

Getting started on QPay

Hey new execs, **welcome to QPay**, a platform built specifically for university clubs and societies like yours so you can spend less time on admin and more time connecting... And most importantly, **at no cost!**

How does QPay help me run my club?

MEMBERSHIPS



QPay allows you to manage, organise and sell your memberships all in one place!

Parties, panels, paloozas, you name it - every occasion is a good one to host an event. Sell tickets securely and with confidence on QPay!

EVENTS



MERCH



Level up your club's game and increase student engagement with merch. Create your merch store and manage orders in a few clicks!

Reach out to your members and event attendees by sending SMSes and emails at no cost!

COMMUNICATION



WEBSITE BUILDER



Set up your very own website with our custom templates to showcase your club!

2

average number of events
hosted by large societies
on QPay monthly

\$53

average price per ticket
sold on QPay



I'm new to the platform, how do I get started?

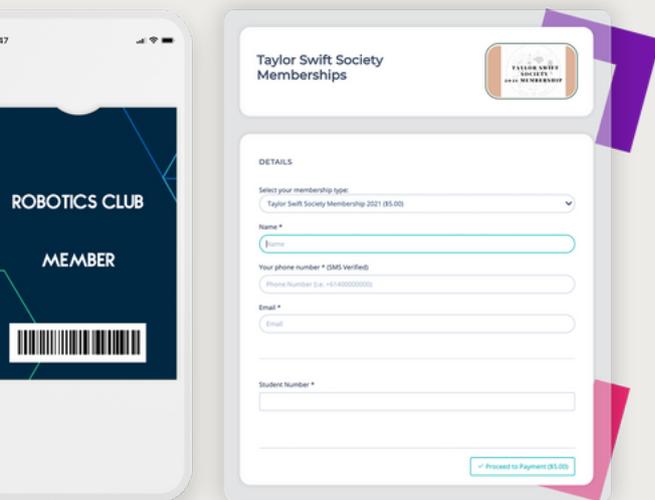
1 Sign up to QPay or login with your club's email address

 portal.getqpay.com/login

We recommend using the same club's account as the previous committee so you have access to past memberships and events. If you don't know what the password is, just click on *recover password* and you'll be prompted to create a new one.

2 Set up your memberships

Having memberships on QPay allows you to sell members-only tickets for your events and send emails or SMSes to your members. *Make sure that your members have valid phone numbers to enable these features.*



a. Create a new membership type

Most clubs create new membership types yearly to keep their list of members organised and up to date.

1.5

average number of membership type created per club yearly

\$27

average price per membership sold on QPay

b. Next, it's time to get members onto your list using either one of these methods



Sell cash memberships

This is ideal when you sell in-person memberships at a kiosk or during orientation week



Share membership link on social media

This is the easiest way to sell memberships online. Collect card payments without lifting a finger



Import a spreadsheet

It is easy to import existing membership lists onto QPay



c. View the membership list

New members will appear under *membership list*. You can edit and refund a membership at any time from here.

d. Create exclusive deals for your members

Does your club provide deals to members? Using QPay, you can upload your deals for your members to access via the QPay app.

3 Create your first event!

Events are one of the best ways to keep your members engaged. Events that are well promoted on social media have the highest participation rate! The **most popular events** on QPay are: **balls, parties, cruises, dinners** and **pub crawls**.



On the day of your event, use our **in-app ticket scanner** to validate tickets in one click!

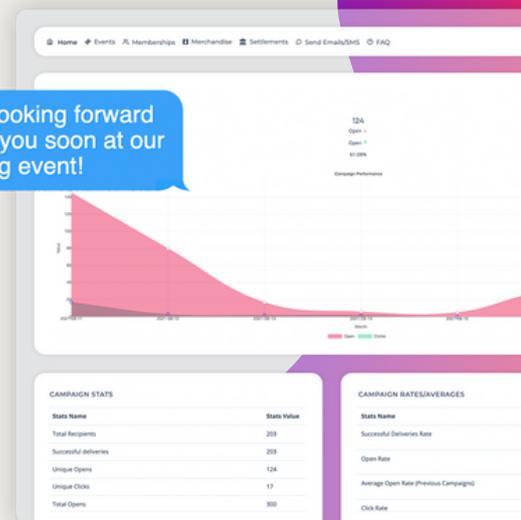
Students can resell their tickets conveniently and securely on the **QPay marketplace**



4 Let your members know about your event!

Send free SMSes and email newsletters to your members and event attendees with our simple email builder. Track how well your campaigns perform with analytics built in!

Hi team, looking forward to seeing you soon at our networking event!



Need help getting started?

- Sign In/Sign Up: <https://portal.getqpay.com/login?r=>
- Website (Clubs Page): <https://getqpay.com/clubs/>
- FAQs: <https://getqpay.com/faq/>
- How-to videos: https://portal.getqpay.com/faq_
- Email us at clubs_success@quicklypay.it with the email address associated to your QPay account!

