

FUNDRAISING/EVENT Tab

Adding your fundraisers and events to QuickCliq is a great revenue earner for the School/P&C. For families it offers a convenient way to purchase their Fundraiser/Event requirements.



Events placed on QuickCliq are subject to Commission. Each event added to QuickCliq will incur a \$45 Admin Fee or your school's commission rate (whichever is greater) and will be deducted from events sales prior to the transfer of funds. Events with zero sales will not be charged.

How to Post an Event

NOTE: ONLY PRINT YOUR FUNDRAISING ORDERS AFTER YOUR SELECTED CUT OFF DATE OF THE EVENT. YOU HAVE SOLE RESPONSIBILITY TO CHECK YOUR ONLINE ORDERS.

Log into your account via www.quickcliq.com.au

NEWS **EVENT** MEAL ORDER VOLUNTEERING MENU SUPPLIERS REPORTS CONTACT US
PROFILE CALENDAR

Fundraising Events

Below you can find a list of all fundraising events your canteen has posted. You can edit them from this list, add new events, even view the top donors for your canteen.

NOTE:

Each event has a charge of \$45 flat fee per event or your schools commission rate on total sales for the event (whichever is the greater amount)

PROMOTE: To promote the event contact your account manager with your text and we can send an email to all your families. If you require instructions on how to upload an event please contact your account manager. It is advised to view the event as a parent after you have uploaded the event.

ADD NEW

Enter the **Title, Description, Target Amount,** and the **required date range** and select 'CONTINUE' once you've completed your event details.

Please Note: Families can only purchase for the event within that date range.



Use this section to set up information about fundraising event to make them available for sale to parents. You must enter as much information as required. If you would like to shorten your event period, please contact QCQ Admin

Step 1

Enter the general information

Title:

Description:

Target Amount:
The target amount is how much you need to raise to achieve your goal.

Start date:

End date:

[CONTINUE](#)

Then select other options applicable and select 'NEXT'



Use this section to set up information about fundraising event to make them available for sale to parents. You must enter as much information as required. If you would like to shorten your event period, please contact QCQ Admin

Options

Select the other options below

- Requires Seating Plan**
- Enable Parent Consent**
- Notify Parents**
- Make Mobile Field Mandatory**
- Make E-Mail Field Mandatory**

BACKNEXT

Then select your required shipping options and select 'FINISH'



Use this section to set up information about fundraising event to make them available for sale to parents. You must enter as much information as required. If you would like to shorten your event period, please contact QCQ Admin

Shipping Options

Select the shipping options below

- Pickup**
- Deliver to address**
- Deliver to student**

BACKFINISH

Select 'CONTINUE' and your Event will be visible within your Events Tab

Now you **MUST** add a Menu item.

Select '**MENU ITEM**'

TEST EVENT (Edit)

Date posted: Thursday, 27 May 2021

Target: \$1,000.00

Expires: Thursday, 24 June 2021

Amount Raised: \$0.00

Menu Item

Shipping Option

Fundraising Orders

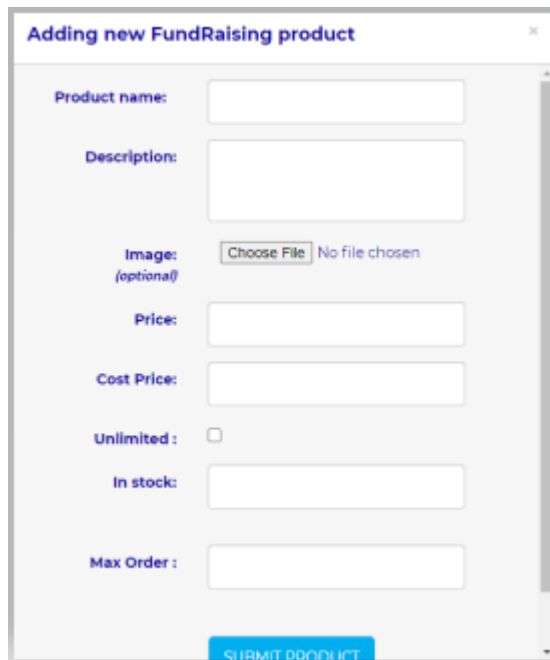
Ticket and Seat info

DELETE

Select ADD NEW PRODUCT

Fill out the details of your Fundraiser/Event Product.

