# Warnervale tiqbiz app: our quick and easy way of communicating with you!

You will be notified of news, messages, events and other communications as well as reminders of due dates. The app is free for you to download and use on your smartphone, tablet or computer.

Instructions for downloading the app for the first time:

1. Go to the app store on your device and search for tiqbiz (it's free!)

2. Open tiqbiz app and Sign up

3. Fill in your details

4. On the next screen click the **Search** icon at the bottom of the screen to locate Warnervale Public School:

- Click Schools Primary
- Scroll to the W end of the alpha list to find WPS

5. Click Add next to the box of the school year your child is in.

6. Each box is accessed via a code. The codes are:
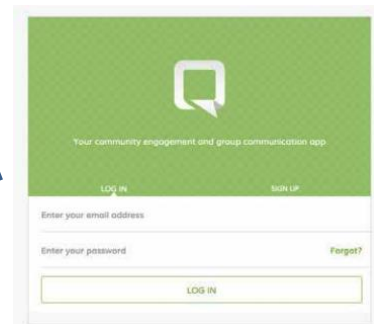
Group	Password
Kindergarten	kindy
Year 1	year1
Year 2	year2
Year 3	year3
Year 4	year4
Year 5	year5
Year 6	year6
Indigenous Parents	IP

Navigating the tiqbiz app

1. Click on **Home** to see the latest tiqbiz message that has been posted to the boxes you selected i.e. most communication from the school will go to every group, but if it is specific to a particular year, then it will be under that group.
2. Note it will show the date and time posted and the box it has been posted to just above the title of the post. In the example to the right, it is the Kindergarten box, so only parents who have added the Kindergarten box will see this message.
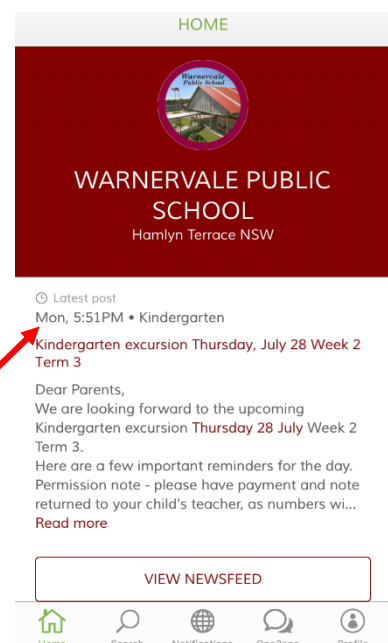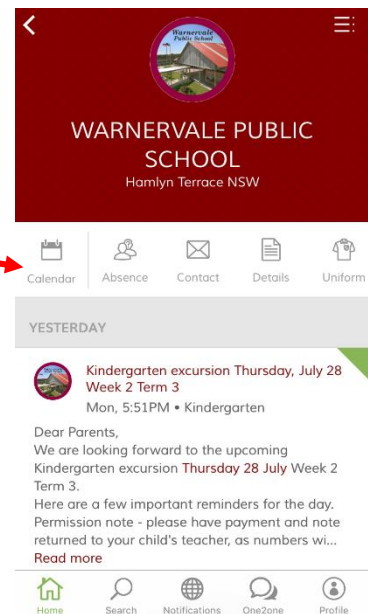
3. Depending on your device setup, you may or may not receive notifications of new messages. To see all notifications of recent messages click the **Notifications** icon.

NOTIFICATIONS

Warnervale Public School posted in Kindergarten, Year 1 and 5 other boxes
Pet Food Can Drive begins
Today, 9:00AM

Warnervale Public School posted in Kindergarten, Year 1 and 5 other boxes
NAIDOC Day
Today, 9:00AM

Warnervale Public School posted in Kindergarten, Year 1 and 5 other boxes
Waste Free Wednesdays at Warnervale
Today, 9:00AM

4. Notifications are quick reminders about upcoming events or due dates.

5. To view all messages in boxes you have added, click **View Newsfeed** under the post on the Home screen. Just scroll down to read all the posts.

6. **Newsfeed** also allows you to see extra features of the tiqbiz app: Calendar, absence etc. Their use is explained below.

7. Wordabout, the school newsletter, will be sent to every box. When the Wordabout or other communication arrives a notification will be displayed in the Notification area or just click straight to Newsfeed to read. Wordabout is published on even weeks in the school term.

8. Click on the post to read the message. The communication may have text, attachments, photos or links to other webpages.

