

Mobile Cash Register

- Go to www.Myholidayfair.com, select Login, and then select Mobile Cash Register.
- Enter username and password included on the front of this manual when login page loads (call 877-842-0624 if assistance is needed).
- The Mobile Cash Register app can be used by as many devices as you need.

Setup

- Once logged in, you will see a dropdown with mark up % options. Use this page to set the prices you will charge during the sale. Predefined price levels are set from 10%-50% markup. If you are not marking up prices, you don't have to change anything! The default is 10%, which will simply keep all numbers round for you (no pennies).
- To set your own prices, select "Holiday Shop SP%" You will need to click on each button and enter your own prices. Please note this is more tedious for you and we recommend using a flat mark % above! **IMPORTANT:** You will need to make sure you set up **EACH** device that will be used with the same prices. We suggest that you check the price levels on each one before you begin using them for your sale.

During the My Holiday Fair Sale

- Once you have set the prices using the above instructions, you are ready to begin!
- To check out students, simply click the price code button for each item selected.
- Each price code can be selected multiple times
- If you make a mistake, or the student changes their mind, click the "remove" button at the bottom of the screen. Then click the price code for the item(s) you want to remove. Once you are finished removing items, click the "add" button. You can now continue adding more items.
- Once the items have been entered and you are ready to collect the money, click the "check out" button.
- The next screen will show the amount the student gives you and how much change to give back.
- Click "submit" once you are finished with your student and begin the process again with the next one.
- If you make a mistake while entering a number, clear the number by pressing the "Clear" button at the bottom-right of the number keys on the screen.

Mobile Cash Register (CR) Sales on Sponsor Website

- Daily sales totals can be checked by clicking on the "Mobile CR Sales" tab on the sponsor website. You will then see the amount of sales submitted each day from all devices logged into your Mobile Cash Register Account.

Daily Download if internet drops or sales are not showing up on website:

The Mobile Cash Register can run to check out students even if you have lost internet connection or cell phone service. The sales are being saved, they just won't load onto the Sponsor website until you reconnect to the internet. Follow below steps to resolve.

- When you are back to having a connection, you will want to open the mobile register for each device again.
- On the first page with the mark up % drop down, you will see a red alert telling you that there are unsubmitted orders (if you are currently viewing the cash register page, hit "Change Pricing" in the upper left corner to return to home page).
- Hit submit. Orders will populate on website.