


INTRODUCING ONLINE TUCKSHOP ORDERING

From next term our school will introduce secure online Tuckshop ordering using the Flexischools system. We will no longer be sending home paper order forms for students to return with cash payment. Orders can be placed via the easy to use Flexischools web page.

Flexischools is safe and reliable, and is used by hundreds of schools around Australia. Getting online is easy. Simply follow the steps below to register and start placing orders.


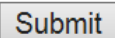



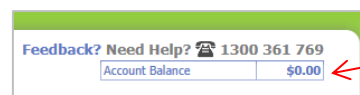
Step 1: Register

- › Go to www.flexischools.com.au from your computer or mobile device
- › Click on 
- › Enter your email address
- › You will be emailed a link to an online form – follow the link
- › Choose a username and password and complete the form
- › Add each student and their class




Step 2: Top-up


Top-up your account using your debit card, credit card (29c top-up fee), PayPal (35c top-up fee) or by direct deposit (no charge).

- › Click on 
- › Select your payment method from the options
- › Enter required information and click 
- › The funds top up will show in the top R corner of the screen
- › Click  tab to return to the home screen





Step 3: Order and Pay

- › Click on  to begin your order
- › Click on  for the required date
- › Select your Morning Tea items by clicking on  button next to the item

* If the item has options to choose ie. Toppings for pizza or fillings in sandwich or wrap, it is shown by the 'customise' icon to the left of the name →  Pizza (Choose your toppings)

Click on the item name to select your options

- › Click on 
- › Click on 

Continued over

- › Repeat process for Lunch order

A rectangular button with a blue border and the text "Order Lunch" in blue.

IMPORTANT - Orders must be placed no later than 8:30am Friday morning to receive Tuckshop that day.

Step 4: Review or Edit

Your order is now shown on the first screen along with your students.

Step 5: Log Out

- › Click on  to log out of Flexischools

Need Help?

Need help registering for Flexischools or for assistance with an order? Call 1300 361 769 or email: help@flexischools.com.au, or call the school office.