
MBX BOOSTER CLUB SCO TRAINING FINANCE AND SQUARE



MBX Finance and Square

Contact Information:

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MEETING AGENDA

WELCOME	Amy/Julie
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MBX BOOSTER CLUB

PAYMENT PLATFORMS & FEES



3 PAYMENT PLATFORMS - 6CRICKETS, ACTIVE AND SQUARE

6CRICKETS - Camps requiring a waiver

- Submit the MBX Booster Camp Registration Form found on the MBX website under SCO Forms. MBX will create your camp registration in 6crickets and email a link for your review.
 - Finalize your event flyer when you have received confirmation that the camp site is live.
 - Boosters are responsible for running their own rosters for camps and events.
 - Total fees of approximately 7% are charged by 6crickets. 2% are passed onto the parents at the point of sale and the remaining 5% are charged to the Booster and will be reflected in account 585-Processing Fees.
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ACTIVE - Booster ASK / Straight Donations

Active is our payment platform for ASKS and donations. Active should not be used for any other payments (such as apparel, sponsorships, banner donations, or banquets). Active generates a tax receipt upon checkout and provides the booster with donation tracking reporting.

- Active charges processing fees of approximately 5.9%.
 - Users are required to create an account to make a payment in the platform.
 - Boosters do not have to send separate tax receipts for donations.
 - Enrollment and Donation reports are set up and sent automatically to Booster Treasurers weekly. Requests can be made to receive the reports more or less frequently, or turned off after the end of your season.
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SQUARE - Fundraising Events, Parent Events, Banquets, Performances, Media Guides, Sponsorships, Merchandise and Food Sales at events

- **Boosters CANNOT accept Square for payment of ASKS.**
 - Set-up Square item instructions and Square reporting information are outlined in the **MBX Booster Square Items Set-Up Instructions** and the **MBX Booster Square Reports & Refund Instructions** documents located at mbxfoundation.org > Booster Clubs > SCOs > Forms.
 - Fees charged by Square for each purchase are recorded into GL account 585 Processing Fees.
 - Please review this helpful Square video to better understand Square fees:
<https://www.youtube.com/watch?v=bMuxwTgBVEs>.
 - Square sales and fees are automatically recorded in the GL on a daily basis. It is the Booster Treasurer's responsibility to confirm these amounts.
 - Square does not generate tax receipts.
 - Improperly coded products will be assigned to account 335 "Other Receipts". Contact us.
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MBX BOOSTER CLUB CHECK REQUEST & CREDIT CARD USAGE



All forms and documents can be found at [mbxfoundation.org>Booster Clubs>SCOs](https://mbxfoundation.org/Booster_Clubs>SCOs)

CHECK REQUEST FORM (Leslie)

- Assuming all information is submitted, a Check Request (CR) is typically processed within 5 days.
- CR must be prepared by an officer listed on your Booster's SCO application.
- A second officer on the SCO application must also be listed and cc'd on the CR.
- Submit CR, receipts and receipt listing (if necessary) to mbxfoundationinc1@bill.com. DO NOT send forms directly to the finance team unless CR is urgent. If urgent, email CR to leslie@mbxfoundation.org.
- Submit CR in .pdf or Excel versions only.

RECEIPTS (Leslie)

- If more than 3 receipts are included in the amount being reimbursed, a Check Request Receipt List must be completed and included with the CR. Form is available on the website.
- Venmo screenshots are not acceptable receipts for reimbursement. An invoice or other receipt must be attached detailing the expenditure.
- Requests for reimbursements of expenditures for a group such as meals, flights, tickets, etc. must list all people in the participating group.
- Any receipts submitted for gift cards must list the recipients and dollar value of the gift cards being disbursed.
- As detailed in the SCO rules, alcohol is not permitted, therefore alcohol and alcoholic beverages are not reimbursable.
- Copies of receipts, including totals, must be legible.
- Original receipts must be submitted. Credit card line items will not be accepted.

PAYMENTS (Leslie)

- **A W-9 and direct deposit form must be on file to pay any individual for coaching, training, coach gifts, or contractor payments, regardless of how many times the individual will provide services or the dollar value of the payment.** This is income and a 1099 will be issued in January.
- Booster Clubs should ask vendors to enroll in direct deposit. Payments are received within days and it avoids checks being misplaced and ultimately being voided.
- For payments not paid via direct deposit, checks typically take 10-14 days to arrive.
- Any fees incurred related to the re-issuance of checks or stopping payment of checks will be charged back to the booster organization.

CREDIT CARD USAGE (Leslie)

- The MBX SCO Credit Card Agreement Form must be signed each year when submitting the SCO Application Form. Boosters will not be able to use the credit card until this form is signed.
- The MBX credit card may be used for purchases of \$1,000 or more.
- To charge expenses to the card, download and complete Credit Card Request Form and email to leslie@mbxfoundation.org.
- All requests for credit card use must be approved before the card can be used.
- After approval, submit all receipts and invoices for the purchase.



