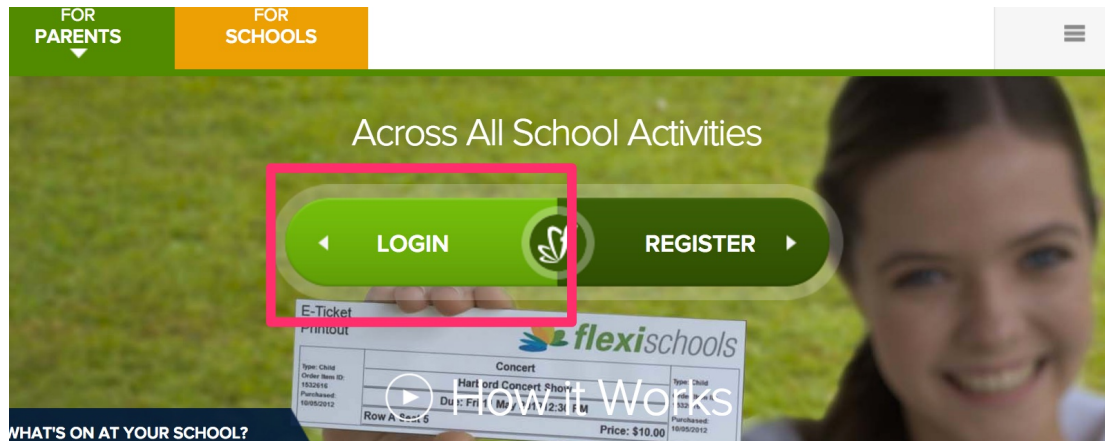


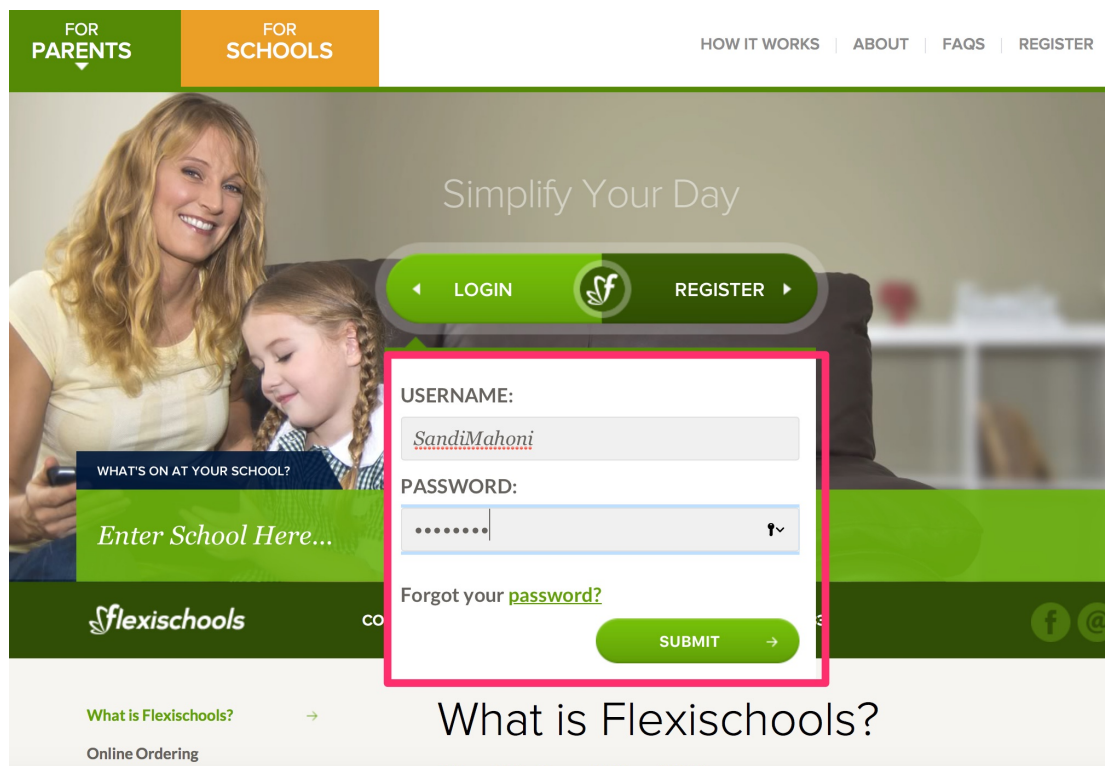
# PLACE A CANTEEN ORDER USING YOUR FLEXISCHOOLS ACCOUNT

1. Log into your account, if you haven't set one up yet you will need to do this first.

Go to [Flexischools.com.au](https://flexischools.com.au) website and click on Login



2. Enter your username and password and click submit



3. To pay for your order you have 2 options:

- a. Add an account balance where each order will be taken from each time.
  - b. Set up an automatic topup so there is always money available to order.
  - c. OR Pay individually for each order.
4. To Add an account balance and/or Auto Topup before placing your order you are required to add money to your account. Click on My Account.

