



Making QKR Payments (pronounced Quicker)

QKR is a secure payment system that allows you to make easy payments for your child's school needs. You can register each of your children at school on it, and then make payments for events that come up during the year along with Tuckshop orders and coming soon, Uniforms Shop orders.

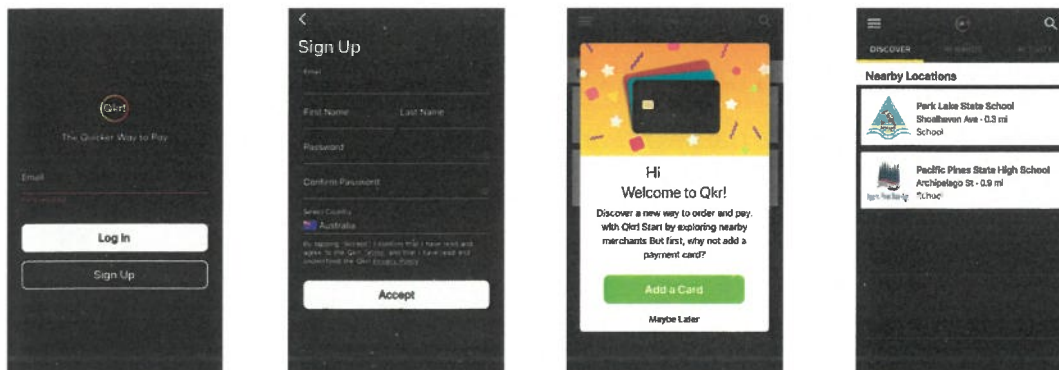
To make payment via your mobile phone, you will first have to install the QKR App. This is because the QKR website is not optimised for mobile viewing. Otherwise, you can use the QKR website from a computer or tablet. This guide contains the following:

1. How to download the QKR App and register using Google play or Apple App Store
2. How to make payment via the QKR App.
3. How to register on the QKR website.
4. How to make payment on the QKR website.



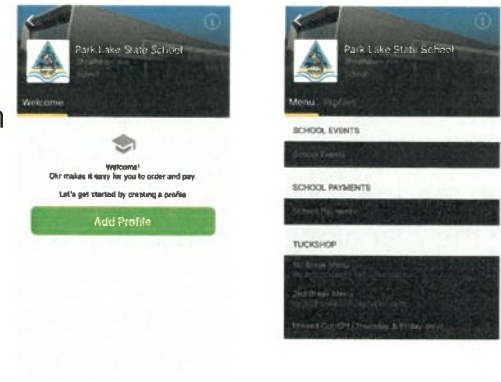
How to Download the Qkr App and Register:

- Go to your App store, search for 'QKR by Mastercard' and download.
- Open the App
- Choose whether to allow QKR to access your location and whether you wish to receive notifications from the App.
- Work through the screens to find out about the App or choose Skip
- Tap on Register, and then complete the details required. Please make sure you use a strong password:
- Once completed you will receive a welcome message and you can add a card or select Maybe Later
- In the next screen you will be able to see Park Lake State School in Nearby Locations select our school.



- You will then be able to set up a profile for each of your children or if you are a staff member, yourself.
TIP: Not sure which class? Use the list at the bottom of this guide.

- On the menu screen you can view School Events, Payments and available Tuckshop Menus.



It's that SIMPLE!

How to make a payment

Once your profiles are set up all you need to do to make a payment is open the QKR app on your phone and tap on Park Lake State School.



- Select the event you wish to pay for or the service you wish to use, then continue to place your order.
- Just make sure to check that you have selected the correct profile at the top of the screen.

TIP: You can add multiple orders on multiple profiles to your cart and when you're done, click the checkout button. There will be an order summary for you to review. Don't worry if there is an error, swipe left and you can edit or delete items.

- When everything is good to go hit the checkout button again to complete and process payment from your nominated payment card.

QKR for Desktop Users

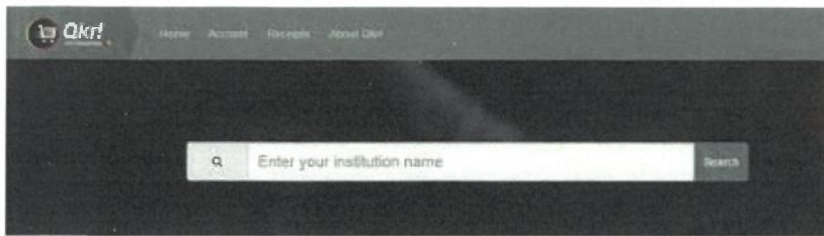
Registering for QKR on desktop is easy. You can click the link provided by Park Lake State School or go to <https://qkr-store.qkrschool.com/store/#/home>

TIP: Add the address to your favourites for QKR access next time.

