



Quickstart Guide

How to Place an Order



May 2012

Step 1 – Enter your username and password

The screenshot shows the flexischools.com.au website. At the top right, under 'Registered Users', there are input fields for 'username:' and 'password:', a 'Login' button, and links for 'Forgot Password' and 'Register Now!'. A red box with an arrow points to the 'Register Now!' link, containing the text: 'Enter username and password. Click Login'. On the left side, there are three featured sections: 'Primary Schools', 'Independent & High Schools', and 'Managers & Convenors', each with a 'click here' link. Below these is a 'Register My School' button. The main content area lists four benefits: 'Experience you can count on', 'Brilliant Customer Service', 'Easy Setup - No Maintenance or Admin', and 'Flexible Solutions'. On the right, there is a 'Parents & Students' section with a 'Find Your School' search bar and three buttons: 'REGISTER NOW', 'LEARN MORE', and 'ANY QUESTIONS?'. A blue box with an arrow points to the 'REGISTER NOW' button, containing the text: 'Don't have a username yet? Click here to register'. The footer of the website is green and contains the copyright notice: '© Copyright The Scotney Group 2012'.

flexischools

Registered Users

username: password:

[Forgot Password](#) [Register Now!](#) [Login](#)

Working with these schools: Balgowlah Heights Public School NSW - Peregrine Springs State

Home Services Testimonials Media

Learn More ...

Primary Schools [click here](#)

Independent & High Schools [click here](#)

Managers & Convenors [click here](#)

Register My School

FlexiSchools is Australia's leading provider of online ordering, card systems and payment solutions for schools

- ✓ **Experience you can count on**
Servicing over 200 schools, having processed over 1.3 million orders
- ✓ **Brilliant Customer Service**
Free dedicated helpline for parents and schools
- ✓ **Easy Setup - No Maintenance or Admin**
We look after everything for you
- ✓ **Flexible Solutions**
Manage all your school facilities - canteens, uniforms, books, events, social functions and more

We provide solutions for [Primary Schools](#), [Secondary Schools](#), and [Combined Schools](#). Only FlexiSchools provide secure, high-quality and reliable systems that are backed by exceptional service.

Our Customer Satisfaction Guarantee

Parents & Students

Find Your School

Start typing your school name to search.
Click the school name to see a demonstration for your school.

[REGISTER NOW](#)

[LEARN MORE](#)

[ANY QUESTIONS?](#)

As seen on

Don't have a username yet? Click here to register

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Step 2 – Add a student

The screenshot displays the flexischools.com.au website interface. At the top, the flexischools logo is on the left, and a navigation bar contains buttons for Home, My Account, Account History, My Profile, and Logout. In the top right corner, there is a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769, and a box showing 'Account Balance' as '\$0.00'. On the left side, a 'Start' menu includes 'Top-up Account' and 'My Students'. The main content area features a box with 'Current Balance: \$0.00' and links for 'Top-up Account' and 'Account History'. Below this is a 'My Students' section with the text 'You do not have any Students on your account.' and a blue 'Add a Student' button with a right-pointing arrow. A red box with the text 'Click "Add a Student"' has an arrow pointing to the 'Add a Student' button. At the bottom left, it says 'Powered by THE SCOTNEY GROUP'. At the bottom right, there is a copyright notice 'Copyright © FlexiMeals 2011' and links for 'Contact Us', 'Terms and Conditions', 'Refunds Policy', and 'Give Feedback'.

flexischools

Feedback? Need Help? ☎ 1300 361 769

Account Balance \$0.00

Home My Account Account History My Profile Logout

Start

Top-up Account

My Students

Current Balance: \$0.00 | Top-up Account | Account History

My Students

You do not have any Students on your account.

➔ Add a Student

Click "Add a Student"

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Step 3 – Add student : enter the school

Add Student
Start typing the School name and select from the options presented:

School name search: [Search](#)

Payne Road State School, 171 Payne Road The Gap QLD 4061

Enter the school name

Click the school name when it appears

[Cancel](#)

Step 3 – Add student: student's name and class

Add Student
Enter the details below for a new **Payne Road State School Student** ([Change School](#))

First Name:

Last Name:

Allow Student to login and order for themselves: ☐

Student Class:

Usually, you don't select this. This is only for older students

Requires the Student to

Click Add Student when done

|

Step 4 – Start an Order

The screenshot displays the flexischools.com.au website interface. At the top, the logo is on the left, and on the right, there is a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769. Below this is an 'Account Balance' box showing '\$0.00'. A navigation bar contains buttons for 'Home', 'My Account', 'Account History', 'My Profile', and 'Logout'. On the left side, a 'Start' menu is open, showing 'Top-up Account' and 'My Students'. The main content area features a 'Current Balance: \$0.00' with links to 'Top-up Account' and 'Account History'. Below this is a 'My Students' section. It includes a brown paper bag icon, the text 'Start an order for John Smith', and links for 'Profile', 'Transaction History', and 'Remove Student'. Underneath, it says '2 Mc (change)'. A blue arrow points to the 'Add a Student' button. A red box with the text 'Click Child's Name' and a red arrow points to the name 'John Smith'.

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Feedback? Need Help? ☎ 1300 361 769

Account Balance \$0.00

Home My Account Account History My Profile Logout


Start

Top-up Account

My Students

Current Balance: \$0.00 Top-up Account Account History

My Students

 Start an order for **John Smith**

[Profile](#) | [Transaction History](#) | [Remove Student](#)

2 Mc ([change](#))

➔ Add a Student

Click Child's Name

Step 5 – Pick a day and the type of order



	Mon 2/5	Tue 3/5	Wed 4/5	Thu 5/5	Fri 6/5
Recess Menu				Order Recess	Order Recess
Lunch Menu				Order Lunch	Order Lunch
Wednesday Menu			No Service		

Click this to order
Recess for Thursday

Step 6 – Add items to your order

flexischools Feedback? Need Help? 1300 361 769 Account Balance \$0.00

Home My Account Account History My Profile Logout

Ordering for Sam Smith...

