

Create your Square Account

To sell tickets for events and collect donations online & in person

1. Set Up Your Free Square Payments Account

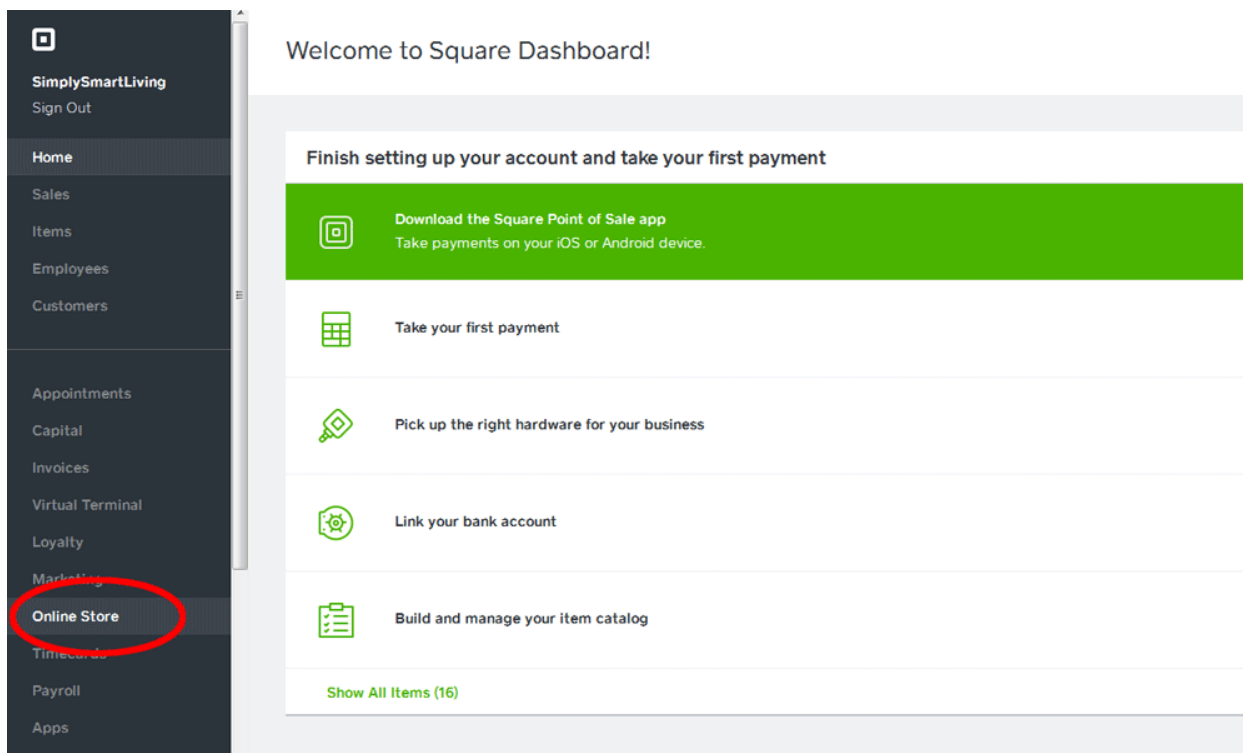
You need to have a [free Square account](#) to set up your free Square online store. This account gives you access to the Square dashboard, which is where the online store controls reside. The only information Square asks for in this step is your email address and password and you can link your bank account later.

Square's processing fees are deducted before funds are transferred to your linked bank account and there are no monthly fees. All swiped or online payments through your store will have a fee of 2.6% + 10¢ of the total transaction amount. Hardware starts at \$10 per cardswiper that connects to Android or Apple products. You can buy them online through your account or head to any office supply store and they have them. This will allow you to presell online and also sell at the door!

2. Set Up Your Square Online Store

Once your account is set up, log into your Square dashboard using the email address and password entered in Step One. In the dashboard, click on Online Store. This will take you through the steps to create your store. It should be free, if you want to have a custom domain they will charge you. The default url should be something like this:

[https://squareup.com/store/\[organizationname\]](https://squareup.com/store/[organizationname])



You can create events and tickets for different tiers, email receipts, inventory, and more. Once you finish creating your items, events, or donations blocks, you can edit the page and make it live. Then you can copy your store URL and share in your emails, link it on your website, or on social media.

See how this chapter setup the page to collect donations: <https://squareup.com/store/coheadwaterstu>