



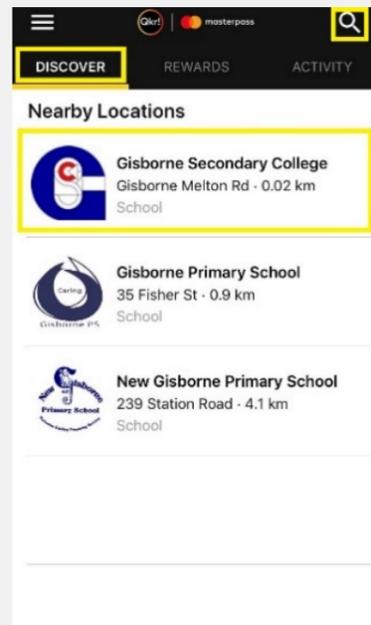
Qkr! Step by Step Guide Completing Permission and Payment for Camps, Excursions, Sports & Activities

IMPORTANT

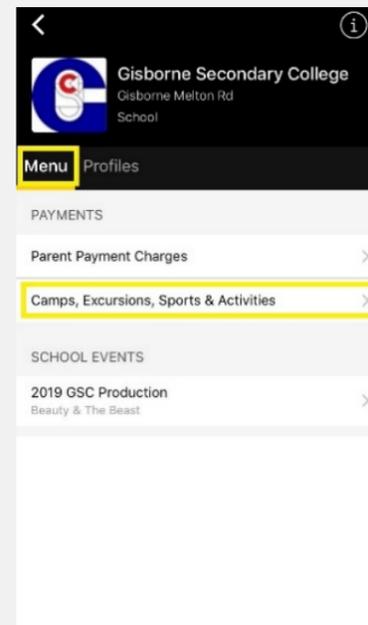
**ALL OF THE FOLLOWING
STEPS MUST BE
COMPLETED**

**for the College to receive
notification that your
student is attending an
event (even if there is no
charge associated with
the event).**

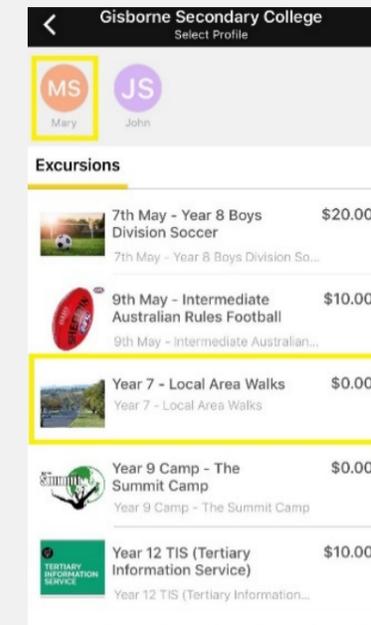
Step 1. Select *Gisborne Secondary College* under the *Discover* tab or search for the College if it is not listed by clicking the magnifying glass in the top right corner



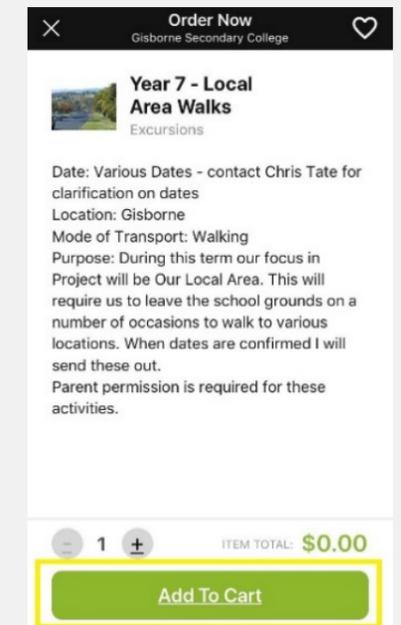
Step 2. Select *Camps, Excursions, Sports & Activities* under the *Menu Tab*



