



DANDENONG VALLEY SDS



How our school communicates with you....

At Dandenong Valley SDS we believe that communication is the most important tool we have in building a strong relationship with our school community. We have a dynamic website (<http://www.dandyvalley.vic.edu.au>) that we update regularly with the news and events that are going on at the school at any given time. All students have communication diaries to facilitate communication between home and school.

We also use Tiqbiz, which is an app that will help keep you up to date. This App complements the other communication structures. The App is **free** and available to download for iPhone, iPad, Android phones and P.Cs.

This App will allow us to send instant messages to the whole school or selected groups, as well as post dates on our calendar and news feeds about events that have occurred at Dandenong Valley SDS. Many of our parents are already using Tiqbiz and we have recently updated the format to enable all teachers to post messages relevant to individual classrooms. If you have already downloaded the app you will have recently been sent a message with instructions on how to update to the new format. Instructions for new set up are below.

To get started....

The first step is to download tiqbiz to your phone, tablet, computer....or all of them.



iPhone and iPad

Go to Apple App Store and search tiqbiz.

During installation, click 'allow' notifications when asked.



Android smartphone and tablet.

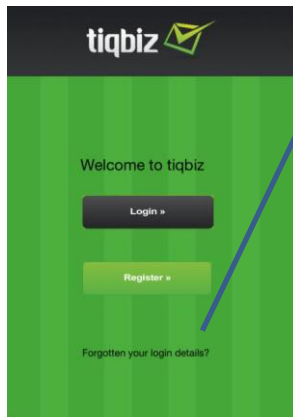
Go to Google play and search tiqbiz



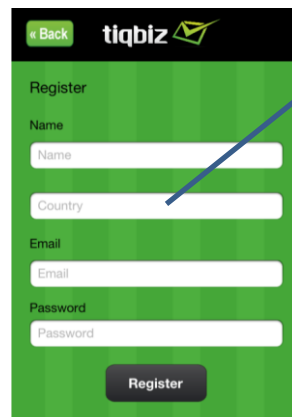
Windows & Mac computers.

Go to www.tiqbiz.com and click on the download button

How to register for tiqbiz



When accessing App for the 1st time select register



Complete details

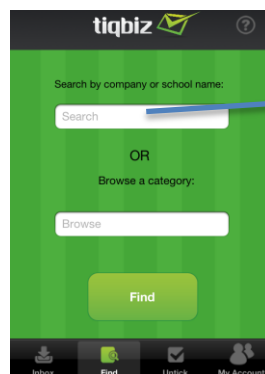
(This email address and password will be your login for all devices that you have tiqbiz program downloaded on - phone, iPad, PC etc.)
Confirmation of registration will be emailed to you with your details - password.

You will be asked "tiqbiz" Would like to Send You Push Notifications
Select OK

When Registration is complete - you are ready to **login**



To find Dandenong Valley SDS
Select Find



Type Dandenong Valley SDS

You will see a current list of all Groups that are available for Dandenong Valley SDS - select the group by pressing the **grey** tick on the right hand side (the tick will turn **green** once it has been successfully selected)

ALL USERS NEED TO SELECT - Dandenong Valley SDS - WHOLE SCHOOL

This group will contain all **News, messages and Alerts** that are relevant to the whole school community as well as the School Calendar and a link to our website.

You should also select the relevant classroom so your child's teacher can communicate directly with you.

CONGRATULATIONS you are now set up and ready to go!

So that we are able to track that we are successfully connecting with our Community can you **please complete and return to school.**

✂ _____

Parent Name

Student Name

I have successfully set up Tiqbiz on my phone/ipad/PC.

My selected groups _____