Step 1: Service Step 2: Add Items Step 3: Check Order

When you have finished adding items, please click "Check" to continue.

Next: Check

Click the item to add to order

Start a New Order
View Placed Orders
View Recent Orders

Order Pad

Qty	Item	\$
	~ RECESS ORDER ~	\$0.00
Total:		\$0.00
Total includes \$0.00 G.S.T.		
This order will incur a \$0.25 Service Fee.		

Supplier: Beeliar Primary School Canteen - Recess Menu

Pickup at: Recess, Thursday, 5 May 2011 [Change](#)

Order Deadline: 9:30 AM, Thursday, 5 May 2011

[Clear Order Pad](#)

You cannot place this order, as it would decrease your available balance below \$0.00

Recess Menu

Qty	Name	Price
+ Add	Cheesie	\$1.20
+ Add	Pizza Cheesie	\$1.80
+ Add	Fish Fingers	\$0.40
+ Add	Fruit Balls	\$0.50
+ Add	Fruity Bix Bar	\$1.30
+ Add	Grain Wave Chips	\$1.50
+ Add	Muffin Sara Lee	\$1.80
+ Add	Popcorn	\$1.20
+ Add	Rice Stick Chips	\$1.50
+ Add	Vegi Chips	\$1.50
+ Add	Zing Jelly Fruit Drops	\$0.50
+ Add	BBQ Sauce	\$0.30
+ Add	Tomato Sauce	\$0.30

When you've added all items, click Next

Current Location

School: Beeliar Primary School

Class: TA5

Address: 86 The Grange Beeliar WA 6164

[Change](#)

Click here to see the rest of the menu

[go to top](#)

Step 7 – Place Order

Feedback? Need Help? 1300 361 769
Account Balance \$50.00

Return to Admin Home My Account Account History My Profile Logout

Start

My Students

Start a New Order

View Placed Orders

View Recent Orders

My FlexiMeals Card

Ordering for Little Stevie...

Step 1: Service Step 2: Add Items Step 3: Check Order

This order is not yet placed. You must click the button at the right of this box to place this order. If any of the details below are incorrect, click "Edit Order".

Payment Method: Your Account [change](#)

[Edit Order](#) | [Clear Order Pad](#)

Place Thursday, 28 April 2011's Order

Click Place Order

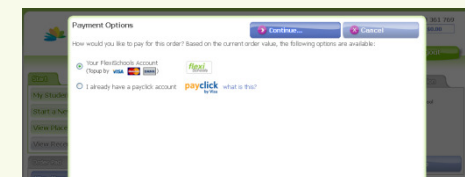
School: Nambour Christian College
Class: Year 7
Address: McKenzie Road, Woombye QLD 4559
[Change](#)

Order Pad Summary

Qty	Items	Price
1	Chicken & Salad Wrap	\$3.50
1	Plain Milk (500ml)	\$2.00
Total:		\$5.50
		Total includes \$0.50 G.S.T.
		This order will incur a \$0.20 Service Fee.

Prices include G.S.T. where applicable. All prices are listed in Australian Dollars.

Did you get asked to add funds?










Read on...

If you need to add funds to your account ...

The screenshot shows a 'Payment Options' dialog box from the FlexiSchools website. At the top right are two buttons: 'Continue...' with a right arrow and 'Cancel' with a close icon. Below these, a message states: 'How would you like to pay for this order? Based on the current order value of \$65.00, the following options are available:'. There are three radio button options: 'Credit Card' with VISA and MasterCard logos; 'Your FlexiSchools Account (Topup by VISA, MasterCard, BANK)' with a FlexiSchools logo; and 'Bank Transfer (Direct Deposit)' with a BANK logo. A red arrow points from a yellow callout box to the 'Continue...' button. The callout box contains the text 'Click here to continue'.

Payment Options

How would you like to pay for this order? Based on the current order value of \$65.00, the following options are available:


- ☐ Credit Card  
- ☐ Your FlexiSchools Account (Topup by   ) 
- ☐ Bank Transfer (Direct Deposit) 





Click here to continue


Step 7 – Select payment option

Payment Options

How would you like to pay for this order? Based on the current order value of \$65.00, the following options are available:

☐ Credit Card 

☐ Your FlexiSchools Account
(Topup by   ) 

☐ Bank Transfer (Direct Deposit) 

Continue... **Cancel**

Select an option

Click here to continue

Step 7 – Do the topup

Payment Options Do Topup Cancel

Account Topup

Topup Required
You have insufficient funds to place this order from your account. You need to topup by at least \$20.00 to place this order.

Credit Purchase

Credit Purchase Amount:

- The minimum credit purchase is \$20.00.
- Credit purchases of \$20.00 and above will incur a credit card processing fee of \$0.29.

Automatic Top-ups

Automatic top-ups mean you don't have to worry about your funds running out - whenever your balance falls below the 'trigger' level, it will automatically be topped up using your credit card.

Would you like to use automatic Top-ups? ☐ Yes ☒ No

Credit Card Details

Please enter the credit card you would like to use for this topup.

Credit Card Type:

Credit Card Number:

CVV:
The last 3 digits on the signature panel.

Credit Card Expiry Date (MM/YY): /

Credit Card Name:

Callouts:

- Enter \$20 top-up Or more (points to Credit Purchase Amount)
- Click here to add the funds (points to Do Topup button)
- Enter credit card details (points to Credit Card Number)