

# Find and tick our school



## 1. Log-in

Open tiqbiz and register/log-in.



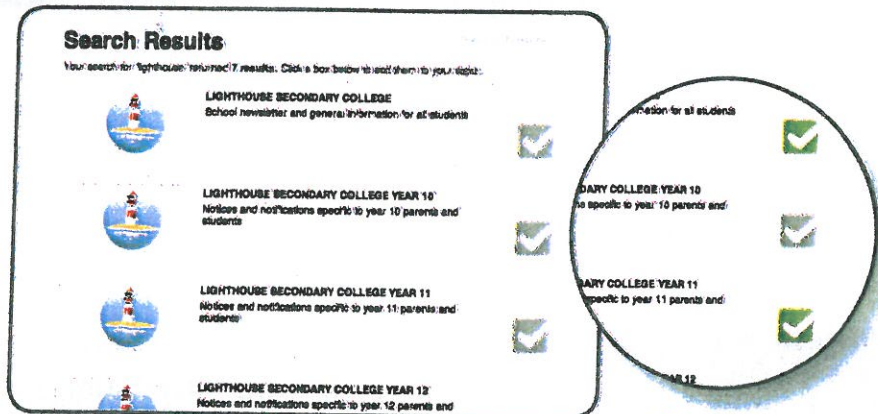
## 2. Find

Click the 'Find' icon and type our school name into the search bar. You will now see all of our school boxes.



## 3. Tick

Click on the grey tick beside our school box and any other boxes that apply to you.



## 4. Inbox

Click on the Inbox icon.

This is where you will receive our instant messages, newsletters, notice and calendar events.

## Tech support

Tiqbiz support is available  
8:30am-5:30pm weekdays.



03 9800 1489



team@tiqbiz.com

After hours: please leave a message to request a call back time that is suitable for you.

tiqbiz

www.tiqbiz.com