CHECK REQUEST FORM

Email this form by saving as a PDF with receipts/invoices to: MBXFOUNDATIONINC1@BILL.COM

**Important: A total of 2 officers' names & emails must be listed and 2nd officer must be cc'd on request.*

Requests will be processed within 5 business days of receipt. Contact: leslie@mbxfoundation.org

1. SCO Booster Name & Date: _____

2. Your Name, Position, & Email (Officer #1) _____

3. Booster Officer Email (Officer #2) _____

4. ****Receipt Listing Form required if more than 3 receipts are included with Check Request Form****

5. **Request a check payable to:** Vendor: _____

Vendor Address: _____

6. Total Amount: _____

7. QuickBooks Description: _____

8. Select a method for payment: a. ☐ Mail check to Vendor

b. ☐ Pay by Direct Deposit:

MBX Direct Deposit form is located on the MBX website at mbxfoundation.org under SCO/Forms

Submit Employee W9 form for account #s 500, 502, 510 or 560

9. Invoice # _____

10. Charge check to:

500 Coach stipends	_____
502 Coach gifts	_____
505 Transportation costs	_____
507 Utilize Grant Funds	_____
510 Trainer	_____
515 Equipment supplies	_____
520 Uniforms	_____
525 Tournament / Competition fees	_____
530 Tournament / Competition other	_____
535 Field / Facility / Equip Maintenance	_____
540 Banquet	_____
545 Awards	_____
550 Office Admin	_____
555 Special event costs	_____
560 Contractor payments	_____
565 Fundraising - special events	_____
570 Fundraising - merchandise	_____
580 Fundraising - other	_____
585 Processing Fee	_____
590 Snack stand costs	_____
595 Other costs	_____
600 Capitalized expenses	_____



RECEIPT LISTING FORM

BOOSTER NAME:

VENDOR (LOCATION OF PURCHASE)	AMOUNT	BOOSTER EXPENSE ACCOUNT TO BE CHARGED
--	---------------	--

TOTAL \$ -

1. THIS FORM IS TO BE COMPLETED WHEN CHECK REQUEST IS ACCOMPANIED BY MORE THAN 3 RECEIPTS.
2. TOTAL AMOUNT OF RECEIPTS LISTED ABOVE MUST EQUAL CHECK REQUEST.
3. RECEIPT COPIES MUST BE LEGIBLE AND MUST LIST ALL ATTENDEES AT MEALS, FOR TICKETS OR GROUP OUTINGS. THOSE LISTS CAN BE INCLUDED BELOW.

MBX BOOSTER TREASURER INSTRUCTIONS & FAQs



All forms and documents can be found at mbxfoundation.org>Booster Clubs>SCOs

CHECK DEPOSITS (Amy)

- Download and complete the **MBX Booster Check Deposit Form**.
- Submit the completed form with checks via mail or drop-off. Addresses are on the bottom of the form. DO NOT deposit at the bank.
- Checks must be made payable to "MBX Foundation" or "MBX." Any checks with a different payee (e.g., booster club name) cannot be deposited.

CASH DEPOSITS (Amy)

- Boosters must take cash directly to the bank with an MBX deposit slip.
- Deposit slips are available in the MBX office.
- Write your Booster Club name on the slip before making the deposit.
- After depositing, email the bank deposit receipt and **MBX Booster Cash Deposit Form** to MBX.

ASKS & DONATIONS (Amy)

- Booster ASKs will expire at the end of the MBX booster season. Your ASK amount cannot be changed once it's been approved by the MBUSD Board.
- Online ASK Payments through Active:
 - Once approved, your ASK will be set up on the Active payment platform and ASK Donation buttons will be added to your booster page.
 - Online donations automatically generate email receipts with MBX tax information. Parents can log into Active to print receipts at a later date.
 - Stephanie will email the Booster Treasurer with any ASK activity received through Active each week.
- ASK Payments made with checks:
 - Follow above procedures for Check Deposits. ASKs should be coded to account 300-Donations.
 - Booster Clubs are responsible for sending tax receipts for check payments.
 - Contact Amy for the MBX Sample Tax Letter.
- ASK Reports
 - Active ASK reports are sent automatically to the Booster President and Treasurer.
 - Contact Amy to adjust the frequency or stop receiving reports.

PAYMENT FORMS (Amy)

- Square, check and cash are the only accepted forms of payment for goods and services such as snack stand sales and apparel.
 - VENMO, ZELLE AND OTHER CASH PAY APPS ARE NOT ACCEPTABLE FORMS OF PAYMENT.
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MBX BOOSTER TREASURER INSTRUCTIONS & FAQs (cont)



All forms and documents can be found at [mbxfoundation.org>Booster Clubs>SCOs](https://mbxfoundation.org/Booster_Clubs/SCOs)

CASH BALANCES

- Email Amy or Stephanie to request your cash balance at any time.
- Monthly cash roll forwards are sent out after the prior month's books are closed.

GENERAL LEDGER REPORTS (Stephanie)

- GL reports are automatically sent through QuickBooks to the Booster President and Treasurer. Reports will only be sent to the generic Booster President and Treasurer email accounts.
 - Submit **MBX Booster Financial Reporting Schedule Form** on MBX website to schedule preferred frequency of GL reports.
 - Treasurers must reconcile the GL with deposits, check requests, and Square activity each month.
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MBX Foundation
Check Deposit Form

Updated: December 2025

DOWNLOAD TO YOUR COMPUTER BEFORE FILLING OUT THIS FORM

Date

Name of Organization
Contact person (name):

ALL CHECK DEPOSITS MUST BE RECORDED ON THIS CHECK DEPOSIT FORM

Deposit Information

Check Number

Amount

List checks:

Total number of checks in deposit

Total Deposit (a)

\$ -

Total Deposit by Account Category

A/C 300 Donations (b)		
310 Apparel and other purchases (c)		
A/C 315 Snack Stand receipts (d)		
320 Travel / Competition reimbursements (e)		
A/C 325 Special Events (f)		
A/C 330 Fundraising (g)		
A/C 335 Other receipts (h)		

Total (b + c + d + e + f + g + h) = (i)

Note: (a) must equal (i)

\$ -

****CHECK DEPOSITS can be dropped off at the MBX office, located near the Staff/Teachers parking lot on Peck. If there is nobody in the office please put checks in the white mailslot to the left of the door.**

PLEASE LABEL ALL ENVELOPES WITH BOOSTER NAME.

