



Using your fingertip, **tap the amount** that you would like to donate or tap 'Choose your own amount'. After you have made the donation then **look at the display** on the top of the CollectTin.



If '**Please tap**' is displayed and the amount indicated is correct then bring your card / phone / watch close to the wireless tap symbol. There will be a beep and all 4 lights will flash when the card has been read. After a short wait you should see '**Payment approved**' displayed. If so then you have made your donation successfully, thanks!



If '**Insert card**' is displayed then flip open the lid of the CollectTin and insert your card chip first and face up into the slot in the top edge of the SumUp card reader. When prompted, **enter your PIN** using the card reader keypad and press the green tick. After a short wait you should see '**Payment approved**' displayed. If so then you have made your donation successfully, thanks!



If you **change your mind** before tapping your card then you can cancel the transaction by pressing the power button on the side of the card reader momentarily. You should see '**Payment declined**' displayed. Please ask the Treasurer or a warden if you have any questions or need help.