



## 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 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** 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 \$0.28 booking fee per order per break.

For any parents, staff members or students needing assistance with their accounts should contact our **QuickCliQ** Support Team at [support@quickcliq.com.au](mailto:support@quickcliq.com.au) or **1300 11 66 37**