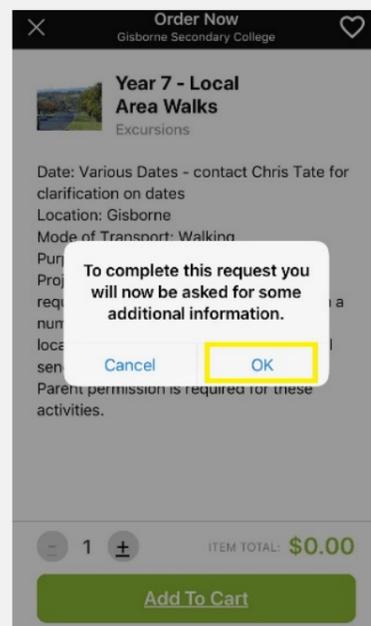
Step 3. Select the Student Profile for the student attending and then select the applicable event (you won't need to select a student profile if you only have one student attending the College)



Step 4. Select *Add to Cart*



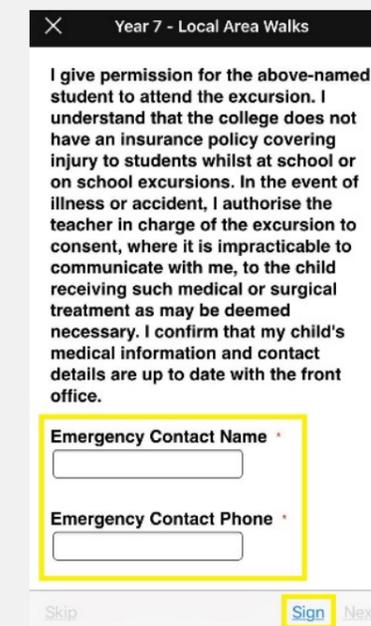
Step 5. Select *OK*



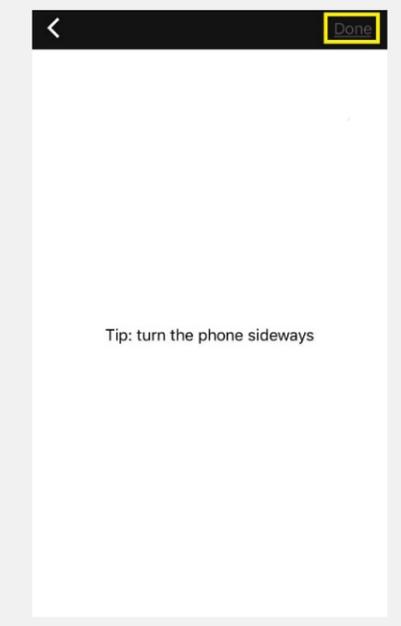
Step 6. Enter your password and select *OK*



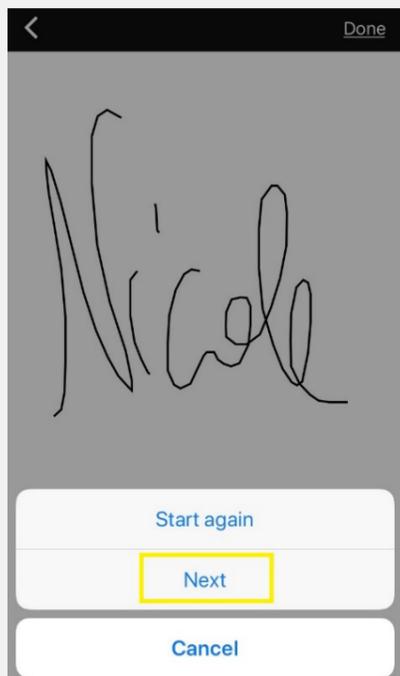
Step 7. Fill in the compulsory fields and then click *Sign*



