

# Qkr! At Carnegie PS

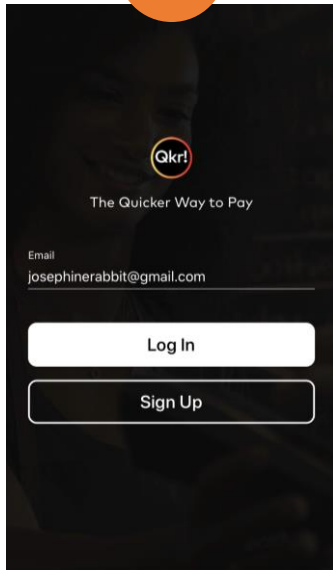
Qkr! (pronounced 'Quicker') is the online platform used by the school and the PFA for events, fundraising initiatives and lunch orders. This reduces the need for students to bring cash to school, and also streamlines the administration for these processes.

To get started, download the Qkr! app -

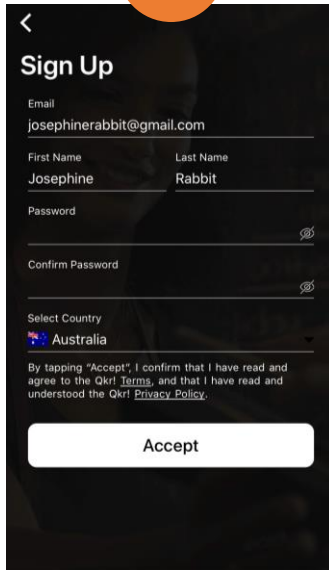


Then follow the steps below and over the page to create your account, set up profiles for each of your children, and get ordering! If you have questions or need assistance, please email [pfa@carnegieps.vic.edu.au](mailto:pfa@carnegieps.vic.edu.au).

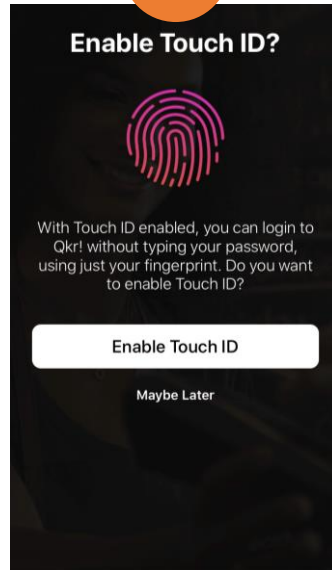
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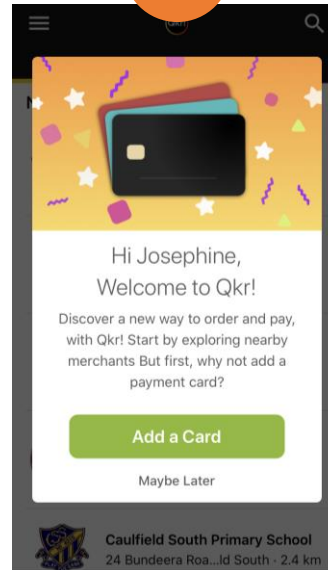
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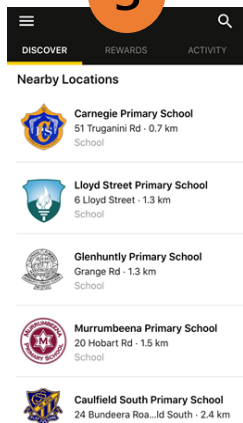
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## Initial Sign Up

1. Enter your email address and select 'Sign Up'
2. Enter your own first name and last name, and nominate/confirm a password
3. If applicable to your device, choose whether to enable Touch ID for faster sign in and payment authorisation (can be done later)
4. Add your payment card details (can be done later)

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## Find Carnegie PS

Carnegie PS will likely come up in your list of nearby locations (if you're within 10km of the school). If not, you can search for it using the  icon

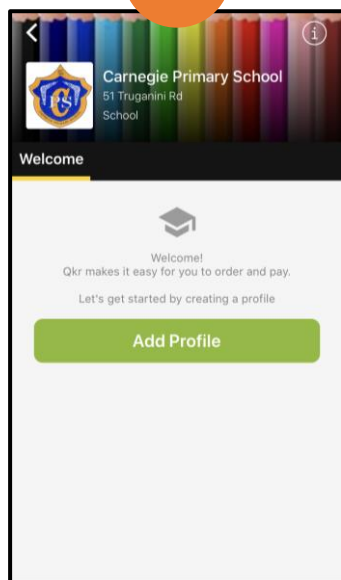
## Setting up and managing Qkr profile(s)

