**Detailed Instructions**
The Tiqbiz application can be downloaded onto your phone or mobile device. The app is very simple to setup and use.

Go to the App Store and search for the app – Tiqbiz. The App will be a green box with a white Q inside

Install onto your phone or mobile device as normal. If you wish to use a web browser on your desktop instead, you can go to [www.tiqbiz.com/login](http://www.tiqbiz.com/login)

Select the option – **sign up**. This will take you to a screen to complete the following:

- Your Name
- Country – Australia
- Email Address – your email address
- Password – must be at least 6 characters.
- Accept terms and conditions

Click on **signup**.

This will take you to a screen to complete your profile. Click on **Confirm Details**.

Select the **Search icon** on the left hand side of the screen (in the white box at the top of the screen) and type “Our Lady of Grace”. Our school should come to the top of the list.

Click on the box with **our school logo and Our Lady of Grace wording**.

This will automatically take you to a screen showing a number of boxes. Select the boxes that are relevant to your situation. The app will only send you notifications for the boxes that you have added to your profile – you won’t receive notifications from other boxes.

Once you have made your selections, a green box will appear at the bottom of the screen advising that you have successfully subscribed to that box.

If you click on the notification tab to the left of the screen, it will show all notifications that have been sent to boxes relevant to you.

**Adding or Removing a box after setup.**

If you want to add or remove yourself from a box click on **home** on the bottom left hand side of the screen, and select the newsfeed button. At the very top of the blue box with the OLG logo on it there are 3 lines (RHS) - click on these lines and it will bring up the list of boxes. Just click on remove to take you off a box or add to receive notifications on other boxes. Again the green box will pop up at the bottom right of the screen confirming the addition or removal of a box.

A number of school events have already been included into the calendar so feel free to review once you are setup.

Any questions please contact the P&F Exec Committee on; **exec@olgpf.com**

Happy Apping!!