



POINT OF SALE

SELLING MERCHANDISE

Merchandise includes, but is not limited to swim caps, locks and toiletries

1. Open the **Customers** module
2. Search for and select the customer
3. Go to the **Actions** tab
4. Under **New Transactions**, select **New Receipt**
5. Under **POS**, select **Sell**
6. Select the **Merchandise** layout at the top of the screen
7. Select the item
 - a. When selling multiple of the same item, specify the amount using the grey number buttons, then select the item
 - b. You can continue to select items until all necessary items have been added to the receipt
8. Click **Return to Menu**
9. Click **Pay**
10. Select Payer from **Potential Customers** list and click **Select**
11. Enter payment method (cash, check, or credit card only)
 - a. For cash, enter exact amount being given and ACTIVE Net will calculate the change
12. Click **Pay and Finish**

SELLING PRIVATE LESSONS

1. Open the **Customers** module
2. Search for and select the customer who will be taking the lessons
3. Go to the **Actions** tab
4. Under **New Transactions**, select **New Receipt**
5. Under **POS**, select **Sell**
6. Select the **Private Lessons** layout at the top of the screen
7. Select the lesson type
 - a. When selling multiple of the same item, specify the amount using the grey number buttons, then select the item
 - b. You can continue to select items until all necessary items have been added to the receipt
8. Click **Return to Menu**
9. Click **Pay**
10. Select Payer from **Potential Customers** list and click **Select**
11. Enter payment method (cash, check, or credit card only)
 - a. For cash, enter exact amount being given and ACTIVE Net will calculate the change
12. Click **Pay and Finish**
13. Email a copy of the receipt to your branch's Director and/or team member(s) responsible for Private Lesson management