

Parish Buying CollecTin More Quick Start Guide

Thank you for buying a CollecTin More via Parish Buying. We hope you raise lots of money with it

Useful background

The CollecTin More is a collaboration between four organisations

- Sprout Products - design, make and sell the CollecTin More itself
- SumUp - provide the payment services
- Give a Little - supply the software
- InfiSIM - power the SIM card if you need a 3G mobile connection (not required if you have Wifi)

1. Set-up your SumUp account

Before you start, it would be useful to set-up your Sum-Up account here

<https://sumup.co.uk/parishbuying/>

You will use this account to log-in to:

- The app on the CollecTin More - to set-up campaigns and receive donations
- Give A Little website - for campaigns & to access fundraising reports <https://givealittle.co/parishbuying>
- Sum Up website - to access transaction reports and do refunds <https://me.sumup.com>

2. Connect to Give a Little

Parish Buying have arranged for members to have free access to the premium Give A Little software, which is normally from £7.50 per month. This allows you to add images and video, collect Gift Aid declarations, and set-up your CollecTin More through the Give a Little website. Use this link to connect your SumUp account to the Parish Buying Give A Little scheme

<https://givealittle.co/parishbuying>

- Once logged-in, go to the 'Campaigns' tab and click 'Add new' to set-up your first campaign

3. Charge the CollecTin More

- Take the CollecTin More out of it's box
- Insert the battery into the handle (total battery life is about 6 hours)
- Plug the charger into a standard socket, and put one end of the usb cable into the battery and the other into the charger

4. Log-on to Wifi

- Turn on the CollecTin More by pressing and holding the lower button on the right hand side of the unit for 3 seconds (do the same again to bring up a small power menu to turn it off)
- Allow the unit to start-up,
- Select the settings 'cog' icon
- Choose 'Network & Internet', then 'Wifi'
- Select your Wifi network and add the password
- Click on the circle at the bottom of the screen to return to the homepage

5. Log-in to the app

- Click on the blue 'Give a Little' app
- Log-on with your SumUp account name and password
- Accept any updates waiting to download (if you are on Wifi)

6. Set up your first campaign

- Swipe in slowly from the left of the screen to open the menu
- Choose 'Campaigns' and click the name of the campaign you've already created
- Select the blue 'USE' button

7. Connect Terminal & Make a test donation

- Swipe in from the left to open the menu and select 'connect terminal'
- The Collectin will attempt to pair with the SumUp card reader
- If more than one reader is found, scroll through by swiping left and right to find the serial number of the correct unit
- Click 'Connect', then 'Next'
- Choose an amount you wish to donate
- Either tap a card on the top to complete the transaction or press the power button on the right hand side of the card reader to cancel the transaction
- A successful donation will take you to the thank you screen, & then back to the donation options
- Insert the card reader into the top of the Collectin More by opening the lid, aligning the front edge of the reader first, and then pressing the back down gently until it clicks into place

You're now up and running. You can manage your campaigns either on the app, or through the give a little website <https://givealittle.co/parishbuying>

Mobile data

If you'd like to use the Collectin More in areas without Wifi coverage then you can insert your own SIM or activate the SIM card from InfiSIM. Call them on 0333 313 5005 to pay for data. They offer 20mb per month for £30+VAT per year, or 500mb per month for £82+VAT per year. 20mb per month is plenty for transactions if you can bring the Collectin into an area with Wifi to receive updates or upload video or images. If you don't have any access to Wifi then you'd be better with 500mb per month. Look on collectin.com 'Collectin More Set-up' for how to access the SIM.

Troubleshooting

Issue	Solution
The Collectin More won't turn on	Insert the battery into the handle and leave to charge overnight. Ensure you are using the charger supplied, as some mobile phone chargers are unable to provide sufficient power
The Collectin More works on Wifi, but not on 3G	Have you activated the SIM with InfiSIM? If not please call them to do so. If you're on the smaller Tarif, you may have run out of data - particularly if you took an update over 3G. Call InfiSIM to check
Chinese characters have appeared on the screen	You may have accidentally entered the boot mode. Press and hold the power button (lower button on the right hand side) for 10 seconds to restart the Collectin
I can't log into the Collectin app or donations are failing	You may have insufficient Wifi or 3G signal. Try moving the unit, or buying a Wifi booster
The battery seems to run down every time I leave the unit	You may be turning off the screen, rather than shutting down the unit. Press the power button for 3 seconds, and then select 'shutdown' from the power menu.

Contact Details

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Give A Little hello@givealittle.co

SumUp 020 3510 0160

InfiSIM 0333 313 5005