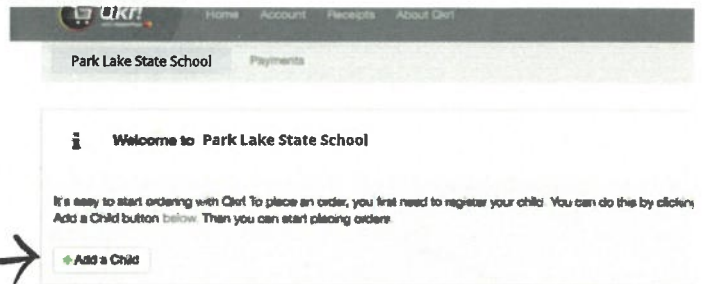
- When you land on QKR Log in page click on Sign up.
- Add your details and a secure password and agree to the Terms and Conditions. Then click register.



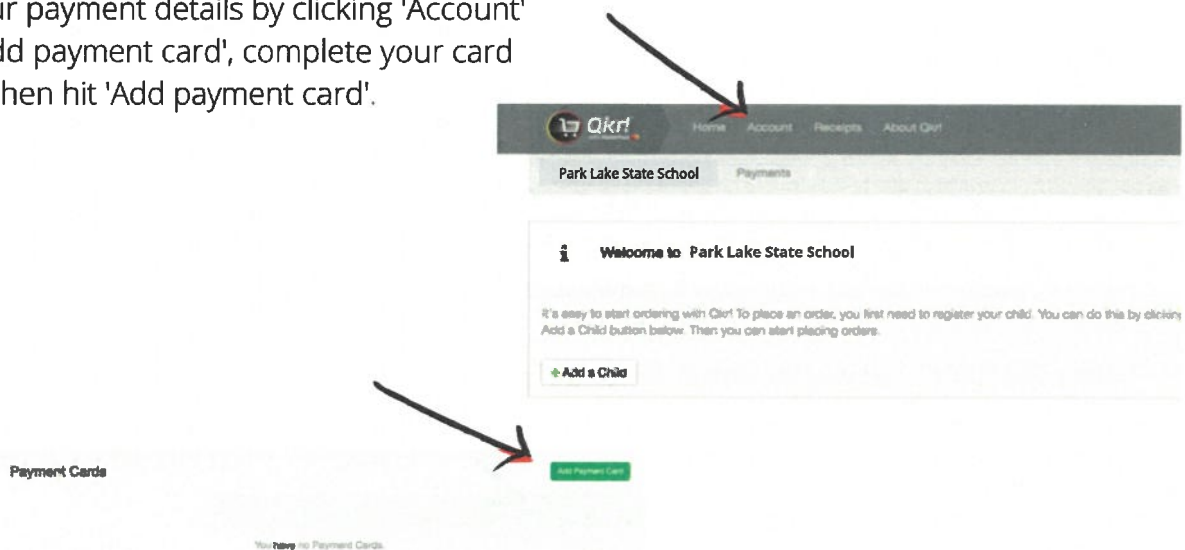
- Enter Park Lake State school into the 'institution name' box and click on search. Click on our school logo when it comes up on the screen.



- Now create your student (and staff) profiles.



- Add your payment details by clicking 'Account' then 'Add payment card', complete your card details then hit 'Add payment card'.

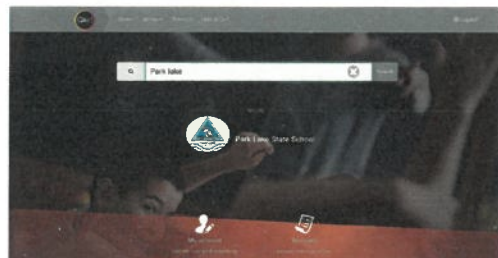


- Your QKR Account is now set up - time to go shopping!

