



USER GUIDE

READY TO START YOUR BOOTH WITH **Quatro** FREEDOM TO PERFORM

We are delighted that you have chosen to organise a Quatro sale.

To help you make the most of this event, here is some information you may find useful:

INVENTORY

RECEIVING THE BOXES - Once the parcels have been received, carry out a simplified stock inventory: take the documents in the boxes and check that you have all the items. If this is not the case, notify your Quatro contact as soon as possible.

Please note: all leotards are delivered to you on a hanger, classified by size and type (with or without sleeves, special offers, new collection, etc.) with an elastic band to group them together and make it easier for you to keep track of them. We ask you to check the number of leotards per size and type (e.g. 10 sleeveless leotards in size AME).

RETURN OF THE BOXES- Please reclassify all the leotards by size and type, and reelasticate them as originally received. Make a quantitative inventory by size and type (return document).

Please use the return labels put in the boxes and bring them to the Post Office or UPS pick-up point before the Tuesday following the sale.

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THE SALE

Check that you have: 1 payments terminal = SUM UP - 1 charger for it- 1 tablet

You will be provided with a tablet for recording sales (see tablet user guide).

PAYMENTS TERMINAL- Switch on the payment terminal and leave it to connect to 3G for a few minutes. You are now connected to your payment interface.

Selling an item by card - Scan the barcode on the tablet, the item is displayed, validate the basket and its payment method = credit or debit card.

Enter the amount on the TERMINAL, validate the amount. The customer can insert their card or make a contactless payment (if the amount is less than €50). Once the transaction has been validated, the application will offer you a receipt, ALWAYS SEND A RECEIPT VIA TABLET.

Selling an item by cash- Have a float ready and make a note of your float before you start selling, you will deduct it from the cash total at the end of the stand.

Enter the barcode on the tablet, the item will be displayed, validate the basket and its payment method = Cash. Once the transaction has been validated, the application will offer you a receipt, ALWAYS SEND A RECEIPT VIA THE TABLET.

We do not take orders on the stand.

SIZES

Sizes - CSM - INT - CME - CLA - AXS - ASM - AME - ALA - AXL / « C » refers to small sizes and means CHILD, as an example CHILD SMALL = CSM - CHILD, MEDIUM = CME... « A » refers to ADULT and then XS - SM - ME - LA are the standard international sizes.

ADVICE

Please ensure that gymnasts try on the leotards WITH underwear (for hygiene reasons). Sometimes they leave training in leotards and come straight to the stand to try them on. Please be vigilant! We'd like to thank you.

ATTENTION AU VOL

A tip: Be very vigilant about product theft: when gymnasts take a leotard to try on in the cabin, take all the hangers and limit their number to 3. The gymnast must return the same number of leotards as hangers.

Please inform parents of the care instructions: NO HAND WASHING! Instructions are given on the labels and on our website. MACHINE WASHING IS OBLIGATORY - inside out - cold - short cycle - no POWDER detergent. Hand washing tends to damage the fabric or cause the colours to fade.

Don't hesitate to encourage gymnasts to TRY: 90% of gymnasts tell us 'it really doesn't feel the same when worn'.

COMMUNICATION

Don't forget to take a few photos of the stand or Instagram stories. Please share them on your social networks by tagging us. We'll share them again!

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TABLET USER GUIDE

To track your sales, you will use the Shopify POS application with the tablet supplied by Quatro.

When you receive your stand, the tablet is already configured to your club/event profile. To access it, simply enter the 4 to 6-digit code given in the instructions supplied with the tablet.

HOW TO USE SHOPIFY POS?

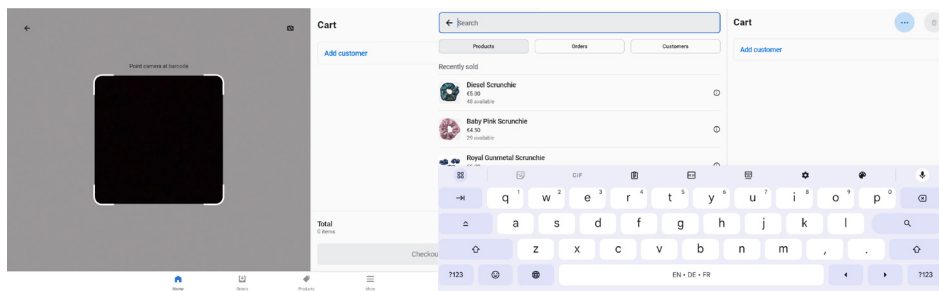
1- Enter a sale

Search for the customer's items in the search bar. Be sure to note the colour of the scrunchie or the sweatbands and handguard bags in the next case.

To easily search for an accessory, type one of the 3 words above according to the item you are looking for and the different colours will appear.

