

Capcount – manual for users

A short guide for everyone who books drinks. Are you an admin or bar manager? Then read the manual for managers.

Getting started

1. Open **capcount.eu** and tap **Sign in with Google**.
2. Enter the code you got from your club's admin. If you got a link, the code is already filled in. Wait until the admin approves you. The app then opens by itself.
3. Put the app on your phone. **Android:** install Capcount from the Play Store, or open capcount.eu in Chrome → menu → **Install app**. **iPhone:** Safari → share button → **Add to Home Screen**.
4. The first time, the app asks which group you belong to. After that it always opens on that group.

Language: Dutch, French or English. Choose at the bottom of the sign-in screen or in **Manage → You**.

Need the manual? Tap **Manual** at the top of the app.

Booking drinks (Till tab)

Every member has a drink card. The member pays **in advance**: they top up money and each drink is taken off. By default that is a €10 top-up and €1 per drink. Your club can change these amounts.

- **Drink:** tap **Drink –€1** next to the member.
 - **Card empty?** You can still book the drink. The balance then goes into the red (e.g. –€2). Ask the member to top up.
 - **Top up:** the member gives you money, you tap **+€10**.
 - **Wrong tap?** Tap **Undo** at the bottom of the screen within 6 seconds.
 - **Search:** type a name in the search field at the top, or choose a group.
 - **New member:** type the name at the bottom and tap **Add**.
 - **More per member:** tap the name. You see the history and can top up another amount.
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Member list

The **Members** tab shows all members on one page. Members in the red or almost empty are at the top.

Groups that pay afterwards

Some clubs let one group (e.g. the board or the staff) pay **afterwards** instead of with a card. The bar managers then count the caps per week or per month and make the bills.

Are you in such a group?

1. Link yourself to your account once: **Manage → You → Add me as a member** (or choose your name and tap **This is me**). Your account is then always at the top of the Till.

2. Your card shows what you have to pay.
3. Paid, e.g. by bank transfer? Tap **I've paid** and fill in the amount and how you paid.
4. A bar manager checks and confirms. Only then is your bill marked as paid.

Is your bill wrong? Talk to a bar manager. Only they can change these bills.

Help

Questions about your club? Ask the admin. The app doesn't work? Email **support@capcount.eu**.

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