

## CANTEEN PAYMENT OPTIONS: USER GUIDE

Georgiana Molloy Anglican School wishes to advise that our Canteen will be cashless with effect from Term 1, 2021. The following document sets out three options available to make purchases from the Canteen.

**1**

### **Pay online through your QuickCliq Account.**

Preorder meals before 9.00am.

*Go to page 2 to set up a QuickCliq account if you don't have one.*

**2**

### **Pay with a SmartRider Card with funds loaded via your QuickCliq account.**

*Go to page 3 for instructions on ordering and activating a SmartRider card on your Quickcliq account.*

Funds loaded onto a SmartRider Card via QuickCliq does not interfere with funds loaded for Transperth bus use. Transperth funds cannot be used at the Canteen nor funds for the Canteen be used for Transperth.

**3**

### **Pay using an EFTPOS card directly at the Café.**



### HOW TO REGISTER FOR A NEW QUICKCLIQ ACCOUNT

**Access the website:** <https://www.quickcliq.com.au/>

- Click on **SIGN UP (NEW USERS)** by completing the Registration Form.
- Fill in the details as prompted and Agree to Terms and Conditions.
- Click on **FINISH** when complete.

Email

Password

Login

Sign up (New Users)

[Forgot your password?](#) [Re-send activation code](#)

You will receive an email to validate your account. This email will provide you with a set of instructions on how to get started. Within the email you will find a link **ACTIVATE YOUR USER ACCOUNT**. Please use the link in the email.

#### Step 1

Log in to the Website. Enter your Email and Password.

#### Step 2

Click on **HOME** and select **ADD CREDIT** to add credit to your family account.

Payment type:  Credit Card  
 Paypal  
 Direct Debit

Top-up value: 20

Name on Card: [input field]

Card number: [input field]

Expiry date: --Select a month-- --Select a year--

CVV: [input field]

What is CVV?

Merchant Service Fee: \$

Total Amount: \$

Save my card details for future use  
 I agree with the [Terms and Conditions](#)

[Purchase credit](#)

#### Step 3

Click on **ADD STUDENT**. Fill out your child's details before selecting **NEXT**. This will confirm the student has been added. **Enter each student separately.**

Student Info

--Select a Student--

[ADD STUDENT](#) [UPDATE STUDENT](#)

#### Step 4

The Account is now active and you can order from the Canteen.

## ORDERING YOUR SMARTRIDER CARD

If your child does not have a SmartRider card you will need to apply for one as follows:

### Primary School Kindy - Year 6

Order online at [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au) Your child's card will be sent to the school for distribution in class.

### Year 7 - 12 cost \$5.00 for replacement cards.

Replacement SmartRider cards need to be ordered through your QuickCliq account by selecting the **UNIFORM** tab at the top of the page. *(This is a preset tab name and we are unable to change the wording)*

### New Secondary Students Year 7 - 12

All new students in Secondary School will be provided a Smartrider Card (with photograph). Students new to GMAS will need to order online or use an EFTPOS card while waiting for the Smartrider card to arrive.

## HOW TO ACTIVATE YOUR SMARTRIDER CARD ON QUICKCLIQ

### Step 1

Log into your QuickCliq account  
[www.quickcliq.com.au](http://www.quickcliq.com.au)

### Step 2

Click on **STUDENT** button and select your child. Or Select **ADD STUDENT** if not in the system and enter details.

### Step 3

To access your child's profile go to **HOME PAGE**

### Step 4

**ACTIVATE STUDENT CARD** (bottom right corner of the page)

### Step 5


Enter the SR number in the required field

### Step 6

Select **LOOK UP**

### Step 7

A 6 digit number will populate in the Barcode field. Your card is now registered for use.

 **Activate student card**

*Ensure you have transferred money to the card, this credit is ONLY for card transactions. For online orders ensure you have funds in the main account*

Card Type: Smartrider

SmartRider SR(Card) number:

Smartrider card number ?

**LOOK UP**

*Click here to locate Smart Rider, My Way and other student card integration*

Card/ Barcode number:

Press Edit to add or edit card numbers: **EDIT** **SAVE**

*Wrong ESN (if applicable)*

## ADDING FUNDS TO YOUR SMARTRIDER CARD

To add funds to a card there must be funds available on the main account balance. The balance can be seen in the top right hand corner of your account. These funds can be used for cafe purchases or loading your Smartrider card.