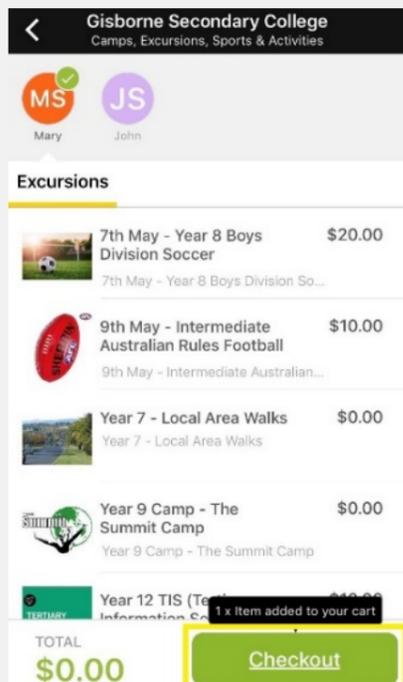
Step 8. Turn your phone on its side and sign. Then select *Done* in the top right corner



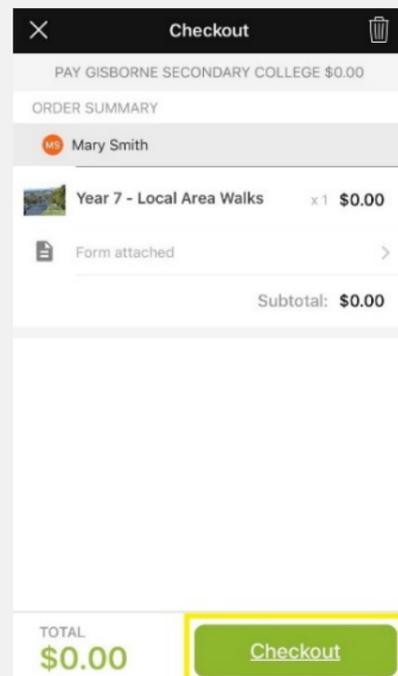
Step 9. Select *Next* if you are happy with your signature or *Start Again* to redo



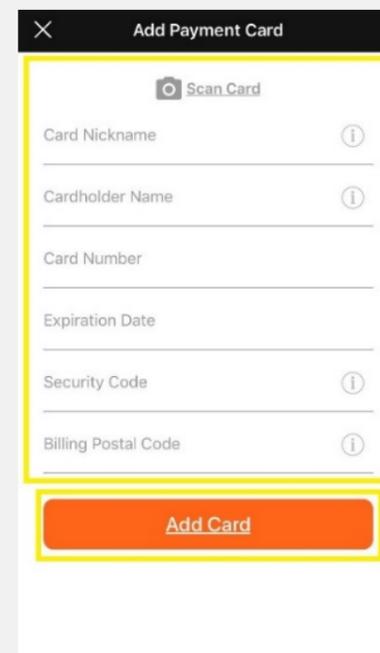
Step 10. Select *Checkout*



Step 11. Check the details are correct and then select *Checkout*



Step 12. If you have not previously entered Credit Card details you will need to do so now. If you have previously entered Credit Card details please continue to Step 13

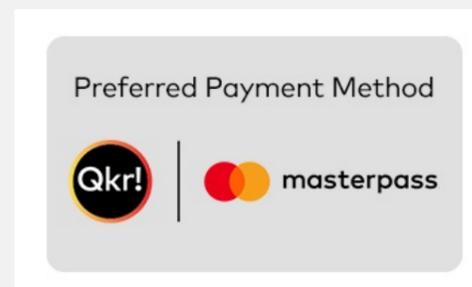


Step 12 continued... Enter your Credit Card details manually or *Scan Card* by selecting the camera icon

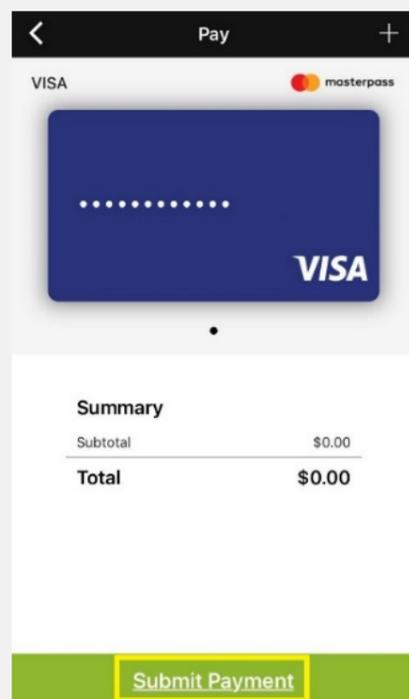
Security Code is the 3 numbers on the back of your credit card in the signature panel

