

BOOKSALES

OPENING THE DEPARTMENT

When you work in booksales you need to ensure the department is ready and all systems are switched on and working before the customers arrive

1. Switch on equipment for book sales; the team leader for your club will show you where to switch this on.
2. Switch on and log into the **National Bingo Game** workstation, **EBT** workstation and ensure the swipe computer is on the **membership kiosk** swipe screen.
3. Check that you have the correct books out for the session and that the **opening numbers match the previous rough sheet**.
4. Make sure the **Charges to Play** are displayed on the correct day;
 - These should match the price list on display
5. **Check the EBT packages** are correct for the session
 - Some clubs will disable all ticket sales from customer boards prior to starting selling but others will do it at the start of the session.
6. Any discrepancies in pricing or Charges to Play must be **reported to the Duty Manager immediately**
7. Collect your float from the cashier; this **MUST be checked** before you start selling. Any discrepancies after this point will be your responsibility.