

How to Sell a Gift Certificate

This SOP explains how to sell a gift card using Square. If you need to accept a gift card from a member, please see the SOP titled How to Accept a Gift Card



Step 1 — To sell a gift card



- Log on to Square using your passcode.
- Choose the type of gift card the person wants to buy. The choices are Class gift card, Membership gift card, or Full access membership gift card.
- Accept the person's payment.
- Physical gift cards are located in the right-most upper cabinet behind the front desk in the bin labeled Gift Certificate Supplies.
- Fill in Auth by: Your Name and No. with date it was sold.
- Give them the gift card.