

Dear Volunteer,

Thank you so much for signing up to help with our "Artic Adventure" Book Fair! Book Fair wouldn't be possible without volunteers like you, and we're extremely grateful for your assistance!



A few notes for your information:

- **We have new cash registers (EasyScan2)!** Scholastic has upgraded their cash register system and they have provided us with new registers – the same ones that were introduced at our spring book fair. Not to worry! There is a tutorial video and guide (see reverse side). Important note: we no longer have to collect credit card receipts.
- **Scholastic now offers eWallet!** EWallet is like an electronic gift card. Family members can set it up online and add money to the student's account. You can look up the pre-paid balance of the student's account on the registers, and select his or her eWallet as the method of payment.
- **If you're on the first shift of the morning or afternoon (8:00am or 3:30pm start), please plan to arrive a few minutes early set up the cash registers.**
 - The money trays for the register drawers are in the filing cabinet in the small office in the library. The librarian, a custodian, or Coni should be able to unlock the office for you. Trays are labeled #1 and #2 and should be used with the correspondingly-labeled register. A WSA board member will always come at the end of the day to help count money and run reports. Money does not need to be counted in the morning, but the money trays do need to go back in the file cabinet at the end of the morning shift.
- **There is a "Tax Tin" at the register area.** Please use the loose change at your discretion. Many a kindergartener has come to the registers clutching a damp \$5 bill and a \$4.99 book and we don't want anyone turned away for not factoring in sales tax.
- **Historically the time from the after-school bell until about 4:00pm is very busy;** things will calm down, don't worry, but it can be hectic!
- **Any returns must be processed at the same register the item was purchased from.** If the customer doesn't remember which register it was, you can figure out which register by looking closely at the receipt and comparing it to the register number from another purchase where you know which register was used.
- **Always price check red sticker sales/clearance tags** to make sure the item rings up at the correct sale price.
- **Checks should be made payable** to "Whitehills School Association."
- **Books are organized by category and grade/reading level.** Find this information on bookcase shelf toppers and table signage.
- **If we sell out of a title,** please let Sara and Trisha know. We may be able to order more before the fair ends.
- **Call or text us with any questions!** (Numbers below)

Thank you again for your vital role in helping the Book Fair run smoothly! Please don't hesitate to contact us if you have any questions at all!

Your Book Fair Chairs,

Sara Cunningham
517-420-4927
(call or text)

Trisha Donahue
517-204-2187
(call or text)

Running the Book Fair Cash Registers

If this is your first time using the cash register or if you'd like a refresher, here are links to a few documents and resources that provide detailed instructions. Please take a look at these materials prior to arriving for your shift. The documents linked below will also be available in hard copy at the Book Fair next to the register if you have any questions during your shift.

1. Please take a few minutes to watch this **step-by-step video on how to use the new (since spring 2019) EasyScan2 register** to process sales:

<http://www.scholastic.com/bookfairs/easyscan2-video>

The whole video is about nine minutes long. It also covers the new eWallet!!

2. A detailed 24-page Scholastic EasyScan2 Guide is available here. **This is a new kind of cash register, only used previously at our spring 2019 fair!**

<http://bookfairsfiles.scholastic.com/flippingbooks/f19-easyscan2-guide/f19-easyscan2-guide.pdf>

If any of the above links don't work, let us know and we can send the PDF for the reference guide. The documents will also be printed and available at the Book Fair next to the register if you have any questions during your shift.