Click '**SUBMIT PRODUCT**'



The screenshot shows a web form titled "Adding new FundRaising product". The form contains the following fields and options:

- Product name:** A text input field.
- Description:** A larger text input field.
- Image: (optional):** A "Choose File" button and the text "No file chosen".
- Price:** A text input field.
- Cost Price:** A text input field.
- Unlimited:** A checkbox that is currently unchecked.
- In stock:** A text input field.
- Max Order:** A text input field.

At the bottom of the form is a blue button labeled "SUBMIT PRODUCT".

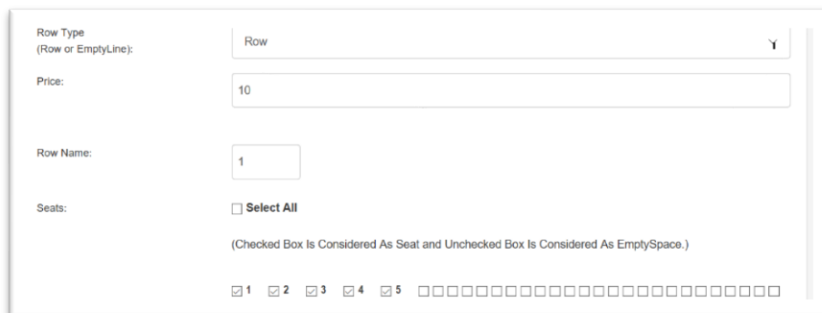
SEATING PLAN

To add a SEATING PLAN:

From the EVENT tab you will see the event you have created and a new option for **TICKET & SEAT INFO**.

Select this feature.

Enter in the **Row Type, Price, Name** (number or letter only) then **tick how many seats available** for that row.

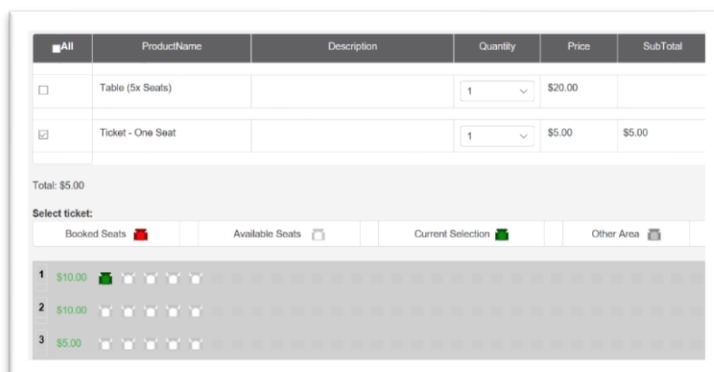


Select **ADD** new Row for each additional Row/Table etc

The Rows will then appear below
















1	\$10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	\$10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	\$5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When a parent orders they will select the menu items and then the required seats. Booked seats will appear in **RED**



All	ProductName	Description	Quantity	Price	SubTotal
<input type="checkbox"/>	Table (5x Seats)		1	\$20.00	
<input checked="" type="checkbox"/>	Ticket - One Seat		1	\$5.00	\$5.00
Total: \$5.00					
Select ticket:					
Booked Seats	Available Seats	Current Selection	Other Area		
1	\$10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	\$10.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	\$5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From within the **TICKET & SEAT INFO** function you will then be able to view your booked Seats.

1	\$10.00					
2	\$10.00					
3	\$5.00					

The details will also appear under **FUNDRAISING ORDERS**

Order Id	Shipping method	Shipping Address	Shipping Fee	Amount	Items	Parent
12696	Pickup	Address: Suburb: State:	\$0.00	\$5.00	Ticket - One\$5.00 X Seat 1 Price: \$10.00 Row: 1 Seat: 1	Name: fay waller Phone:

Your event has now been completed uploaded.

PLEASE NOTE:

Orders will then be listed in chronological order.

Order will display seat allocation if applicable.

Orders can be cancelled and refunded on the right-hand side of the order. Once cancelled the funds are returned from your sales back to the users QuickCliq balance.

Users can cancel their orders within their accounts up until the expiry date of the event.

Be sure to login to your parent account and check your event from a parent view to ensure its correct and available for families to start purchasing.

PAYMENT

The total funds, minus QC Commission will be transferred to your nominated bank account after the Expiry Date for ordering has passed. **Please inform your Account Manager of the bank account details as this may differ to those QuickCliq have recorded.**