****CHECK DEPOSITS can be mailed to MBX Foundation Office, 1401 Artesia Blvd, Manhattan Beach, CA 90266**

MBX Foundation
Cash Deposit Form

Updated: December 2025

DOWNLOAD TO YOUR COMPUTER BEFORE FILLING OUT THIS FORM

For instructions on determining the amount of your booster's Square cash sales see the next tab.

Date

Name of Organization
Contact person (name):

Deposit Information

Amount

Total Deposit (a)

Cash received from Square sales (b)

Cash remaining to be categorized below (c)

Total Deposit by Account Category

300 Donations (d)		
310 Apparel and other purchases (e)		
315 Snack Stand receipts (f)		
320 Travel / Competition reimbursements (g)		
325 Special Events (h)		
330 Fundraising (i)		
335 Other receipts (j)		

Total (d + e + f + g + h + i + j) = (k)

Note: (c) must equal (k)

\$ -

***** Cash deposits must be made in person at the Bank of America. Email bank deposit receipt from the BOA teller and this deposit form to amy@mbxfoundation.org. or drop through the mail slot at the MBX Office.**

**** Please write the BOOSTER CLUB NAME on the deposit slip.**

Bank of America
3016 N Sepulveda Blvd
Manhattan Beach, CA 90266

Deposit slips are available in the MBX office

MBX FOUNDATION RAFFLE PROCEDURES & REQUIREMENTS



To ensure our Booster Clubs remain in good standing with the State of California and maintain our 501(c)(3) status, all raffles must follow these mandatory MBX procedures.

1. Notification & Approval

- Email fundraising@mbxfoundation.org before planning any raffle, including those held at private parent parties.
- All raffles must be submitted via the MBX Fundraising Form and approved before you begin advertising and selling tickets.

2. The "90/10" Rule

- Under California Penal Code Section 320.5, at least 90% of the gross receipts from ticket sales must go directly to the Booster Club's beneficial purpose.
Example: If you sell \$1,000 in tickets, at least \$900 must stay with the club. Only \$100 can be used for expenses and prizes.

3. Ticket Sales & Distribution

- Physical Tickets Only: Tickets must have a detachable stub for the drawing.
- No Online Sales: California law prohibits the sale of raffle tickets over the internet. You may advertise the raffle online, but the actual transaction must happen in person.
- Age Requirement: Selling raffle tickets to individuals under the age of 18 is strictly prohibited.
- Spending Restrictions: Raffle proceeds must be spent exclusively within the state of California; out-of-state expenses are prohibited.

4. Financial Reporting

- You must complete the Raffle Income and Expense Form provided by MBX. This form must be submitted to the MBX Finance Department within two weeks of your drawing.
- Keep a record of all tickets sold and the names/contact info of winners for audit purposes.

5. Prohibited Prizes

- Cash Prizes: Avoid cash prizes, as they make meeting the "90/10 rule" extremely difficult and increase audit risk.
- Alcohol/Tobacco: Do not offer alcohol, tobacco, or firearms as raffle prizes.

RAFFLE CHECKLIST

- ☐ Email fundraising@mbxfoundation.org to notify raffle intentions.
- ☐ Submit raffle via MBX Fundraising Form for approval.
- ☐ Order physical tickets (with detachable stub).
- ☐ Sell raffle tickets (in person only).
- ☐ Confirm prize values do not exceed 10% of expected sales.
- ☐ Hold drawing and announce winner.
- ☐ Submit Raffle Income/Expense Form to MBX within 14 days of drawing.

Need Help? For questions regarding legal compliance or form submissions, contact the MBX Finance Department at amy@mbxfoundation.org.

MBX BOOSTER CAMP INSTRUCTIONS & FAQs



Google form to request Booster Camp Registration can be found on the MBX website under Booster Clubs > SCOs > MBX Booster Forms > MBX Booster Camp Registration

REGISTER A CAMP

- Complete the **MBX Booster Camp Registration Google Form** including all details to be provided by parents in the camp sign-up form.
- Include contact information for the Booster individual who will run the camp and interface with MBX staff regarding camp and enrollment questions.
- Provide a graphic for use on 6crickets to advertise the camp. A digital image must have an aspect ratio of 3:2 (width:height) and be at least 1200 pixels wide. A standard MBX Booster Camp image will be used if an image is not provided or if the correct format is not submitted.

CAMP REVENUE

- 6crickets revenue and related fees are recorded in your GL at the time the funds are deposited into the bank, not at the time of the camp.
- All revenues related to camps are recorded in account 330-Fundraising, unless specified otherwise, and the fees are recorded in account 585-Processing Fees.

