

How to set up your Flexischools account



1. Download our app



The Flexischools app is the easiest way to place online lunch orders, buy school uniforms, and receive instant notifications from your school.

| Stlexischools 👫 | |
|---|--|
| Welcome! | |
| Enter your email address and country below to register | |
| Email address | |
| Confirm email address | |
| Country | |
| Australia | |
| Need some help? | |
| REGISTER | |
| | |
| | |
| | |

2. Register

Open the Flexischools App and click 'Register'.

Submit your email address to create an account.

Go to your inbox and open the registration email from Flexischools. Click on the link and follow the registration process.

| | × | |
|--|---------|--|
| ADD STUDENT | | |
| First name | _ | |
| UPLOAD PHOTO | _ | |
| SCHOOL SETTINGS | _ | |
| School name | Q | |
| Year level | ~ | |
| Class | | |
| SETTINGS | | |
| Give student their own Flexischools Online Ordering Login | | |
| Submit | | |

3. Log in

Log in to your Flexischools account and enter your child's details.

Once your account is set up, log into the Flexischools App.

Select the 'Profile' icon on the navigation bar. Under 'Students', click 'Add new'. Enter your child's name, school, year level, and class. Click 'submit'.

How to order food on our app

- 1. Click 'Order food' at the top of the app home screen
- 2. Select which student you would like to place an order for
- 3. Choose which service you would like to order (e.g. lunch)
- 4. Choose which date to order
- 5. Select any items you want to order
- 6. When you have finished adding items, click 'confirm order'
- 7. Complete payment to place your order

For a video step by step guide, please go to <u>https://vimeo.com/624220319</u>