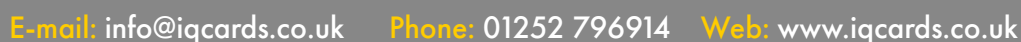




- Key stages
- Items in the 'Design Pack'
- Step by step process
- Prices & Design Guidelines
- Checklist

Key Stages

1. Access the online admin portal, set timelines and enter years and classes.
2. Children create their design following design guidelines on the form.
3. Collect designs, sorts them in to class/year order and send them back to IQ using either Royal Mail tracked or Courier.
4. IQ scan all designs, create a unique order form for each child and send these back to school.
5. Distribute order forms to parents and they place and pay for their order via the online shop.
6. IQ prints and delivers all orders.
7. Funds raised are paid via direct bank transfer in January.



Items in the Design Pack

Design Sheets

- 1 per child plus plenty of spares in case of any accidents!
- Design sheets are double sided & printed on thick paper designed for our scanning process. One side is blank for the children's design; the other side is to capture the child's name and class - teachers are to fill this in.
- Write the child's name and class clearly to ensure designs are matched with the correct child. (The parent enters in the child's name as they would like it printed when placing an order.)
- Design guidelines are printed on the sheets to ensure teachers and all involved are aware of best practices.
- **DO NOT photocopy these forms** – they all have a unique code on them, if you need extras please order them via the admin portal or email info@iqcards.co.uk.

Teacher's Design Guidelines

- Important instructions for Teachers, ensure every person involved has a copy before designs are created to avoid any issues. See our gallery for some inspiration www.iqcards.co.uk/gallery.

Return Box & Bag and Label

- Design sheets are delivered packed in a box – keep this box for returning the forms to ensure they remain flat and safe.
- A return label is enclosed, use this and remove any other labels.

Setting up Admin Portal

1. Log in / Register - **www.iqcardsonline.co.uk/admin**
2. Check that your School name is spelt correctly.
3. Choose suitable timelines.
4. Enter Years and Classes.
5. Enter bank details.
6. Track the progress of your orders.

Step by Step Process

1. Creating the Designs

- From experience, setting time aside and completing the artwork in a classroom environment will deliver the best results.
- Remember that large, bright and simple designs work best – use paint/coloured pens & pencils. (See gallery on our website www.iqcards.co.uk/gallery).
- Don't stick anything on, don't use glitter, don't use plain pencil or metallic – none of these come up well on the end products.
- Big, bright & bold = beautiful.
- FILL THE PAGE – minimise the 'white' space on the design, use a background colour.
- Ensure that teachers are aware of the guidelines.
- The better the designs the better the sales!

2. Sending Designs to IQ Cards

- Once all designs have been collected:
 - 1) Remove plastic wallets, staples, etc
 - 2) Sort into year and class order
- Design sheets should be placed back in the box they were delivered in with return label attached.
- Courier or post to IQ Cards, Unit 2 Brook Trading Estate, Deadbrook Lane, Aldershot, GU12 4XB. (This is at your own cost). Ensure you use a 'tracked' service.

3. Parents Place Orders

- IQ scan each design and send an A5 order form to school for each child, with a preview of their design.
- Send these forms home, parents can scan the QR code or enter the web address to log on to the online payment system - **www.iqcardsonline.co.uk**.
- Parents place and pay for their orders online. Parents enter their child's name exactly as they would like it printed on the final products.
- All orders must be placed before the 'online shop' closing date.
- Orders placed by parents after the school shop closing date will not earn the school funding, and will incur postage costs.
- We encourage you to try get everyone ordering before the deadline to maximise your school funding.

4. Delivery of Final Products

- Your finished products will be delivered via courier. Each pupil's order is individually wrapped and sorted into year group for easy distribution, some of the gift products will be packed separately.
- The funds raised will be paid via bank transfer in January, please ensure the correct bank details have been entered in the admin portal.

Products & Prices

Stationery Products	Parent Price	Funding
Cards x 12	£5.50	£1.00
Cards x 24	£9.50	£1.50
Cards x 36	£13.00	£2.00
6 Bookmarks	£3.00	£0.50
12 Bookmarks	£6.00	£1.00
A4 Art Print	£3.00	£0.50
VALUE PACK 12 x Cards, 12 x Bookmarks, 1 x Art Print	£10.00	£2.00
16 x A6 Postcards	£3.50	£0.50
20 x Sticky Labels	£3.50	£0.50
A5 Notebook	£5.00	£1.00
Magnet	£2.50	£0.50
Keyring	£2.50	£0.50
Coaster	£3.50	£0.50
Mug	£7.99	£1.00
Tea Towel	£9.99	£1.00
Cushion Cover	£14.99	£1.50

EARLY BIRD
OFFERS
AVAILABLE

Final Reminders

1. Check all designs – ensure name, year & class are filled in on the reverse of the design.
2. Organise design sheets into year and class order, remove any plastic pockets or staples – pack back in box and return to IQ Cards.
3. Make sure timelines, years and classes are set up on the Admin Portal
4. Distribute A5 order forms.
5. Distribute orders.
6. Check your school / PTA bank account details in the admin portal.