



# We're using the tiqbiz app to communicate with you.

You'll be notified of our news, messages, events and other communications, and it's where you can notify us of absences.

Simply use the tiqbiz app on your phone, tablet or computer.

Follow the instructions on this leaflet.

## Here's how to set up tiqbiz

**Phone and tablet.** Search **tiqbiz** in your app store.



iPad & iPhone

Note: Select 'allow' notifications.



Android

**Windows phone and computers** See the web version of tiqbiz.

Go to **web.tiqbiz.com** then register/log-in

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### Add us



#### Log-in

Open tiqbiz and register/log-in.



#### Search

Select the 'Search' icon and type in our name.  
Select us from the results.



#### Add

Click the 'Add' icon beside the boxes that apply to you.



#### Return to search

Click the back arrow to return to search.



#### Home

Click the 'Home' icon to view.

Technical support, please email: [support@tiqbiz.com](mailto:support@tiqbiz.com)