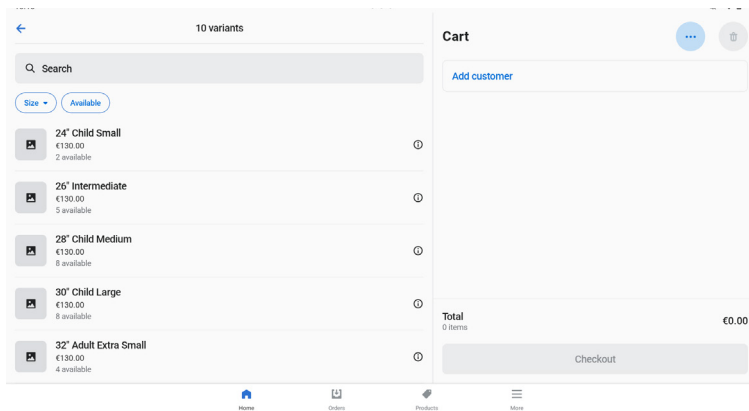
All the names of the leotards are on the labels.

-Select your item by searching for it in your search bar OR by using the scanner on the right of the search bar (barcode icon on the right of the search bar).



In the case of a leotard;

- Select the size sold.

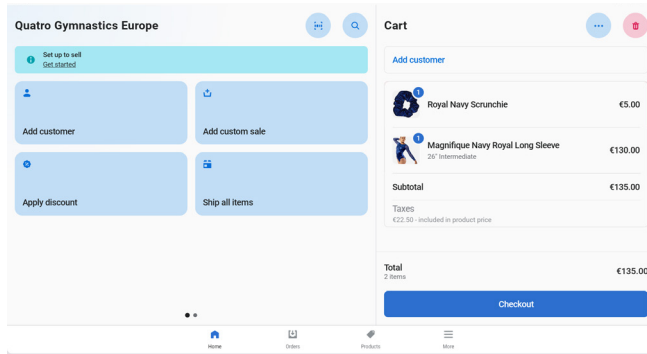


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- Then click on GO TO CHECKOUT.

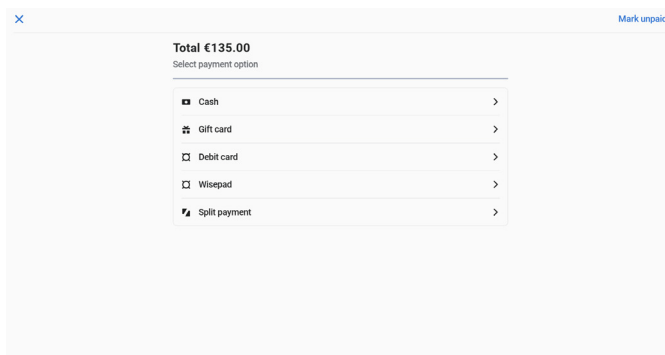
Once your right-hand basket is complete, you'll need to proceed to checkout.



- Click on PAYMENT

The payment methods used will be CASH or DEBIT CARD (using the SUMUP terminal available).

-Select your payment method.



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If paying by CASH

- Click on the amount you have received or save your payment.
- Then click on CONFIRM PAYMENT
- Shopify POS will give you the amount to return if applicable.

If paying by credit card via SUMUP

- Click on DEBIT CARD on the tablet
- Proceed to payment via the SUMUP payment terminal
- Once payment has been validated on SUMUP, click on MARK AS PAID.

The screenshot displays the Shopify POS interface for a payment confirmation. On the left, the 'Change due' is €0.00. Below this, the 'Customer' section has an 'Add customer' button. The 'Payment summary' section shows 'Payment 1' as 'Cash' for €135.00, marked with a green checkmark. Below that, the 'Order note' section has an 'Add order note' button. On the right, there are two receipt options: 'Email receipt' and 'Text receipt', both with expandable arrows. Below these, under the 'Apps' section, are two printer options: 'Print with Order Printer (legacy)' and 'Print with Order Printer', each with a printer icon and an expandable arrow. At the bottom of the interface is a large blue button labeled 'Done'.

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2- End of sale

It is MANDATORY to send a receipt by e-mail to the customer, in order to ensure traceability of sales for both customers and Quatro.

- Click on RECEIVED BY E-MAIL.
- Enter the customer's e-mail address and then SAVE
- Finally, click on DONE at the bottom of the screen.

×Send

Email receipt
Add email address to receive an email receipt

Required

Sign up to receive news and exclusive offers ☐

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CONTACTS

For any questions or issues during the stand, please get in touch with your Quatro contact!

We will be there to help you in case.

We wish you a pleasant Quatro booth and can't wait to see all gymnasts happy with their new Quatro items!

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