**NOTE: Transperth funds on the Smartrider card cannot be used for cafe purchases and neither can cafe funds be used for Transperth.**

### Step 1

Log into your QuickCliq account

[www.quickcliq.com.au](http://www.quickcliq.com.au)

### Step 2

Ensure the card has been registered as per steps above

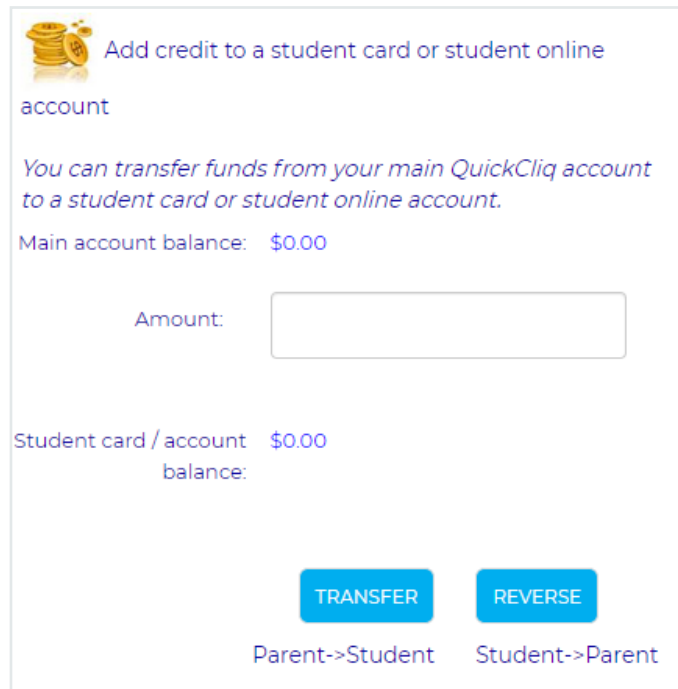
### Step 3


To access your child's profile go to **HOME PAGE**

### Step 4

Go to **ADD CREDIT TO A STUDENT CARD** (on right of page)

- Type in the AMOUNT to transfer to the card
- Select **TRANSFER**
- Student Balance & Main Balance will adjust accordingly
- Funds can be reversed back to the Main Account Balance by simply entering the value in the **AMOUNT FIELD** and selecting **REVERSE**



 Add credit to a student card or student online account

You can transfer funds from your main QuickCliq account to a student card or student online account.

Main account balance: \$0.00

Amount:

Student card / account balance: \$0.00

**TRANSFER** **REVERSE**

Parent->Student Student->Parent

## PLACING YOUR ORDER FOR RECESS AND LUNCH VIA QUICKCLIQ

### Step 1

Log into your QuickCliq account [www.quickcliq.com.au](http://www.quickcliq.com.au)

### Step 2

Click on the **HOME PAGE** button

### Step 3

Click on the **MEAL ORDER** button and follow the prompts

### Step 4

Select **STUDENT NAME**

### Step 5

Select **DATE**

### Step 6

Choose your meals from the menu and **ADD TO CART**

### Step 7

Go to **CHECK OUT**

### Step 8

Enter your details, **PLACE ORDER** and finalise your payment

You will receive a confirmation email from QuickCliq. You can check your order by clicking either **ACTIVE/CANCEL ORDERS** button or the **TRANSACTION HISTORY** button.

**Did you know you can make purchases for your child’s computer using your QuickCliq account?**

Just load funds into your QuickCliq account for the following computer accessories:

- Laptop softcover
- Laptop hardcover
- Apple charger
- Insurance Excess Fee

MAKING YOUR PURCHASE

**Step 1**

Log into your QuickCliq account [www.quickcliq.com.au](http://www.quickcliq.com.au)

**Step 2**

Click on **UNIFORMS** at the top of the screen to make a purchase relating to computers. *(This is a preset field and we are unable to change the wording to COMPUTERS)*

**Step 3**

Select **STUDENT NAME**

**Step 4**

Once student name has been selected the UNIFORM details page will drop down. Choose your items to purchase from this list and **ADD TO SHOPPING CART**

**Step 5**

Go to **CHECK OUT** or continue shopping

**Step 6**

Enter your details, **PLACE ORDER** and finalise your payment

**Step 7**

Your order has now been sent through to the school. Once processed delivery will either be made to your child or an arrangement to collect will be made.

HOME LEVY UNIFORMS NEWS PROFILE STUDENT

Select student

*NOTE: Please ensure you have registered a student prior to ordering. If Required please refer to your Team's Management for requirements.*

Student:  Room:


Uniform Category:

Select the items size you want to purchase below and the quantity:

	Sizes	Stock	Price	Quantity
<input checked="" type="checkbox"/>	Standard	Unlimited	\$5.00	<input type="text" value="1"/>

If you wish to cancel your order simply go to the **HOME** button. Click on **ACTIVE/CANCEL** orders. From the drop down menu select **UNIFORMS. Select the item you wish to cancel.** Payment will be refunded into your wallet shortly after.

For assistance with online ordering, set up or registration please contact the friendly staff at QuickCliq:

-  1300 116 637
-  support@quickcliq.com.au