**Purpose:** To outline how to use Fusion for selling guest passes at Pound Hall

**Scope:** Facility Managers

**Policy OR Procedure**

**I. SELL A GUEST PASS AT POUND HALL**

a. Decide if this is a Ramsey Member that is purchasing a guest pass for a non- Ramsey Member or is this a UGA Student, Faculty, Staff or alumni that does not have a Ramsey Membership but wishes to purchase a self-sponsored guest pass. **Someone who is not a Ramsey member cannot purchase a guest pass for anyone else, even if they get a self-sponsored pass.**

b. Click the SALES button at top of screen

c. Click Customer tab and enter in the Member’s 81# or swipe their UGA Card

d. Click Pound Hall Guest Pass

e. You must enter the **GUEST’s NAME** Please ask to see picture ID.

f. When prompted “Is the guest accompanied by a Ramsey Center Member?” The answer should be yes. **If they are not a current Ramsey Center Member, they CANNOT bring in a guest.**

g. When prompted “Is the guest over the age of 18?” The answer must be yes as the Pound Hall policy doesn’t allow non-UGA students under the age of 18.

h. Click Done

i. At this time, you should slide their Bulldog Bucks card (their UGA ID) through the card reader.

j. Input the amount of the charge. ($7.00 per guest pass purchased, member can bring in up to 2 guests per day. If paying for 2 guests, total transaction will be $14.00).

k. Press the green key.

l. Press again for a customer receipt.

m. Get the patron’s signature on the first receipt. Keep this receipt to mail to Donna. The patron gets the other.

n. Complete the order in Fusion by clicking the Check Out button (top right corner).

o. Select Bulldog Bucks as method of payment. **(THIS IS THE ONLY FORM OF PAYMENT ACCEPTED AT POUND HALL AT THIS TIME).**

p. For the Authorization number, enter the Ref Number listed on the signed copy of the receipt and press ENTER.

q. Press the Complete button on the right hand side of the screen.

r. A copy of the Fusion receipt will print. Have the Ramsey member and the guest sign the waiver portion of that receipt. The guest will need to also print their name under their signature. This form is kept by you and attached to Bulldog Bucks receipt.

s. A second smaller receipt will print. **THIS IS THE GUEST PASS.** You will need to use the bar code scanner to scan this receipt and allow guest in through the gate.

   i. After scanning the guest pass, ask the individual if they think they will reenter Pound Hall again later that day. If so, give them the guest pass back and they can use it to enter again ON THE SAME DAY. If they will not be returning, throw the guest pass away.
I. THINGS TO REMEMBER
   a. The only form of payment accepted at Pound Hall is Bulldog Bucks – **NO Cash, check or credit cards.**
   b. Make sure the Host is a Ramsey Center member.
   c. Only members can bring in a guest, but a UGA student, alumni, staff or faculty can purchase a self-sponsored guest pass but cannot bring in others.
   d. No one under 18 may use Pound Hall.
   e. Remember to print a Tender Summary and close out Bulldog Bucks each night.
   f. If a person does not have Bulldog Bucks, they can purchase an online guest pass at [http://shop.recsports.uga.edu/](http://shop.recsports.uga.edu/). You CANNOT allow them to do this on the Pound Hall computer but they can purchase it on their mobile device and you can scan the barcode from it.
   g. If the purchase a guest pass online, the must sign the waiver at the desk.
   h. Be sure to contact Donna Doolittle or Tina Mixon at 706-542-5060 or dolittle@uga.edu if you are low on receipt paper (Fusion or Bulldog Bucks), envelopes or if you have any problems with the sale of a guest pass.