Your Qkr profile(s) are really important, because they tell us how we will get the items you order to you

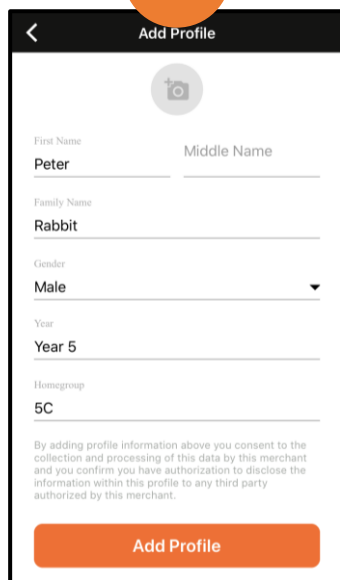
6. Select 'Add Profile' to create your first profile. In most cases you will need a profile for each student in your family (unless you are staff, or a community member without a link to a specific student, in which case you need just one profile, in your own name).
7. Populate First Name, Last Name, Gender, and select the correct Year Level and Homegroup.

- **If you are a parent/grandparent/carer**, you need to set up a Qkr profile for each of your CPS children – each with their own first name, last name, year level and homegroup.
- **If you are a Staff Member**, you should set up a profile in your own name and select 'Staff' for year level and homegroup.
- **Please only select 'Friends of CPS'** if you are a member of the community (e.g. past CPS family, school neighbour, or other supporter), who wishes to collect orders directly from the school, rather than linking them with a student.

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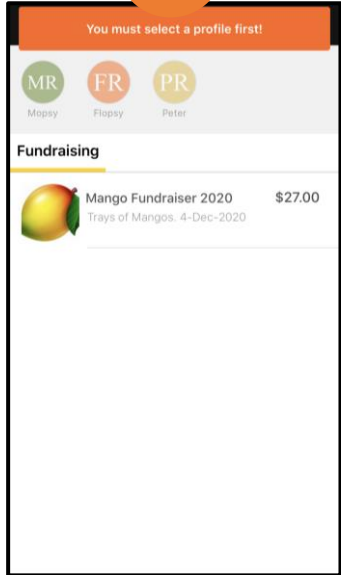


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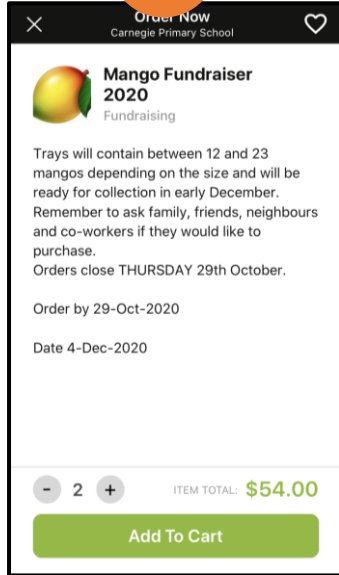


8. You can click on the arrow  next to an existing profile to edit it. It is important that the correct Year Level and Homegroup is reflected for each profile, or lunch orders and other purchases may be delayed in arriving. This is particularly relevant at the beginning of each year.

