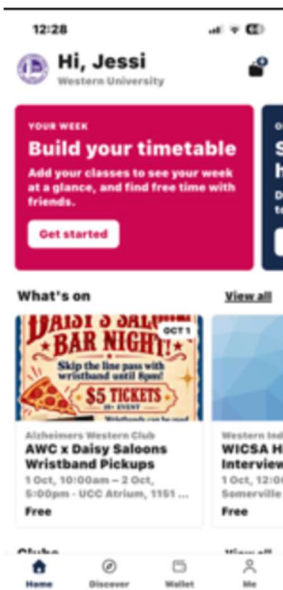


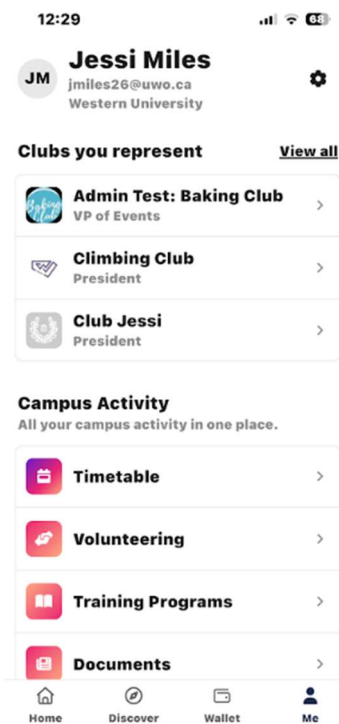
How to: Tap & Pay

1. Open your Rubric App

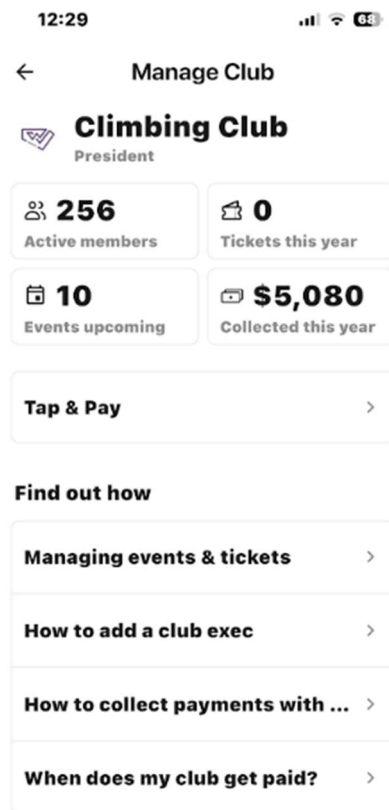


2. Select “Me” bottom right

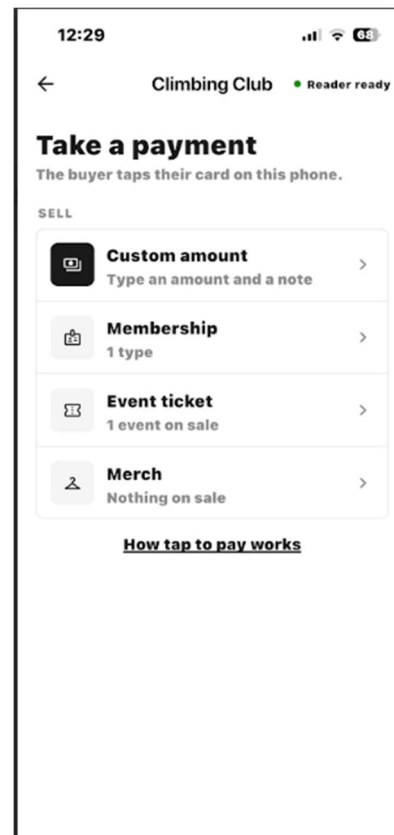
3. Select the Club you want to represent



4. Select Tap and Pay



5. Select the item you want to collect payment for.



6. Indicate what type you are selling

12:36   66%

← Event ticket ● Reader ready

 Only paid ticket types with tickets left are listed. Free and sold-out types don't show here.

WEEKLY CLIMB NIGHTS

Member	\$5.70	☐
Non-Member	\$10.87	☒

Continue

7. Add buyer's email.

12:36   66%

← Checkout ● Reader ready

Event ticket · Climbing Club
Non-Member **\$10.87**

Buyer's email

name@university.edu

Their receipt and confirmation go here. Ask them to spell it.

Continue

8. Select Tap and Pay

The screenshot shows a mobile app interface for a checkout process. At the top, the status bar displays the time 12:29, signal strength, Wi-Fi, and battery at 67%. The app header includes a back arrow, the title 'Checkout', and a green dot indicating 'Reader ready'. Below this, the 'Buyer's email' field shows 'jmiles26@uwo.ca' with a lock icon. A message states: 'Locked while the order is open. Go back to change it.' The 'ORDER' section contains a table with two rows: 'Weekly Climb Nights' for \$5.70 and 'Total' for \$5.70. At the bottom, a green button with a Wi-Fi icon and the text 'Tap to pay' is visible.

12:29 .lll Wi-Fi 67%

← Checkout ● Reader ready

Buyer's email

jmiles26@uwo.ca 🔒

Locked while the order is open. Go back to change it.

ORDER

Weekly Climb Nights	\$5.70
Total	\$5.70

Show the buyer the total before they tap.

📶 Tap to pay

9. A tap and pay screen will appear for them to tap their method of payment on.

10. Done! A receipt and confirmation email will be sent to them!