

## How to guide

# Register for QuickCliq – Garden Suburb Public School Canteen & School Uniform Online Ordering

## Summary

Use this quick reference guide to:

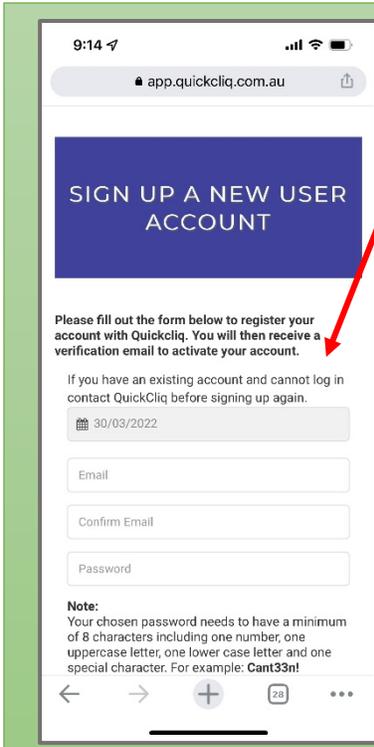
- Create an account
- Add your child/s details to the account
- Add credit to the account to make purchases

## Instructions – Create an account



On your computer or mobile phone go to website [www.quickcliq.com.au](http://www.quickcliq.com.au) and click on the 3 lines (hamburger) in the top right-hand corner.

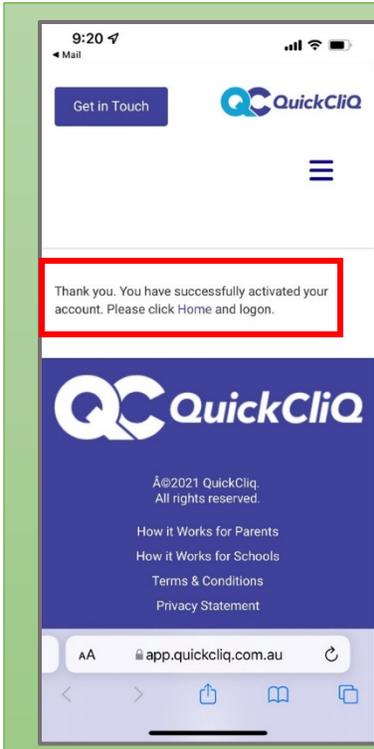
Select **'Register'** from the list



Fill out all details under **'Sign Up'** and select **'Finish'**.

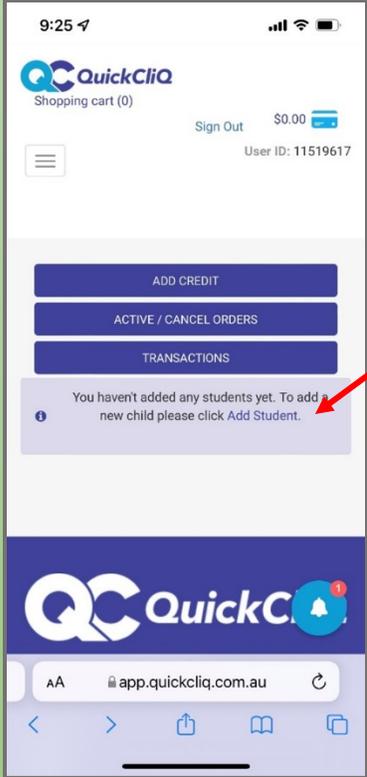
Use a valid email address as QuickCliq will send you a verification email and you will need to click on the link to verify your account. **Check your email.** Please note it may have gone to your junk or spam folder.

Click on the **'Activate your user account'** link in the email.



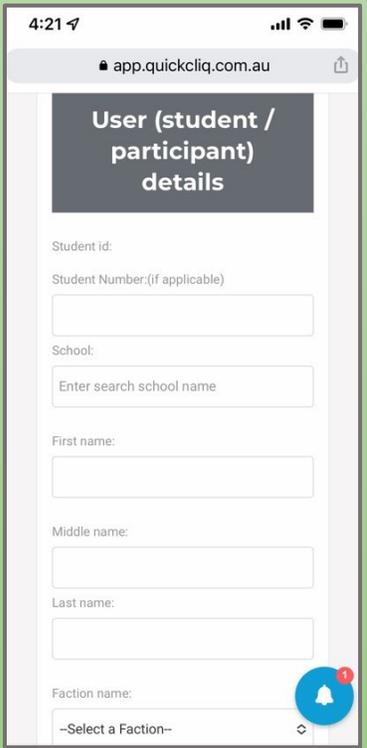
The link will take you back to the website to confirm your successful registration and you will need to agree to the terms and conditions. Check the box and select **'Accept'**.

