



Quickstart Guide

How to place an order...



Step 1 – Enter your username and password

The screenshot shows the FlexiSchools website interface. At the top right, under the heading "Registered Users", there are input fields for "username:" and "password:", followed by a green "Login" button. Below these fields are links for "Forgot Password" and "Register Now!". A red box with an arrow points to the "Login" button, containing the text: "Enter username and password. Click Login".

On the left side, there is a "Learn More ..." section with three images and links: "Primary Schools", "Independent & High Schools", and "Managers & Convenors". Below this is a red button that says "Register My School".

The main content area features a list of benefits with checkmarks:

- 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

Below this list, it states: "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."

At the bottom of the main content area, it says "Our Customer Satisfaction Guarantees".

On the right side, there is a "Parents & Students" section with a "Find Your School" search bar. Below the search bar are 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".



Step 2 – Add a student

The screenshot shows the FlexiSchools website interface. At the top right, there is a header with the text "Feedback? Need Help? ☎ 1300 361 769" and a box showing "Account Balance \$0.00". Below this is a navigation bar with buttons for "Home", "My Account", "Account History", "My Profile", and "Logout". On the left side, there is a "Start" menu with options for "Top-up Account" and "My Students". The main content area is titled "My Students" and contains the text "You do not have any Students on your account." Below this text is a blue button with a right-pointing arrow and the text "Add a Student". A red arrow points from a yellow callout box containing the text "Click 'Add a Student'" to the "Add a Student" button. At the bottom left, it says "Powered by THE SCOTNEY GROUP". At the bottom right, there is a footer with copyright information and links: "Copyright © FlexiMeals 2011 | [Contact Us](#) | [Terms and Conditions](#) | [Refunds Policy](#) | [Give Feedback](#)".



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 4 – 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 5 – Start an order

The screenshot shows the FlexiSchools website interface. At the top, there is a navigation bar with the FlexiSchools logo on the left and a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769 on the right. Below the navigation bar, there is a row of green buttons: 'Home', 'My Account', 'Account History', 'My Profile', and 'Logout'. On the left side, there is a 'Start' tab with a dropdown menu containing 'Top-up Account' and 'My Students'. In the center, there is a box showing the 'Current Balance: \$0.00' with links for 'Top-up Account' and 'Account History'. Below this, there is a 'My Students' section. It features a brown paper bag icon and the text 'Start an order for John Smith'. Underneath the name, there are links for 'Profile', 'Transaction History', and 'Remove Student', followed by '2 Mc (change)'. At the bottom of this section, there is a blue button with a right arrow and the text 'Add a Student'. A red arrow points from a yellow callout box with the text 'Click Child's Name' 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 6 – 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 7 – Add items to your order

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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

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



Step 8 – Place order

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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?

Payment Options

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

- ☒ Your FlexiSchools Account
- ☐ I already have a paycard account

[Continue](#) [Cancel](#)





Read on...



If you need to add funds to your account.... Step 9 – 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**

Click here to continue

Select an option



Step 10 – 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.

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:

Enter \$20 top-up Or more

Click here to add the funds

Enter credit card details