



Balaklava High School

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QKR IS HERE!!!!

What is Qkr I hear you say! Qkr is an app provided by Mastercard which Balaklava High School has implemented for both the School and the Canteen which enables payment of any school related activities, i.e., camps, excursions, performances, school fees, and ordering of food from the Canteen via your phone.

When accessing the app for the first time, you will need to:

1. Download the app "Qkr" from your app store in either Android or Apple.
2. Open the app and use the "Search" facility to find Balaklava High School and select this when it appears.
3. Click on "Balaklava High School" and the next screen will require you to "Add Student Profile" where you can input details of your students, and what classes they belong to.
4. If you are a staff member, please insert your details and indicate "staff" in all sections.
5. You will then be asked to "Sign In". Insert your email address and password. (You will be asked this every time you change any information as a security measure)
6. You will then be taken to the main menu from which you can choose "Canteen" or "School Payments"
7. Choose from either menu and input information to pay school related invoices or other payments. Items will be added to the "Cart" and can be accessed for payment.
8. The Canteen Menu will allow you to order for any day of the week or will allow for repeat ordering. It will then take you to a menu where everything offered in the canteen is listed. The menu across the top can be scrolled to view – Hot Food, Sandwich/Roll/Wrap, Cold Food, Vegetarian Options, Snacks, Drinks, Ice Blocks. When choosing items such as a cheese sandwich, further options are available to add "extras" to the sandwich.
9. Additional items can be added in the same way.
10. Once ordering is complete, for either the school or canteen, you can access the cart where you will be asked to "Confirm & Pay".
11. If you change your mind, you can highlight the item and either edit or delete.
12. Once you request "Confirm & Pay", you will need to input your credit/debit card details. At the bottom of the screen, it is indicated that **"No payment card details will be stored on this device"**.
13. Once details have been input, you will be taken to a screen to "Submit Payment". Choose this option and you will be requested to input your three digit CSV on the rear of your credit/debit card as a security measure.
14. A message will be displayed to indicate that the purchase was correct and that you can return to "Home" screen or view receipt.

School Payments

When accessing this section, you will input information from an invoice or statement supplied by the school and detail the amounts and can provide a name or invoice number to provide identification of the payment. If you wish to pay for an excursion or event, these will be listed and you can select from the list. If you have entered multiple students, you are able to select the student for which the payment is being made, from the dropdown box at the top of the screen. When accessing the cart, details of payments for each individual student will appear.

Permission slips are also included for some events and all sections need to be completed before using the "Sign" facility. The form will not "Submit" unless all sections are completed correctly and payment cannot be made.