WARNERVALE PUBLIC SCHOOL
Hamlyn Terrace NSW

Calendar   Absence   Contact   Details   Uniform

YESTERDAY

Kindergarten excursion Thursday, July 28 Week 2 Term 3
Mon, 5:51PM • Kindergarten

Dear Parents,
We are looking forward to the upcoming Kindergarten excursion Thursday 28 July Week 2 Term 3.
Here are a few important reminders for the day.
Permission note - please have payment and note returned to your child's teacher, as numbers wi...
Read more

Home   Search   Notifications   One2one   Profile

The Calendar   Calendar

The **Calendar** is only found in the Newsfeed section.

1. The events will be listed in chronological order i.e. from the 1st of the month down

2. You can also add the event to your own personal calendar by clicking on the entry and scrolling down to the bottom and clicking on Calendar.

Sending an Absence eform

1. Click on **Newsfeed** and on **Absence** icon
2. Fill in the details of your child.

Absence Form

Please submit student absences to the school using the below form.

Parent/Guardian Name *

Student Name *

Class *

Absence start date *

18 11 2014

Duration of absence *
- One day
- More than one day
- Other

Reason *

Additional Comments

3. Ensure you have written your child's class in the "Class" field i.e. 5G

4. When you have filled in all the fields, signed the form, included your email address to receive confirmation, then click Submit.

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Read more

Home   Search   Notifications   One2one   Profile

Parent/ Guardian Signature *

Send a copy to your email *
Please enter your email address. A copy of this form will be sent as a confirmation.

Submit
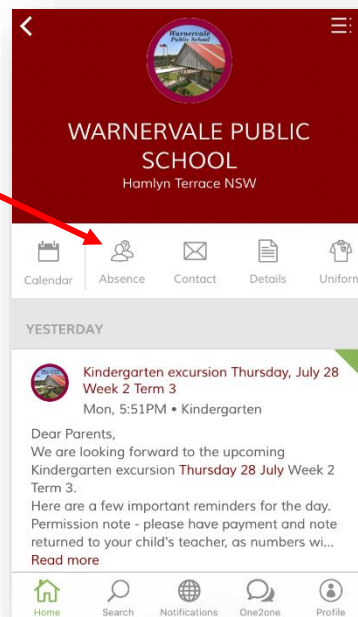
Sending a Contact request eform

This communication is a request for a meeting or phone call – the app is **not** used as a two-way communication tool. We will endeavour to make contact with you within 24 hours. You are encouraged to ring the school if the matter is urgent.

1. Click on the **Contact** icon in Newsfeed
2. Fill in the fields – please ensure you write the staff member's name i.e. who you would like to make contact with
3. In the message area include your child's name and class

Your Name *

Email *
Please provide your email for further contact. A copy of this form will also be sent to this email address as confirmation.

Phone Number *

Who is this message for *

Message

Sending a Change of Details eform

This communication is an easy way to inform the school about any changes in you or your children's contact details i.e. address, phone numbers, etc.

1. Click on the **Details** icon in Newsfeed
2. Fill in the relevant fields i.e. Family Name and child's name and class, as well as the contact details that have changed.
3. Click Submit

Lowes online

To purchase Warnervale Public School uniforms, access Lowes online via the WPS tiqbiz app.

Accessing Lowes online via app:

1. In Newsfeed, click on the Uniform icon
2. Click on the Schools Online Shop Now screen
3. Click on screen 8 … Warnervale is towards the bottom of the list
4. Click on Warnervale logo
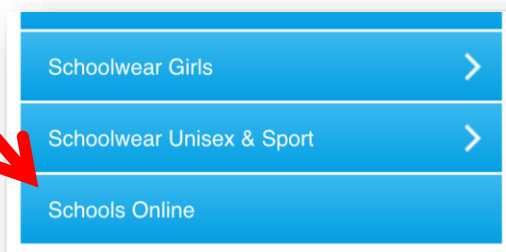
To Add or Remove boxes

You only receive the messages related to the Boxes you join.

1. Click the Search icon at the bottom of the screen in Newsfeed
2. Find the Warnervale listing – either under Schools, Primary or Near Me
3. Click Add or Remove green icon next to the boxes.
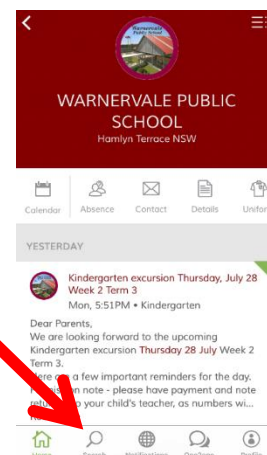
Note:

If your phone is unable to download the new app, you can use on your computer or receive email notifications:

1. On your computer, go to http://tiqbiz.com/au/school-app/
2. Click Download tiqbiz
3. Click Website Version
4. Click Account Settings and tick receive notifications as emails.