MANAGING ENROLLMENT

- If camp begins on a Monday, consider having cancellation terms stating that there will be no refunds after 3pm on Friday. Please be mindful that MBX staff cannot always be available throughout weekends and holidays leading up to your camp start time. MBX staff will address all changes within 24 hours of your camp start time.
 - Submit discount code requests prior to your registration open date.
 - Boosters are responsible for running their own rosters for camps. All names provided on the MBX Booster Camp Registration Form will have the ability to view and run rosters.
 - Waivers must be signed for all participants. If parents want to register at the time of camp have them log into 6crickets and enroll their child in the camp. If that is not possible please ensure you have paper copies of the waiver and accept payment in cash or check (made payable to MBX). Venmo and other cash pay apps may not be accepted.
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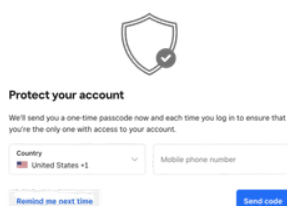
MBX SQUARE INSTRUCTIONS REPORTS AND REFUNDS



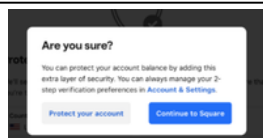
LOGIN to Square www.squareup.com/login

DO NOT INITIATE 2-step verification via your personal phone number.
Follow the step-by-step instructions below to avoid this issue.

If you do set off the 2-step verification, please text Julie Johnson at 424.296.7605.
Identify yourself, your Booster Club, and your Booster Club Season (Fall, Winter, Spring, Year-round).



If Square prompts you to protect your account by adding your phone number, please choose the **Remind me next time** gray button. **Do not add your personal phone number or it will trigger the 2-step verification process preventing other Booster Clubs from logging into Square.**



Square will then try to make you second guess yourself by asking "Are you sure?". This time choose the **Continue to Square** blue button.

REPORTS

In Square, there isn't a single report that shows income and processing fees together.

① Items Sales Report:

This report lists every individual product sold during your selected timeframe, showing gross and net sales per item without deducting payment processing fees.

1. Click on the far left tab "Reports" then "Sales" > "Item Sales"
2. Specify Dates - There are several options to choose from: Today, Yesterday, This Month, Date Range, etc.
3. Specify Location - Unselect All and Select your Booster Club Name
4. Go to far right side and click "Export" > Items Detail CSV and click "Generate"
5. Click "Download"

Filter Options

Go to "Filter By" and select from pull down menu:

- "Item Category" (e.g. 310 - Apparel, 315 - Snack Stand, 325 - Special Events)
- "Item" (e.g. baseball hat, water, banquet ticket)

REPORTS cont'd

② Single Item Look-up:

This report provides a detailed breakdown of sales for your selected parameters but does not deduct payment processing fees.

1. Click on the far left tab "Payments and Invoices" then "Orders" > "All Orders"
2. Specify Dates - There are several options to choose from: Today, Yesterday, This Month, Date Range, etc.
3. Specify Location - Unselect All and Select your Booster Club Name
4. Use the search bar to type in the specific item or purchaser's name
5. Click on the "Search" button
6. Go to far right side and click "Export"> Standard Export CSV and click "Generate"
7. Click "Download"

③ Transaction Report:

This report provides details of sales with the processing fees indicated on an individual transaction level.

1. Click on the far left tab "Payments and Invoices" then "Transactions"
2. Options for sorting:
3. Specify Dates - There are several options to choose from: Today, Yesterday, This Month, Date Range, etc.
4. Specify Location - Unselect All and Select your Booster Club Name
5. Go to far right side and click "Export"> Transactions CSV and click "Generate"
6. Click "Download"

④ Reconciliation:

The Booster Treasurer receives the General Ledger from MBX which includes daily Square transactions. These amounts are downloaded from Square into the General Ledger using an automated system. Revenue is categorized based on the item's SKU number and fees for all transactions are recorded in account 585-Processing Fees. Square transactions are reconciled with the automated system/General Ledger by MBX at the end of every month.

Additionally, Booster volunteers in charge of item sales are expected to download the report for the total sales from Square using either reporting method above for the Booster to use in their own reconciliation process. It is the responsibility of the Booster to reconcile their own Square accounts with the Booster's General Ledger on a regular basis to ensure accuracy and report any differences to the finance team as soon as they are found.

ISSUING REFUNDS

STEP 1

1. Click on the far left tab "Payments and Invoices" then "Orders" > "All Orders"
 2. Options for sorting:
 - Use the search bar to type in the item or purchaser's name
 - Specify Dates - There are several options to choose from: Today, Yesterday, This Month, etc.
 - Specify Location: Unselect All and Select Your Booster Club
-

STEP 2

1. Click on the transaction that you want to refund.
 2. Next navigate to the 3 horizontal ellipsis (...).
 3. Choose "cancel and refund" then follow the steps.
-

Note: Square processing fees will not be refunded to the Booster Clubs.

MBX SQUARE INSTRUCTIONS ITEM SET-UP

If you are organizing a Booster event, such as a parent party, performance, concert, fundraiser, or banquet, or if you are selling Booster merchandise or sponsorships, you have the option to sell your items through the Square platform. Please continue reading this document for essential setup and payment instructions to ensure a successful sales launch.

