



PTBoard makes it easier!

How to Take Online Payments Through PTBoard at In-Person Events

PLEASE NOTE: These instructions are for taking electronic payments at in-person events. Please see the article on LearnPTBoard for taking Cash/Check at in-person events: [How to Enter Cash or Checks at In-Person Events or Cash/Check Purchases Online](#).

At this point in time, PayPal and Stripe handheld readers are not integrated with PTBoard. However, there are two ways to have your families pay online at in-person events.

At an in-person event, you can:

Use the form's unique QR Code to pay.

- (1) Create a Form ahead of time for the items or items to be purchased.
- (2) Put the Form's unique QR Code available on your payment table.
- (3) Ask the purchaser to scan the QR Code which will allow them to fill out the Form and make payment using a browser

OR

Encourage your families to download the PTBoard App from the App Store or the Google Play Store and check out through the app.

This is what the PTBoard app looks like:



Example of Three Different Scenarios:

At your Spring Carnival, you would like to collect pre-orders for Candy, and you have an ongoing online sale as well. You have your Candy Form set up so that Guests can checkout as well users on your site. A Parent comes up to your table and wants to purchase Peanut Butter Eggs and Chocolate Bunnies. You show the Parent the QR Code that you have put in an acrylic stand with the title, "Purchase Candy Here!," and ask the Parent to scan the QR Code to make their purchase either on a browser or the PTBoard app.

Another Parent comes up to your table, but forgot their phone at home. You tell them that it's okay, you can help them because you have a laptop, iPad or your phone available for them to make their purchase!

A grandparent wants to buy candy for their grandchildren, but doesn't have a phone and doesn't understand QR Codes. You tell the grandparent that you can enter the information for them, and help them with payment by using your laptop.

TIP: If you are using one of your organization's devices, always make sure that you have logged out from the last person who made a purchase on the device before the next Parent makes a purchase using your device.