QKR Ordering on Desktop

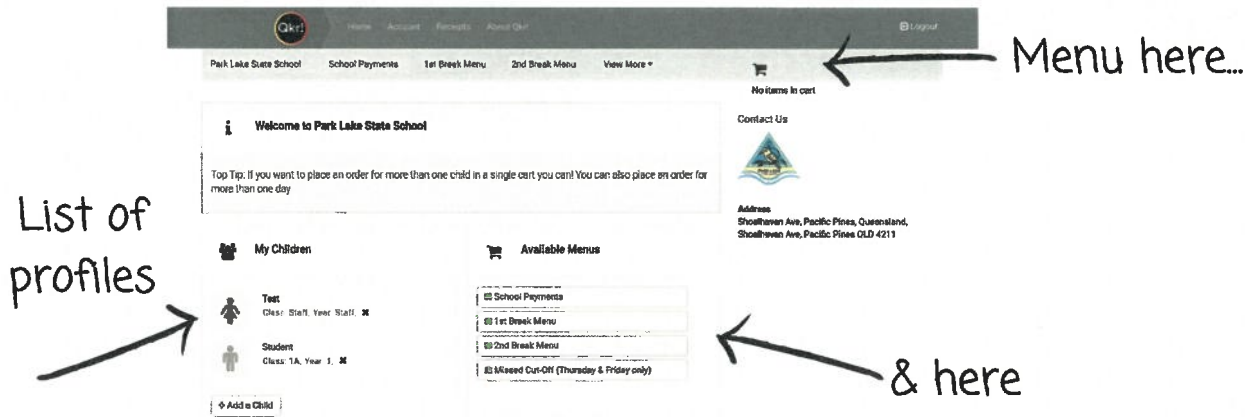
Go to <https://qkr-store.qkrschool.com/store/#/home> or select the page from your favourites list. Complete your log in details to access your account.

- Type in 'Park Lake' and hit search, then click on our Park Lake State School logo.



- Your dashboard will display your student profiles and the available menus. To place an order just click on the menu you wish to order from.

TIP: You can place orders for more than one child in a single cart, across multiple menus. You can even place orders for multiple days at a time (For example: A week's worth of lunch orders)

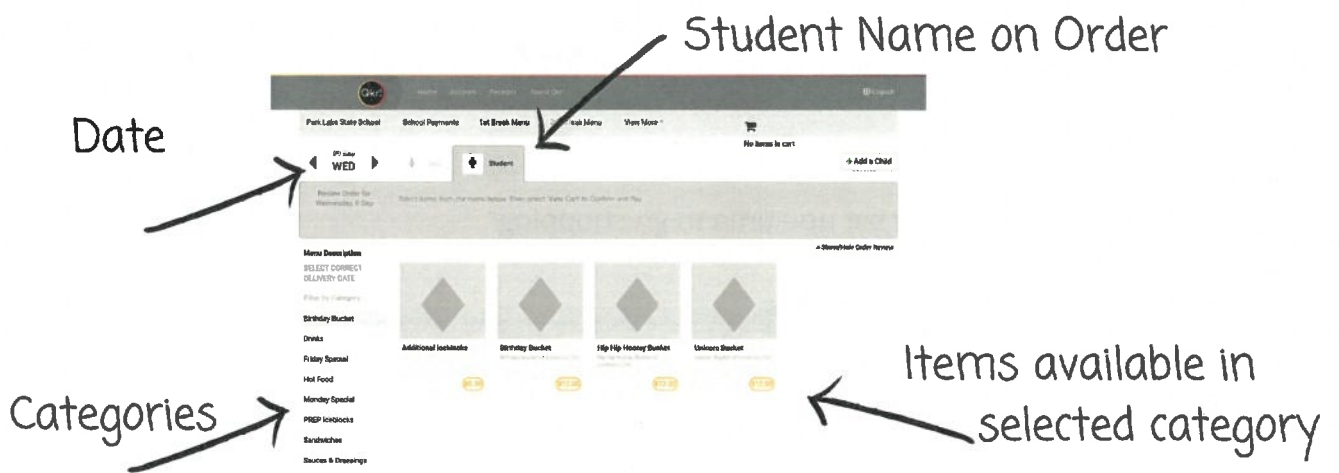


Tuckshop Orders

- Select the Break-Time you wish to order for from the menu list.

REMINDER: Cut-off time is 8.30am - so orders need to be placed before then for same day service. Missed Cut-Off orders are available on selected days ONLY.

Select the 'Date' you wish to order for and the student the order is for from the top.





- Then go ahead and select the items you wish to order. Items are sorted into categories for your convenience. You can see the categories on the left hand side of the screen.

TIP: You can place orders for multiple students in one transaction by clicking on the profile you wish to order for.

- Once you have finished selecting items for your order, click on the cart. You can see what items have been ordered for each day and each profile.

NEED TO MAKE A CHANGE?

