Warnervale tiqbiz app: our newest way of communicating to 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:

1. Go to the app store on your device and search for tiqbiz (it's free!)
2. Open tiqbiz app and register
3. Click Find & Tick boxes and type "Warnervale" and select us from the list
4. Click on the grey tick boxes to choose which year .. make sure you tick each of your children’s years and **whole** as well. It is essential to click “whole” as this is the main group for communication, calendar and newsletter. The individual years are for more specialised posts i.e. a particular excursion.

Passwords are:

<table>
<thead>
<tr>
<th>Group</th>
<th>Password</th>
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</thead>
<tbody>
<tr>
<td>whole</td>
<td>all</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>kindy</td>
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<tr>
<td>Year 1</td>
<td>year1</td>
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<td>Year 2</td>
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<td>Year 4</td>
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<td>Year 5</td>
<td>year5</td>
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<td>Year 6</td>
<td>year6</td>
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</tbody>
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Navigating the tiqbiz app

1. Click on Inbox to see each group that you selected i.e. most communication from the school will go to the Whole group, but if it is specific to a particular year, then it will be under that group.
2. A notification will appear when a new communication arrives – this will display as a number in a red circle.
3. Click on the Whole group.
4. Wordabout, the school newsletter, will be sent to the whole group. When the Wordabout or other communication arrives a notification will be displayed on the newsfeed icon.

5. Click on newsfeed to see what news has arrived. The communication may have text, attachments or links to other webpages.

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**The Calendar**

The calendar is only found in the Whole group.

1. In Whole group, click on Calendar
2. The events will be listed in chronological order i.e. from the 1st of the month down
3. 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.

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**Sending an Absence eform**

1. Click in Whole group and on Absence icon
2. Fill in the details of your child.
3. Ensure you have written your child’s class in the “Class” field i.e. 5C
4. When you have filled in all the fields, signed the form, included your email address to receive confirmation, then click 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 the Whole group
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

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**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 the Whole group
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

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**Other eforms and features:**

The app developers are regularly updating it and we will be introducing new tools and features as we learn how to best use our Warnervale app.

One2one is a tool which we can use to ‘chat’ to you – we will probably **not** be using this feature very often.
Lowes online

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

Accessing Lowes online via app:

1. From Inbox, click Whole
2. Click on Uniform icon
3. Scroll down to Schools Online
4. Warnervale Online is under the W pages, approximately screen 74
5. Click on Warnervale logo

Accessing WPS website

The Website icon in the Whole screen will take you to our website as well as allow you to access other school details.

1. From Inbox, click Whole
2. In this first screen, Home, you can ring and email the school, if you are on your smartphone.
3. The Calendar tab provides a link to the calendar on the school website which may have additional events and dates. If a note has been attached to a calendar event, you can also access it via this means.
4. The Newsletter tab allows you to quickly access not only the current newsletter but also past newsletters.