

Gift Cards

“The Way It Works”

Date: June 14, 2018
To: Executive Staff, Member Support, Operations
From: Marketing

Did you know that TAC gift cards can be used for a wide variety of services, products and even monthly dues at our facilities?

To sell a gift card:

1. Scan the membership card into POS or enter the Member # in the Acct # field and press Enter.
2. Click the Gift Card Button. The Gift Certificate window now appears.
3. Scan the gift card (or type the number).
4. To change the dollar value for the gift card, enter the appropriate value in the Total Price/Value cell. Click Sell Card.
5. Click the Payment button.
6. Select the method of payment for this transaction.
7. When finished, click Print Receipt. The gift card is now activated and can be used as a form of payment in POS.
8. Attache copy of printed receipt to log sheet.
9. Log the gift card on the track sheet.

Checking the balance on a gift card:

1. In POS, click the Gift Card Button. The Gift Certificate window now appears.
2. Scan the gift card (or type the number). Important information about the card, including the beginning balance and current balance, will be displayed in the window.

Redeeming a gift card:

1. In the POS screen, select the items the member wants to purchase.
2. Click Payments.
3. Click the Gift Card button. The Gift Card Payment window appears. The sales amount is automatically entered in the Payment Amount field.
4. Scan the gift card (or type the number). Important information about the card will be displayed in the window. You can also change the payment amount if necessary.
5. Put the account receipt copy in the cash drawer, as you would a member coupon.

Note: If your desk is low on gift cards, contact Elisa Samuelson at x1153 for more.