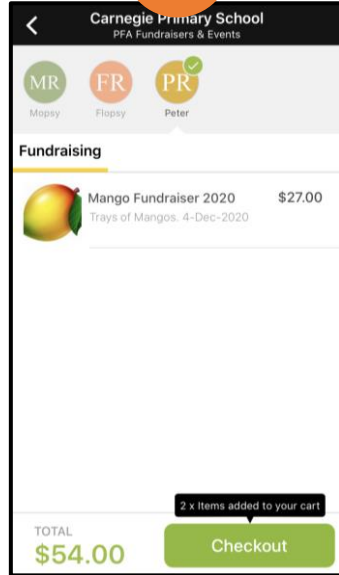
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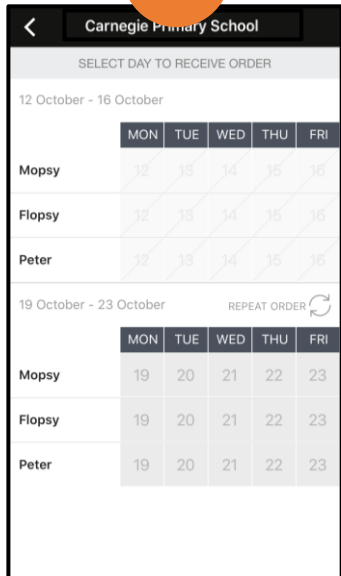
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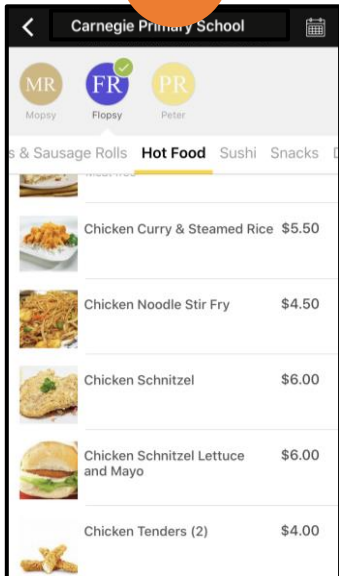
## Placing an Order

9. Before you can select an item to order, you will need to nominate a profile to link the order to. For items such as mangoes and hot cross buns that are being ordered on behalf of the family, we suggest that you select your oldest child. For items such as lunch orders and sushi days, it is important that you order for each child individually.
10. Nominate the item / quantity required, and select 'Add to Cart'.
11. Select 'Checkout' to proceed to payment. Once in the checkout area, check your order to ensure it is accurate. You can click on the rubbish bin icon to delete / clear your cart entirely, or click on a particular item to remove it, or change the quantity ordered.

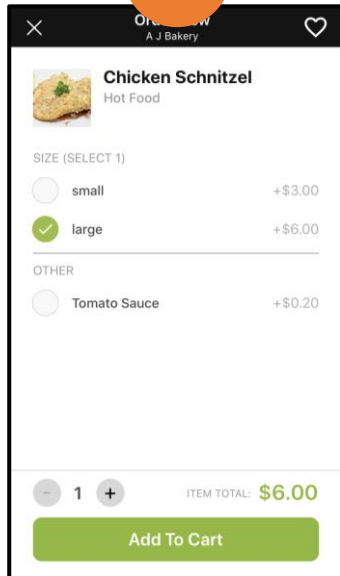
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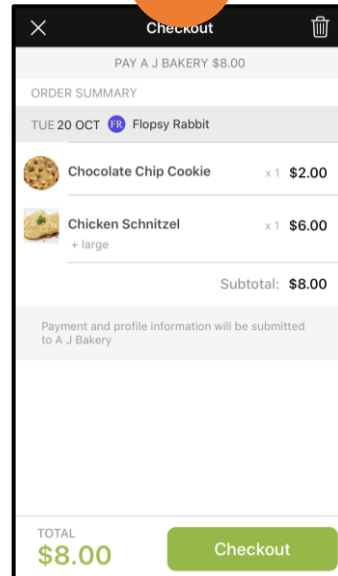
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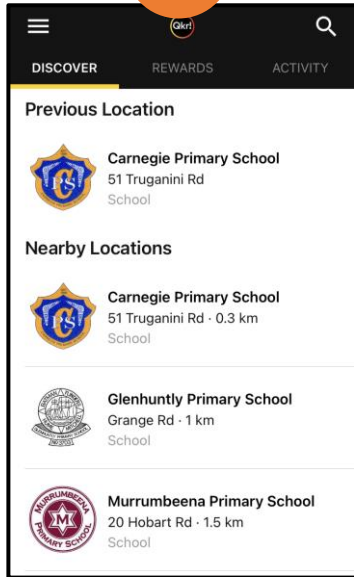
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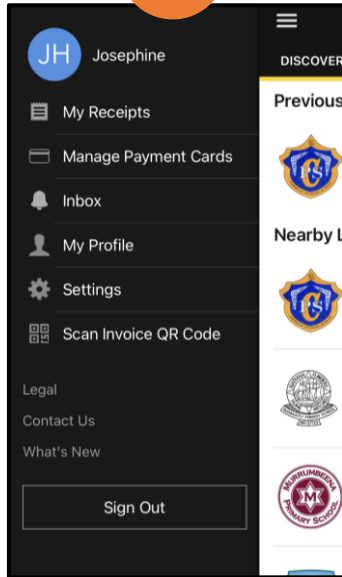
## Lunch Orders

