

How Families and Staff register for QuickCliQ online ordering

*This guide outlines how your families will create accounts with **QuickCliQ** and how they will be able to place their orders.

*Each parent needs to create an Account with **QuickCliQ** to place their online orders. This includes any staff members that would like to order online.

Accounts can be registered for free via <https://app.quickcliq.com.au/sign-up.aspx>

Parents/staff need to select **REGISTER**, complete the online registration form.

Once complete they will then receive an account activation to their valid email address.

When the account is active parents/staff can login to their account via

<https://app.quickcliq.com.au/>

Adding Students

Once logged in parents can add children to their account by selecting **STUDENT**.

They will be prompted to add the child's name, school, year, room, and teacher.

They can also add Health Warning notes (also create student logins if required)

Staff Members ordering need to select **STUDENT**. Add themselves as a student. They then select **STAFF** in the year option.

Paying via QuickCliQ

Parents/Staff have the options of either adding funds to their account in advance or pay for each order individually (PAYG).

Payment methods include:

- Visa/MasterCard/Amex
- PayPal
- Direct Debit (single payment only + only available via ADD CREDIT)

Various surcharges apply, with all details outlined in the user account.

Booking Fee

Each order placed via **QuickCliQ** is subject to a non-refundable booking fee per order per break.

To avoid missing order cut off time, Online Orders can be placed up to 4 weeks in advance for your convenience.

QuickCliQ Support when you need it: Monday to Friday

on 1300 11 66 37 or email support@quickcliq.com.au