



## Canteen Online Ordering and Cashless Card System

Flexischools is an online ordering system which allows parents and students to place food orders from home or work at a time that is convenient to them, with payment also completed online.

### Registering for Flexischools

Getting online is easy and it only takes a few minutes to register. Simply go to [www.flexischools.com.au](http://www.flexischools.com.au) and click “Register Now”. You will be sent an email with further instructions on how to complete the registration process. Once registered, you can start placing orders immediately.

There are a variety of payment options supported, including Visa and Mastercard (credit and debit, which attracts a small fee) and Bank Transfer (which is fee free). The system operates via a pre-paid account, so you no longer have to worry about the manual process of sending payments into school, and you can easily budget your student’s spending and expenses throughout the year.

The online menu is the same price as the normal Canteen menu, however there is a small fee of 25 cents per online order to help pay for the labels and the website system. Parents and students can, of course, continue to order and pay cash for their canteen orders as they do now.

### How Does It Work?

Once you have completed your initial registration, you can set up your student(s). Go to [www.flexischools.com.au](http://www.flexischools.com.au), click on “Login” and enter your username and password. Click on “Add a student”, then enter your student’s name, school and class, and add funds into a pre-paid account. You can log into the website at any time to place orders, up until 9.00am on the day that order is required. The Flexischools site also works on mobile and tablet devices - just access the mobile website by going to [www.flexischools.com.au](http://www.flexischools.com.au) using your phone or tablet browser, then bookmark it or make a home screen icon for future use.

As purchases are made, the funds are taken from your pre-paid account. The account can be topped up again in the same way, or set to automatically top-up via credit card when the balance falls below a pre-set minimum. Each order is sent automatically to the Canteen, where an easy-to-read label is produced with the student’s name, class and order details.

### Linking a Student Card for Cashless Payments

The School Canteen accepts student card payments. In order for your child to be able to use their student card at the Canteen you will need to link their student I.D. card to their Flexischools account.

If you are already a registered Flexischool user, sign into your account and update the student’s details by selecting “I do want to link a card to the system” under “Card Setup” as shown below. The student I.D. number required can be found under the barcode on the student’s ID card.

For new registrations, you can activate for card payments during the online registration process by entering the student card number written on the student card during registration. Please ensure you select “I do want to link a card to the system” and enter the correct student card number.

Card Setup (Optional)

I do not want to link a student card.

I do want to link a student card to the system.

Student Card Number:  Please enter the student number displayed on the front of your student card.

By entering the Student Card Number on this form, you accept that charges incurred by presenting this card for payment will be billed to your Flexischools account.

|

The card is directly linked to the balance of your Flexischools accounts. Students can make purchases by swiping their card at the Canteen window. Parents can view their students’ purchases online and can set a daily spending limit on the student’s card.

### Who to contact if you have a question

If you have any questions, Flexischools provide a great help desk on 1300 361 769, or you can contact them via their website.