ROLES & RESPONSIBILITIES

Booster Clubs are responsible for:

- Creating items
- Checking transactions and fulfilling orders
- Fulfilling orders
- Running item reports and sending them to your Treasurer for reconciliation

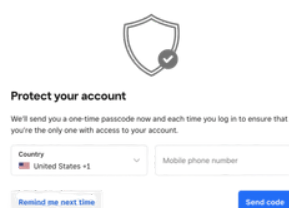
Julie Johnson at MBX is responsible for:

- Reviewing and activating products for online purchase
- Creating item buttons on your specific MBX Booster webpage
- Coordination and support for Online Square and Point of Sale Readers
- Security management, such as clearing 2-step verification lockouts

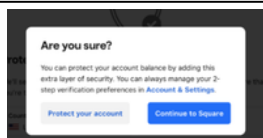
LOGIN to Square www.squareup.com/login

DO NOT INITIATE 2-step verification via your personal phone number.
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*If you do set off the 2-step verification, please text Julie Johnson at 424.296.7605.
Identify yourself, your Booster Club, and your Booster Club Season (Fall, Winter, Spring, Year-round).*



If Square prompts you to protect your account by adding your phone number, please choose the **Remind me next time** gray button. **Do not add your personal phone number or it will trigger the 2-step verification process preventing other Booster Clubs from logging into Square.**



Square will then try to make you second guess yourself by asking "Are you sure?". This time choose the **Continue to Square** blue button.

NEW

PRICING & FEES

Square charges a processing fee for every transaction, and these rates may vary depending on the sales avenue used. These fees are automatically deducted from the final sale price and billed to your Booster Club which can be viewed on your Treasurer's General Ledger report sent by MBX. To ensure your organization receives the full intended amount for each sale, we recommend pricing your items slightly higher to account for these costs. To better understand the fee schedules, watch this Square fee video overview: <https://www.youtube.com/watch?v=bMuxwTgBVEs>

CREATING A NEW ITEM

Navigation

1. From the Square Home Page, click "Items & Services" → "Items" → "Item Library"
2. In the upper right side click "Create Item"

Item Details & Formatting

Item Type

Square has added a few new product types, but select the **"Physical good"** category only.

Name (required)



You **must** follow this **MBX Naming Convention format**:

- ALL CAPS Booster Prefix (see list below), followed by space
- Then Category Number (310, 315, 320, 325, 330, or 335)
- Then - (with no space before or after the hyphen)
- Then item name

Eg: BB(G) 310-hats

Note: Pay special attention to spaces and "-" as they make a difference for our back-end processing systems that capture sales automatically into Quickbooks.

Badminton	BADM	Ice Hockey	ICEH	Tennis - Boys	TEN(B)
Band	BAND	La Vista	LA-V	Tennis - Girls	TEN(G)
Baseball	BASEB	Lacrosse - Boys	LAX(B)	Track and Field	T&F
Basketball - Boys	BB(B)	Lacrosse - Girls	LAX(G)	Visual Arts	V-ARTS
Basketball - Girls	BB(G)	Media Arts	M-ARTS	Volleyball, Beach - Boys	VB-BCH(B)
Cheer	CHEER	MUN	MUN	Volleyball, Beach - Girls	VB-BCH(G)
Choir	CHOIR	Orchestra	ORCH	Volleyball, Indoor - Boys	VB-IND(B)
Cross Country	XCO	Rugby - Boys	RGBY(B)	Volleyball, Indoors - Girls	VB-IND(G)
Dance	DNC	Rugby - Girls	RGBY(G)	Water Polo - Boys	WP(B)
Drama Tech	D&T	Soccer - Boys	SCR(B)	Water Polo - Girls	WP(G)
Flag Football - Girls	FFB(G)	Soccer - Girls	SCR(G)	Winter Guard	W-GUARD
Football	FBL	Softball	SOFTB	Wrestling	WRL
Golf - Boys	GOLF(B)	Surf	SURF		
Golf - Girls	GOLF(G)	Swim	SWIM		

Item Details & Formatting (cont'd)

Price

Include a price for your item.

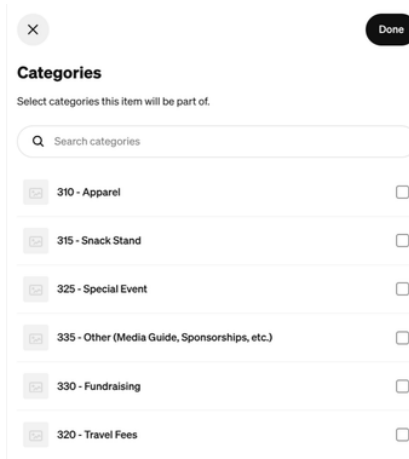
Description

Enter item description. Add text "Please ignore any shipping or pick-up information. EVENTS: Your purchase is your admission to the event. ITEMS: Your payment confirms your purchase and we will contact you if there are any fulfillment instructions."

Categories

Select one of the following 6 existing categories and ensure that category number is the one included in your item name above. (No new categories should be created.)

Eg from above: BB(G) **310**-hats



A modal window titled "Categories" with a close button (X) and a "Done" button. Below the title is the instruction "Select categories this item will be part of." and a search bar labeled "Search categories". A list of categories follows, each with an envelope icon, a category name, and a checkbox:

- 310 - Apparel ☐
- 315 - Snack Stand ☐
- 325 - Special Event ☐
- 335 - Other (Media Guide, Sponsorships, etc.) ☐
- 330 - Fundraising ☐
- 320 - Travel Fees ☐

Locations

Click and a complete list will come up. Unclick "Select All", then scroll down and click on your Booster Club.

