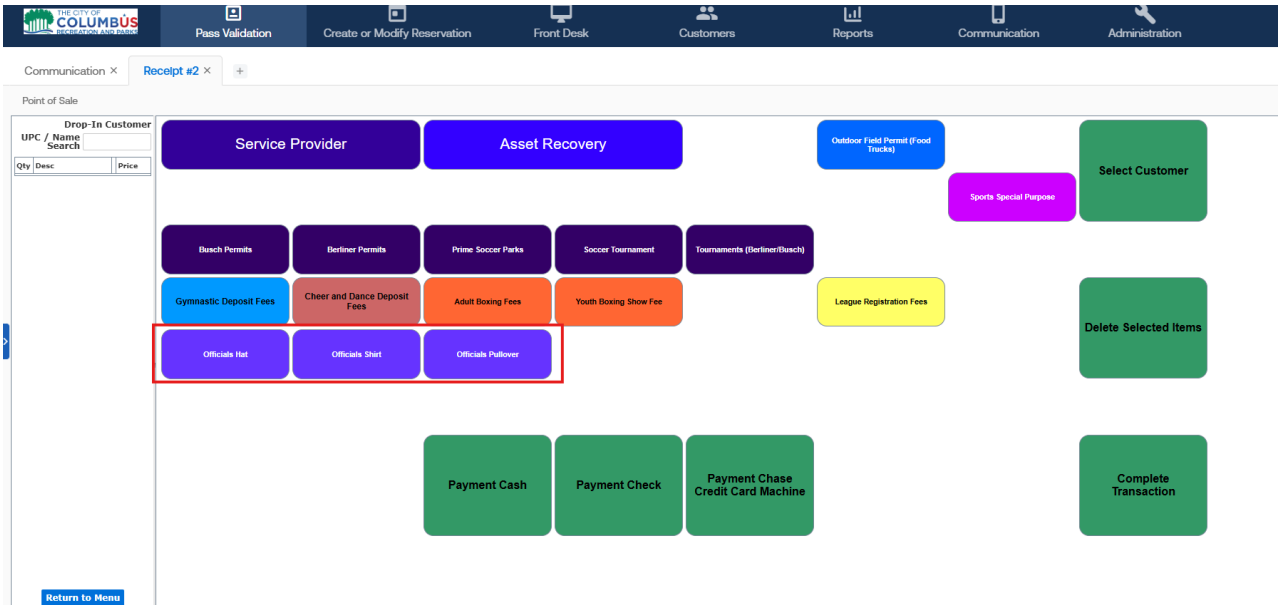


POS Officials Apparel (How To)

03/05/2026 10:18 am EST

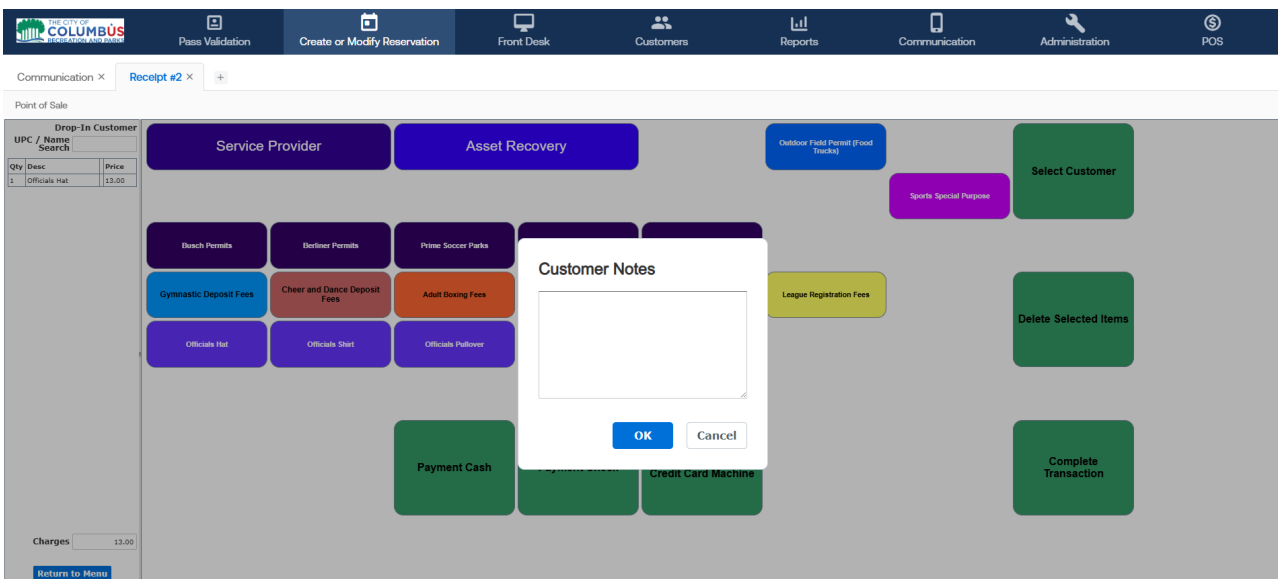
- Officials Apparel – There are now 3 buttons in the Sports POS for this gear. We can take Cash, Check or Card payments. This money is going to the City, therefore can be dropped into my safe and doesn't need to go to Lauren any more. Just COA check payments will go to her now.