12. Select the relevant student profile and date
13. Click to peruse the menu sections (Hot Food, Sushi, Snacks, Drinks, etc)
14. Make all item selections, and hit 'Add to Cart'
15. When finished ordering for all students and all dates required, hit 'Checkout' to proceed to payment

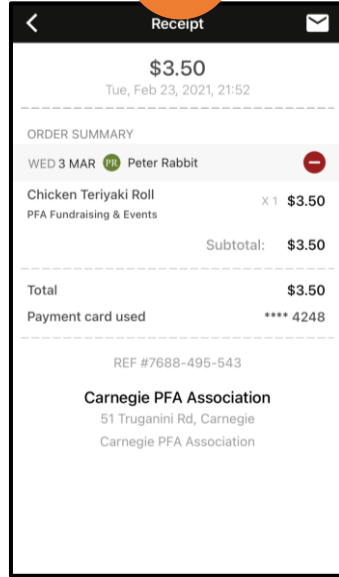
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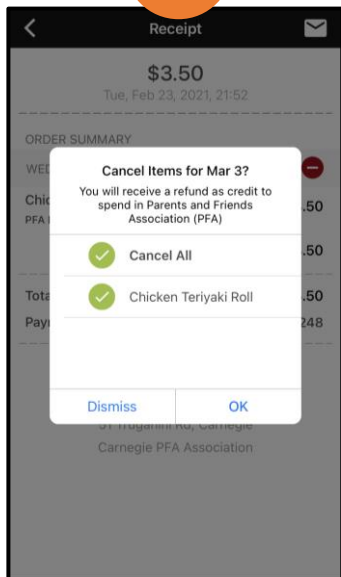
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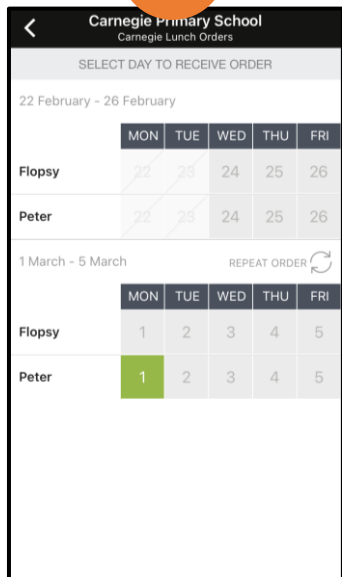
## Cancelling part or all of an order

16. On the Qkr homepage, click on the hamburger icon  in the top left corner
17. Click on 'My Receipts'. You will be presented with a list of your recent transactions. Select the one you wish to cancel.
18. Click on the red 'cancel' circle/icon 
19. Choose which items you would like to cancel, or 'Cancel All', and confirm by clicking 'OK'
20. You will receive confirmation of the cancellation, and a credit note will be applied to your account. Please note, credit notes can only be used within the Menu in which the original purchase was made. For example, credit arising from the cancellation of PFA Fundraising orders cannot be used for lunch orders, or vice versa.
21. You can also access the receipts for lunch orders that have been placed by clicking on the green square on the relevant day on the lunch order calendar. The process for cancellation is then the same as steps 18 – 20 set out above.

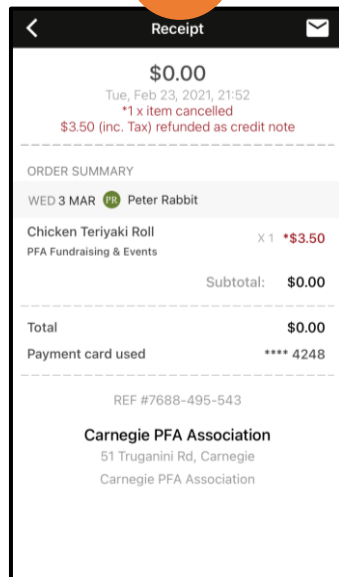
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Of course, orders can only be cancelled before the order cut off date / time (which is 9am daily for lunch orders)