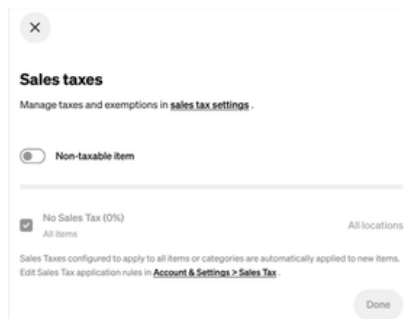
Images

Upload an image of your item.

Taxes

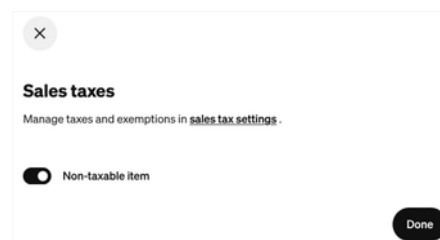
Select "Non-Taxable" (not: No Sales Taxes 0%)

Incorrect:



A modal window titled "Sales taxes" with a close button (X). Below the title is the instruction "Manage taxes and exemptions in [sales tax settings](#)." There is a toggle switch for "Non-taxable item" which is currently turned off. Below this is a section for "No Sales Tax (0%)" with a checkbox that is checked and the text "All items". At the bottom right is a "Done" button.

Correct:



A modal window titled "Sales taxes" with a close button (X). Below the title is the instruction "Manage taxes and exemptions in [sales tax settings](#)." There is a toggle switch for "Non-taxable item" which is currently turned on. At the bottom right is a "Done" button.

SKUs

Copy and paste the name of the item (BB(G) 310-hats) into the SKU box.

Variations

If there are different sizes, colors, prices (e.g. XSmall, Small, Medium), select "Add Variations". Enter the Variation Name (e.g. XS, S, M), price and SKU for each variation. See below for naming convention for variation SKUs.

- **MBX Naming Convention for Variation SKUs:**

Use the newly corrected title of the item + size / short description

Item Name	Variation SKUs:
BB(G) 310-hats	BB(G) 310-hats XS BB(G) 310-hats S BB(G) 310-hats M BB(G) 310-hats L BB(G) 310-hats XL

Variations

☐ 3 variations

Variation	GTIN ⓘ	SKU ⓘ	Price	Online sale...	Weight	Inventory	+
☐ XS	UPC, EAN or ISBN	BB(G) 310-...	\$20.00	\$0.00	0.00 lb	Available	x
☐ S	UPC, EAN or ISBN	BB(G) 310-...	\$21.00	\$0.00	0.00 lb	Available	x
☐ M	UPC, EAN or ISBN	BB(G) 310-...	\$22.00	\$0.00	0.00 lb	Available	x

Create variation Manage stock Edit Stock Tracking

Modifiers

Use this section to request buyer information or player credits. There are a variety of already created modifiers. If you don't see one that fits your needs, you can create a new modifier.

Fulfill orders

Go to Online fulfillment methods, click edit, uncheck Shipping, and select "Pickup" only.

OR:

Fulfillment

Go to Online fulfillment methods, click edit, uncheck Shipping, and select "Pickup" only.

Save & Submit

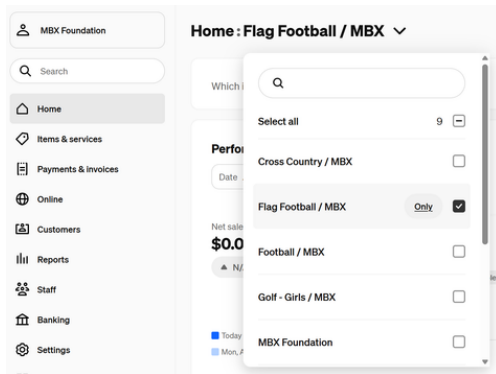
When complete click Save.

*Email Julie Johnson at julie@mbxfoundation.org and let her know the item name/s. She will review for accuracy, add your items to your online store, and email your item url. QR codes can be created from this url.

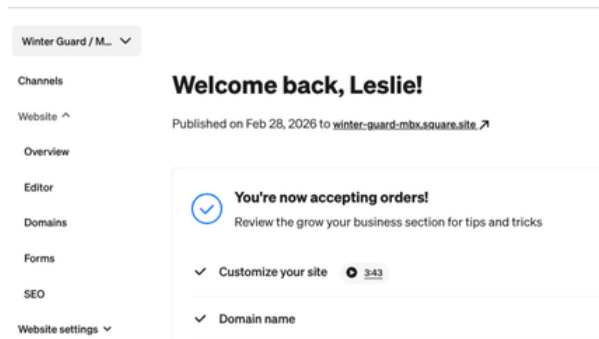
MANAGING YOUR ONLINE STOREFRONT

Rearranging Items in your Online Store

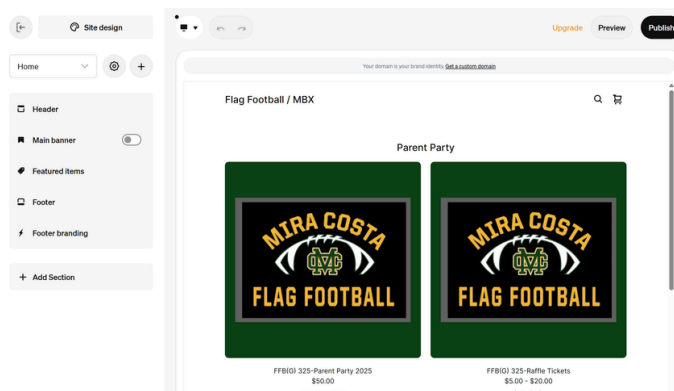
- 1 From Home, go to All Locations and select your Booster Club



- 2 Go to "Online" > "Websites" > "Editor"



- 3 Click the "Featured Items" section you want to adjust.