The fees for each item are already set, and the price does not need to be changed. They do not charge separate fees for Cash, Check, or Card; it is all the same fee.

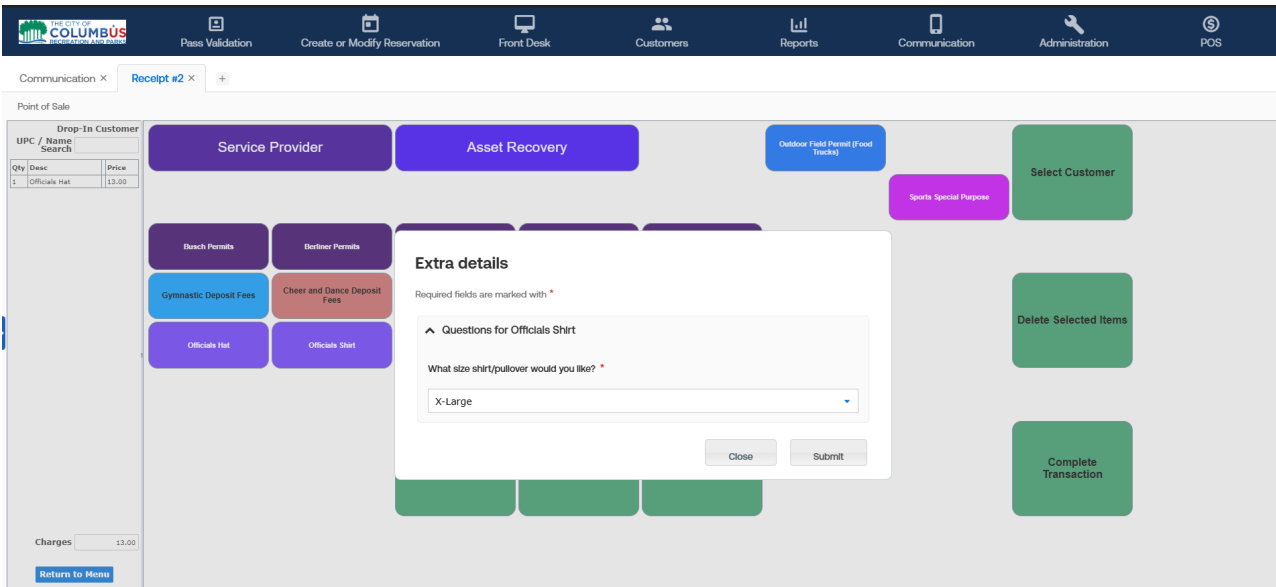
When you click on the button of the item, Notes will pop up; put their name in there.

1)



After you click ok on the notes, for Shirts and Pullover a dropdown for Size will appear.

2)



If they want 2 of the same kind of item, you have to do the process twice, there is no way to update the quantity.

After that, click the payment type they are using, should be one of these 3 options:

3)



After this step, click complete transactions and you are done.