program Vouchers * Commemorative Gift * Access to Subscriber Newsletter * Exclusive Subscriber Events *

LEARN MORE ONLINE AT OCBSA.ORG/SUBSCRIBER
Return this form to: Orange County Council, BSA, 1211 East Dyer Road, Santa Ana, CA 92705

The Orange County Council, BSA is a nonprofit 501(c)(3) community-based organization. For more information call 714-546-8338 ext. 153 or email David@ocbsa.org

1. Credit card will be charged monthly until the Subscriber family opts out. Scout Shop Coupon and Program Voucher mailed after first payment is received and is the second month after arrival. *See time use at the Santa Ana, Anaheim or Laguna Hills Scout Shop. **Voucher expires one year after it is issued. Good only for Orange County Council camps and activities. **Scouting Subscribers receive a special thank you for each year they are awarded. *Special newsletter for subscribers only. **Subscribers and their families will be invited to special receptions at select council events and receive early registration for activities.

YES! I WANT TO SUBSCRIBE

Subscriber Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____
Phone Number: _____
Unit Number: _____
Number of Registered Members in Family: _____
Employer/Company: _____
Subscription Plan: _____

Recommended for families with multiple registrations

Basic	Plus	Premium
\$19.99 /mo. ¹	\$24.99 /mo. ¹	\$49.99 /mo. ¹

Payment Information:
 VISA MASTERCARD AMEX DISCOVER

Card Number: _____
Expiration Date: _____ CCV: _____
Signature: _____
For Office Use:
Plan Start Date: _____
Current Total GR Amount: _____

BOY SCOUTS OF AMERICA
ORANGE COUNTY COUNCIL

714-546-4990

ocbsa.org

OCBoyScouts

Prepared. For Life.®

- Unfortunately Square does not sync to BSA fundraising software and the form is needed.
- After the SCOUTSubscription form is received and processed the Scout Shop and Program benefits will be mailed to the family
- The Commemorative Gift will be delivered to the unit for distribution.
- To learn more about SCOUTSubscription, please go to www.ocbsa.org/subscriber.

How is the Money Distributed?

The Council will collect all funds through the Council Square account. Credit card fees will be paid through the Council budget.

- 2019 Registration, Insurance and *Boys' Life* fees through December 31st will be charged accordingly.
- SCOUTS subscription payments will be turned over to the Council fundraising department.
- 2020 fees will be deposited into the **unit account** at the Council Service Center within 72 hours.
 - Units may access these funds at any time or hold them until recharter. A unit is welcome to request a check from the Volunteer Service Desk.
 - A Recruitment Registration Report is completed at the time of recruitment event and kept until recharter time showing who has paid their fees for the next year.

Unit Owned Square Account

Units may wish to create their own Square account.

- Go to <https://squareup.com/us/en>.
- You will need the unit checking account and routing numbers, and EIN number.

Benefits of a Unit Square Account:

- Parents can pay for their unit dues in a separate transaction from registration that goes directly to the unit.
 - ❖ It is highly recommend that unit dues be collected during the Parent Orientation Meeting and not during the recruitment event. This allows the unit to better describe the unit budget, fundraising expectations, and unit finance procedures.
- Units can also collect activity fees from families using debit/credit cards during the year. No more chasing checks or cash.