- 4 You can add items, change item order, or delete items from the webstore. Click the blue "DONE" button when finished to save. Items will reorder upon refreshing your browser with your Square store url.

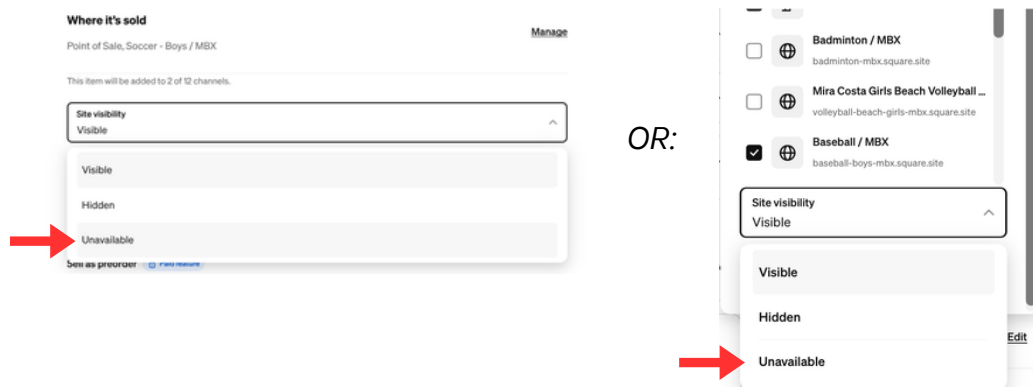
- 5 Click "Publish".

MANAGING YOUR ONLINE STOREFRONT (cont'd)

Ending a Sale

Make an Item Unavailable for Online Sales

- Select "Items and services" on left side menu
 - Click "Items" and Select "Item Library"
 - Set the Location to your Booster Club at the top of page
 - Find your Item and click on the horizontal ellipsis at right (...) and select the "Edit" option
 - Scroll down to "Where it's sold" section and switch the item from "Visible" to "Unavailable"
- OR
- Go to "Channels and visibility" and click Edit and switch the item from "Visible" to "Unavailable"



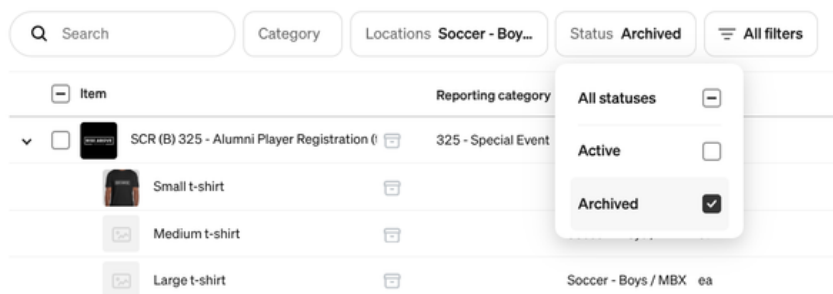
Note: Simply removing an item from the online store is not enough; users can still find it via the search function unless it is set to "Unavailable."

Archive Unused Items

- Select "Items and Services" on left side menu
- Click "Items" and Select "Item Library"
- Set the Location to your Booster Club at the top of page
- Find your Item and click on the horizontal ellipsis at right (...) and select the "Archive" option

Note: Archive keeps the item for later use / reference, but keeps your store item list clean and updated.

To access archived items click on Status at top of screen and check Archived.



MBX SQUARE INSTRUCTIONS MOBILE PAYMENTS



PRE-EVENT SET-UP & BEST PRACTICES

To ensure a smooth sales experience, complete the following steps prior to your event:

ITEM CREATION	All items must be set up on the Square online platform first. Refer to the MBX Square Item Set-Up Instructions for guidance.
APPROVAL PROCESS	Once created, items will be reviewed by Julie Johnson. After approval, they will automatically appear in your Booster Square location.
TEST RUN	Perform a test transaction a few days early. Use this time to train volunteers and ensure they know how to bypass the 2-step verification process to avoid delays during the event.
QR CODES	For areas with unreliable Wi-Fi (like the Hometown Fair), create a QR code for each item. This allows customers to pay via their own cellular data. Instructions for creating QR codes can be found on Google.

CONNECTIVITY & WI-FI TROUBLESHOOTING

If you experience connection issues on the MCHS campus, try these two options:

1. MCHS Student Wi-Fi: Log in using the password MB!stu44.
2. Personal Hotspot: Use your smartphone to create a Wi-Fi hotspot for the Square reader.

HARDWARE & EMERGENCY SUPPORT

Reader Pick-up & Return	Square Emergencies
Contact Julie Johnson to coordinate the checkout and return of your Square card reader.	If you encounter urgent technical issues during your event, please text Julie Johnson immediately.

