

Collegiate Shoot-Out Intercollegiate Bowling Tournament

Instructions for Payment by Credit Card (or ACH Transfer) via Square

1. Complete the fillable PDF entry form and save it.
2. Attach the entry form to an email:
 - a. Sent to Frank Barnhart (fwbowl@gmail.com) and Kay Cauley (cauleyk@sbcglobal.net)
 - b. Subject line: XXX University requesting Collegiate Shoot-Out Invoice
 - c. Email message: Name & email address of the person to whom the invoice email should be sent
3. You will receive an email informing you that you have an invoice:
 - a. Email will be from Collegiate Shoot-Out, LLC messenger@messaging.squareup.com
 - b. Subject line: You received a new invoice
 - c. Top of the invoice body will look like this:

**COLLEGIATE
SHOOT-OUT
INTERCOLLEGIATE
BOWLING
TOURNAMENT**

Collegiate Shoot-Out, LLC
New Invoice

\$

Due on November , 2022

Pay Invoice

- Due date will depend upon Varsity or JV. If you send an entry form with both Varsity and JV, due date will be 3 days before the Varsity deadline. If you want separate invoices, you need to send separate entry forms.
- d. Below the above there will be an itemization and below that a Pay Invoice button.
4. When you click on the button, you will be taken to a page on a.squareupmessaging.com. You can pay by credit card or ACH transfer (direct payment from your checking account).
 5. Credit card:
 - a. Visa, Mastercard, Amex, and Discover cards accepted
 - b. Information required is typical for online credit card payments: Name on Card, Card #, Expiration Date, CVV #, and Zip Code.
 6. ACH Transfer:

Square uses Plaid to handle verification of your bank account. While we believe both Square and Plaid to be trustworthy companies, be advised that Square warns you that you will be giving Plaid access to the information shown to the right. We tested the ACH choice to the point of seeing this warning before backing out. We presume that if your bank login corresponds to more than one checking account, you will next be asked to select the account from which you wish to pay.

If you want to share your account(s) and personal data with Square Register Risk powered by Plaid, you are giving them access to the following information:

- Name
- Address
- Email
- Phone
- Account list
- Account balances and transactions
- Account number