

Use of the Square for Gallery (and all other) Sales

Square is to be used for sales of all types. This includes supplies, tools, and Gallery artwork. The Square can be used for any type of sale - cash or check or credit card.

The intent of having this single stream process for sales transactions is to simplify the overall selling processes, save time during and after a sale, reduce errors, and allow artists to receive payment more quickly.

“Categories” have been created in Square, such that all Gallery pieces are in the “Gallery” category. Non-Gallery items are in other named categories, e.g., Supplies, Tools, etc.

The items in the “Gallery” category in Square will each have a photo of the piece, as well as artist’s name, title of piece, and price. Monitor and other members making art sales can easily identify which piece is being purchased.

The Gallery staff will use Square Reporting to process items through the existing Gallery system, maintain the online gallery, and generate invoices for the Treasurer.

Markets at Grand and Artisan Fusion Events:

Cashiers will first check to see if a piece being purchased is in the “Gallery” category of the Square Library. If so, they will use that listing to select the item for sale. If not, they may use the Keypad to enter the sales amount directly.