You can delete unwanted items by clicking on the  or edit items by clicking on 

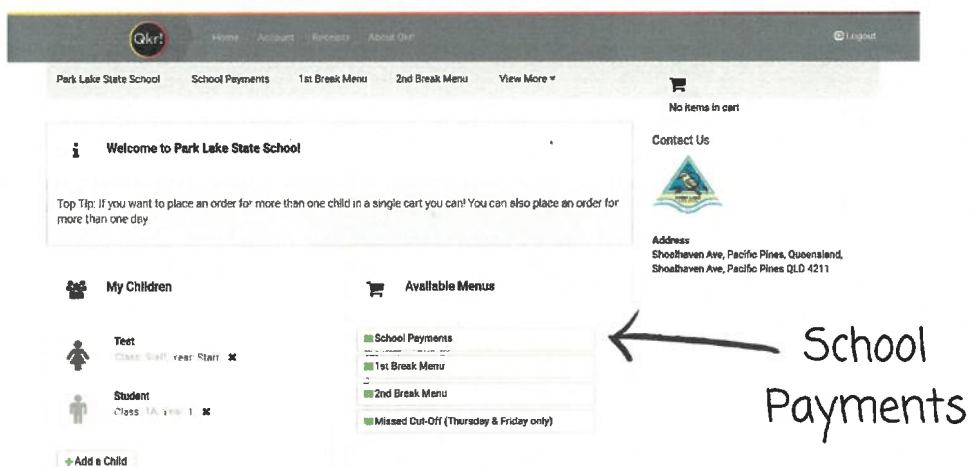


- If everything is correct, click on the 'Pay' button. Select the payment card from your list and finalise your payment.
- Once the payment has been processed, log out by clicking on the top right of the screen.

School Payments

To make a payment for a school activity, log in as above.

- Select School Payments from the Menu list.

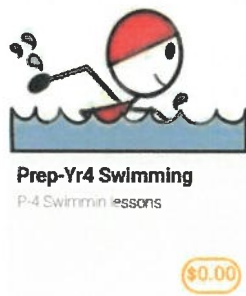


- Select the item you wish to make payments for from the list of activities, then select the children you are paying for to attend.



Example of Open Activities List

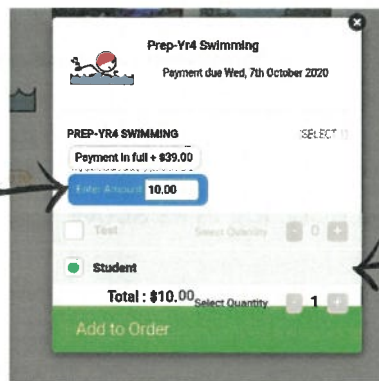
NOTE: Some activities are specific to a particular year group. Please only pay for activities specific to your child's year



Example : Swimming Prep - Yr4
This activity is only available for students in Prep-Yr4.
Please only pay if your student is in one of these year groups.

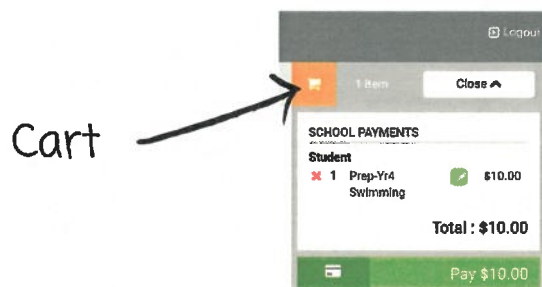
TIP: You can make part payments on certain activities to spread the cost out over time.

Pay in installments. by adding your part payment here.



Select the student participating in the activity.

- Click on the Shopping Cart and check that all is correct. Then process payment as above.



Cart

Check & Pay

That's it - You're all set!

Junior School

Class	Classroom Name
Prep A	Green Tree Frogs
Prep B	Echidna
Prep C	Koala
Prep D	Bearded Dragon
Prep E	Dingo
Prep F	Wombat
1A	Thurston
1B	O'Neill
1C	Bradman
1D	Freeman
1E	Bottlenose Dolphin
1F	Sea Snake
2A	Great White Shark
2B	Crocodile
2C	Blue Penguin
2D	Cassowary
2E	Kingfisher
2F	Rosella
3A	Bluebottle
3B	Stingray
3C	Platypus
3D	Cockatoo
3E	Bellbird
3F	Kookaburra
3G	Wedge-Tailed Eagle

Senior School

Class	Classroom Name
4A	Sydney Harbour Bridge
4B	Fraser Island
4C	Uluru
4D	Sydney Opera House
4E	Murray River
4F	Great Australian Bight
5A	Great Barrier Reef
5B	Twelve Apostles
5C	Gwong
5D	Waiburra
5E	Chagun
5F	Yarga
6A	Pavlova
6B	Swag
6C	Gibumm
6D	Nyunga
6E	Goromgunn
6F	Borroгурra