

Mobile Cash Register

Open your Internet browser. Go to www.myholidayfair.com. Using any tablet, smart phone or computer, click on the Mobile Cash Register tab. You will need internet access for the short installation period, but you will not need internet to use the Mobile Register. However, to use the full features of our Mobile Register and Sponsor Website, connect all the devices used to the Internet at least once a day to upload your daily sales totals. When the login page loads, you will need to enter the user name and password included with your paperwork. If you need your login information, please call customer service at 877-842-0624. (You can have as many devices logged on at the same time as you need.) Keep the mobile register and web browser running in the background (on a mobile device or tablet) in order to have access to the mobile register once internet service is no longer available.

Setup

After you login, you will see a page with "Pricing" at the top. Use this page to set the prices you will be charging during your My Holiday Fair sale. There are several predefined price levels ranging from 10% markup to 50% markup. To select one of the predefined levels, simply click on the drop down box and click on the level you desire. If you want to set you own prices, select "Holiday Shop SP%." When you select this option click on each button and then enter in your own prices. You will need to do this for each device you will be using during your sale. Once all buttons are set, click the next button at the bottom of the screen. The page will then display the pricing. If it is all correct, click "Use Pricing "at the bottom of the screen. **IMPORTANT - make sure you set up each device you will be using the same prices. We suggest you check the price levels on each one before you begin using them for your sale.** To make it easier to get back to the cash register app, add a shortcut to your home screen on your device.

During the My Holiday Fair Sale

Once the prices are set up by using the above instructions, you are ready to begin checking out students. You can have different volunteers walk with each student and check them out as they shop, or if you prefer, you can wait until they are finished shopping and check them out at the end of the line. When checking out the student, simply click the price code button for each item selected. Each price code can be selected multiple times and the number selected changes as you proceed. If you make a mistake or the student changes their mind and you need to remove an item, click the "Add" button at the bottom of the screen and it will change to "Remove". Then click the price code for the item(s) you want to remove. The quantity will reduce. Once you are finished removing items, click the "Remove" button and it will change back to "Add". You can now continue adding more items. During the check-out process for each student, a running balance for the numbers of items and total dollars will appear. Once you have completed entering all the items and you are ready to collect the money, click the "Check Out" button. On the next screen enter the amount of money the