## Instructions – Adding your child/s details to the account



The screenshot shows the QuickCliQ app interface. At the top, it displays the time 9:25, signal strength, Wi-Fi, and battery icons. Below the QuickCliQ logo, it shows 'Shopping cart (0)', 'Sign Out', '\$0.00', and 'User ID: 11519617'. A menu icon is on the left. The main content area has three blue buttons: 'ADD CREDIT', 'ACTIVE / CANCEL ORDERS', and 'TRANSACTIONS'. Below these is a purple notification box with an information icon and the text: 'You haven't added any students yet. To add a new child please click Add Student.' A red arrow points from a text box to this notification. At the bottom, there is a blue navigation bar with the QuickCliQ logo and a notification bell icon with a red '1'. The browser address bar shows 'app.quickcliq.com.au'.

A prompt box will appear to add a new child. Select **'Add Student'**.



The screenshot shows the 'User (student / participant) details' form. It has a title bar with the text 'User (student / participant) details'. The form fields are: 'Student id:', 'Student Number:(if applicable)', 'School:' with a search input 'Enter search school name', 'First name:', 'Middle name:', 'Last name:', and 'Faction name:' with a dropdown menu showing '--Select a Faction--'. A blue notification bell icon with a red '1' is at the bottom right.

Add the details of each student one at a time.

**Student Number:** not necessary (leave blank if unknown)

**School:** Garden Suburb Public School, Garden Suburb

**First name, Middle name and Last name:** Child's full name

**Year group:** (e.g. Year 3 / 4)

**Room:** Student's class (e.g. 3 / 4 Comets)

**Teacher's name:** (e.g. Mrs Traynor). If the teacher's name is not available in the list select 'Other Staff'.

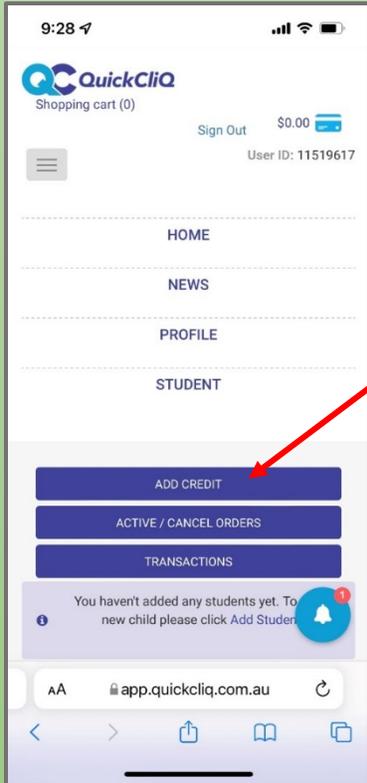
Faction name: not necessary (leave blank)

Photo: not necessary – upload photo if wanted

**Health Warnings:** Please add any food-related allergies or relevant information about your child for the canteen staff to be aware.

Select **'Add Child'**

## Instructions – Add credit to the account to make purchases



9:28

QuickCliQ

Shopping cart (0)

Sign Out \$0.00

User ID: 11519617

HOME

NEWS

PROFILE

STUDENT

ADD CREDIT

ACTIVE / CANCEL ORDERS

TRANSACTIONS

You haven't added any students yet. To add a new child please click Add Student

app.quickcliq.com.au

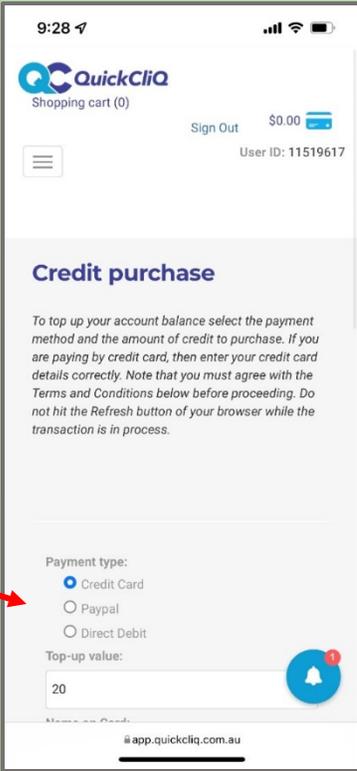
Once each child has been added you will be directed back to the main screen.

Then you will need to add credit to the QuickCliQ account to make purchases.

Select **'Add Credit'** on the home screen.

Complete payment details, agree to the terms and conditions and select **'Purchase Credit'**

You can now order from the school canteen and uniform shop!



9:28

QuickCliQ

Shopping cart (0)

Sign Out \$0.00

User ID: 11519617

### Credit purchase

To top up your account balance select the payment method and the amount of credit to purchase. If you are paying by credit card, then enter your credit card details correctly. Note that you must agree with the Terms and Conditions below before proceeding. Do not hit the Refresh button of your browser while the transaction is in process.

Payment type:

- Credit Card
- Paypal
- Direct Debit

Top-up value:

20

app.quickcliq.com.au