CONTACT INFORMATION - JULIE JOHNSON



julie@mbxfoundation.org



424-296-7605

SQUARE READER SETUP & USAGE GUIDE (Step-by-Step)

1 The Reader should be given to you fully charged. If you need to charge:

- Connect the reader to a power source using the provided cable.
- Allow it to fully charge before first use (indicator lights will show charging status).
- To test charge, press the round button on the bottom of the square reader.
- Battery levels:
 - 4 green lights = 100% charged
 - ... 3 green lights = 75% charged
 - .. 2 green lights = 50% charged
 - 1 solid red light = 25% charged
 - * 1 blinking red light = low > charge immediately
- Your reader will go to sleep after a few hours in inactivity to conserve battery. To wake it up, push the round power button on your reader once.
- If you need to charge the reader, you can use the Micro USB cable connected to your personal computer or personal cube but please note that charging takes a bit of time (best overnight!) and charging in your car is almost impossible.

2 Download the Square App

- On your smartphone or tablet, open the App Store (iOS) or Google Play Store (Android).
- Search for "Square Point of Sale" and install the app.

3 Create or Log In to Your Square Account

- Open the Square app.
- Log in with your existing credentials without enabling the 2-step verification.
- Choose "MBX FOUNDATION", and then select your Booster Club name.

4 Enable Bluetooth (if applicable)

- Go to your device settings and turn on Bluetooth.
- Keep your device near the reader for pairing.

5 Pair the Square Reader

- Open the Square app.
- Navigate to Settings > Hardware > Card Readers.
- Select "Connect a Reader" and follow on-screen instructions.
- Press the reader's power button to initiate pairing if required.

6 Confirm Connection

- Once paired, the app will display the reader as connected.
- Test the connection if prompted.

SQUARE READER SETUP & USAGE GUIDE (Step-by-Step) cont'd

7 Process Payment

- Choose the item/s to be purchased.
- In LIBRARY tab, find the store items that have been pre-created and posted to your Square website (this is a 2-step process involving the pre-planned Booster Club creation of the product and Julie Johnson's MBX activation of the product online. If this process has been completed, click "Library" tab and then "Items". Navigate to your item. Add the item to the sale.
- If you have not completed item set-up, you can add a store item by finding the KEYPAD tab you can:
 - Pre-create your item before your event on the reader itself. Make sure you are applying your item to your square Booster location.
 - If you just need to type in the amount make sure that you identify your booster in the notes of the item sale (always use your Booster Name Abbreviation, MBX Category, and Product Name. eg: VB-IND(G) 310-socks
 - **MBX Naming Convention for Booster items on Square:**
 - All caps prefix
 - Use of (B) or (G) with no space directly after prefix
 - Use no spaces with a dash after the category number (310, 315, 320, 325, 330, or 335). Do not create any new categories. Eg: BB(G) 310-hats XL*Pay special attention to spaces and "-" as they make a difference for our back-end processing systems that capture sales automatically into Quickbooks.*
 - If there are items that are not named correctly they will default into account 335. It will be the booster's responsibility to go into Square and figure out what the sales relate to and how they should be classified.
- Tap "Charge."
- Have the customer tap, insert, or swipe their card on the reader.
- Wait for confirmation on both the reader and app.

8 Complete the Transaction

- Choose how to provide a receipt (email, text, or none).
- Confirm the transaction is complete.

9 Disconnect or Power Off (Optional)

- Turn off the reader when not in use to save battery.
- Disconnect via the app if necessary.

10 Troubleshooting Tips

- If the reader won't connect, restart Bluetooth and the app.
- Ensure the reader is charged.

HOW DOES MBX SUPPORT BOOSTER CLUBS?

Booster Support

- Provides support and officer training
- Registers as a charitable organization yearly allowing Boosters non-profit status
- Reviews and submits ASK and SCO agreements to MBUSD and school board for discussion and approval
- Sets up the Booster ASK
- Promotes merchandise sales and fundraisers via MBUSD channels
- Designs and distributes the MBX Newsletter and manages MBX social media promotion
- Updates booster website pages on mbxfoundation.org
- Holds SCO meetings

Financial Support

- Oversees banking accounts and transactions
- Provides insurance for camps, fundraisers, summer athletics, VAPA programs and banquets
- Manages the camp registration system
- Manages online payment systems
- Conducts monthly reconciliations and yearly audits
- Facilitates the setup and launch of Square stores for sales

Facilities Support

- Plans, funds and purchases CapEx (Capital Expenditure) projects
- Upgrades and maintains fields and facilities

2026-2027 MBX BOOSTER FEES

SCO Administration Fee - \$250 per SCO annually

- This base fee provides your SCO with comprehensive administrative and financial support throughout the school year. It also includes the setup and management of up to two camps held during the school year.
- Note: This fee will be deducted from your account once your budget has been approved.

Camp Management Fee

- \$150 per additional school year camp - This fee applies to every camp run during the school year beyond the initial two included in the SCO Administrative Fee.
- \$200 per summer camp - This fee applies to every summer camp to help offset the higher facility costs the district charges MBX during the summer months.
- Note: These fees are incurred at the time of scheduling and remain applicable even in the event of a cancellation.

Returned Check Fee - \$25 per occurrence