Billing Postal Code is your postcode

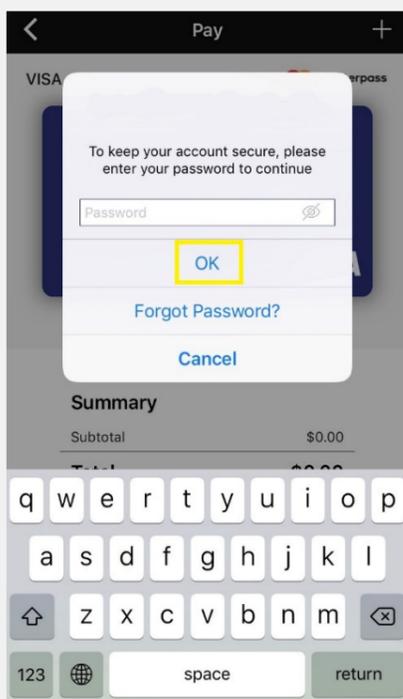
Then select *Add Card*



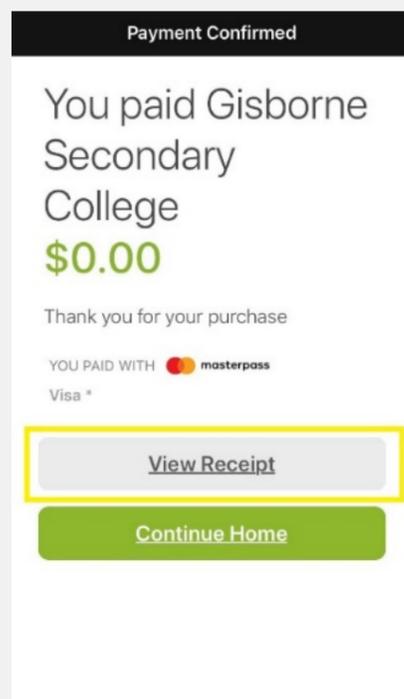
Step 13. Select the Credit Card that you wish to use (multiple cards can be stored). Then select *Submit Payment*



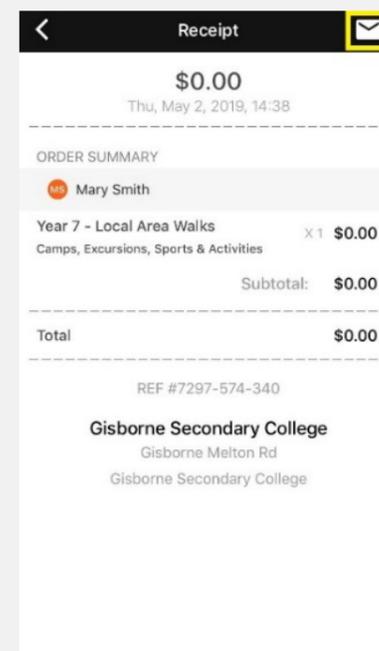
Step 14. Enter your password and select *OK*



Step 15. The Payment Confirmation screen means that the process has been completed. Select *View Receipt*



Step 16. You can email a copy of the receipt by selecting the envelope icon in the top right corner. Alternatively you could screen shot this page for your records



Handy Hints

* Ensure you have a Student Profile set up for each student and that you select the correct student that is attending the chosen event

* Qkr! is not linked to your family account and shows all events happening within the College. Ensure you are selecting the correct event

* If you have more than one student at the College, you will need to add the event to your Cart for each student and then complete the Checkout process

Further information can be found on Qkr! at the following link:

<http://www.gisbornesc.vic.edu.au/payments-books-stationery/>