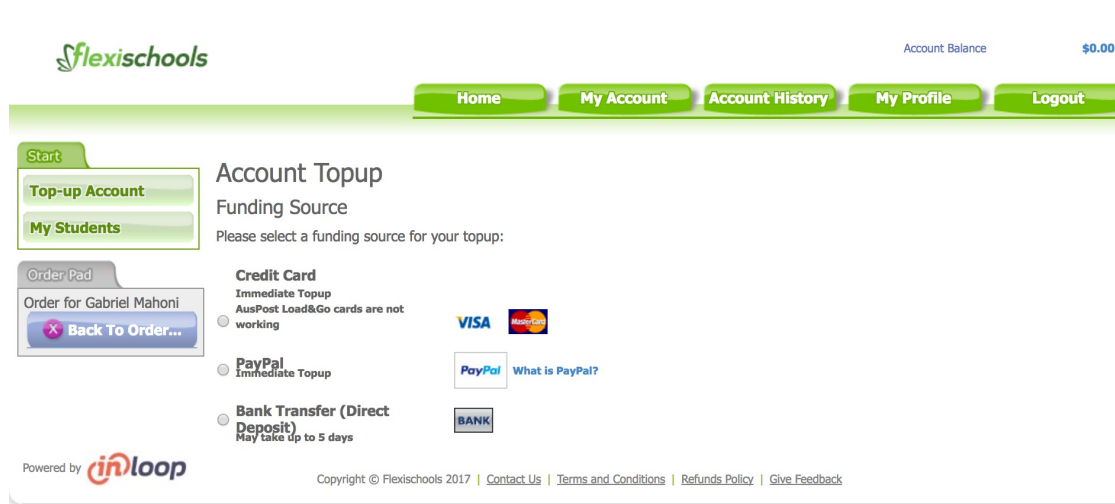
Instructions to complete a one off payment are included on step 15 of these instructions.

The screenshot shows the Flexischools website interface. At the top right, there is a link for 'Feedback? Need Help?' and the 'Account Balance' is displayed as '\$0.00'. A navigation bar contains buttons for 'Home', 'My Account', 'Account History', 'My Profile', and 'Logout'. The 'My Account' button is highlighted with a red rectangular box. On the left side, there is a 'Start' menu with options for 'Top-up Account' and 'My Students', and an 'Order Pad' section with a button for 'Back To Order...'. The main content area is titled 'My Students' and lists two students: 'Continue order for Gabriel Mahoni' and 'Start an order for Sierra Mahoni'. Each student entry includes an 'ONLINE ORDERING' button and links for 'Profile', 'Transaction History', 'Remove student', and 'Change Class or School'. At the bottom left, it says 'Powered by inloop' and at the bottom center, there is a copyright notice for Flexischools 2017 with links for 'Contact Us', 'Terms and Conditions', 'Refunds Policy', and 'Give Feedback'.

5. Click on Topup My Account.

The screenshot shows the Flexischools website interface after clicking on 'Topup My Account'. The navigation bar remains the same. The 'Start' menu on the left is still visible. The main content area is titled 'Managing your Account' and asks 'What would you like to do?'. Three options are listed with blue square icons: 'Topup my account', 'Setup automatic topups', and 'Save a credit card with my account'. The 'Topup my account' option is selected. The footer information is identical to the previous screenshot, including the 'Powered by inloop' logo and the copyright notice for Flexischools 2017.

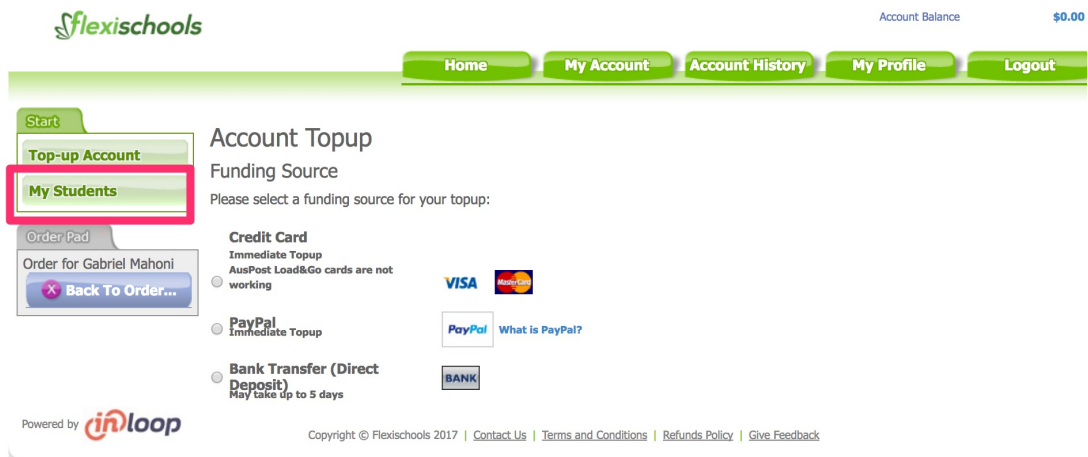
6. Select how you would prefer to make payment. Please not Bank Transfer can take up to 5 days for the funds to be available, so this needs to be done 1 week before you want to order.



7. Follow the prompts to continue to set up your chosen payment method. You can also choose to set up Automatics TopUps so you don't have to do this each time.

There is a \$0.15 plus 1% of the top up amount fee for each transaction.

8. Once payment is completed. Click on My Students to start ordering.



9. Click on the Online Ordering button next to the child you wish to order for.

flexischools Feedback? Need Help?

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

**ONLINE ORDERING** Start an order for Gabriel Mahoni  
[Profile](#) | [Transaction History](#) | [Remove student](#) | [Change Class or School](#)  
 3/4D , Wilberforce Public School

**ONLINE ORDERING** Start an order for Sierra Mahoni  
[Profile](#) | [Transaction History](#) | [Remove student](#) | [Change Class or School](#)  
 1/2C , Wilberforce Public School

[Add a Student](#)

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10. Orders cut off at 9:30am SHARP each canteen day. If you are running late you will need to place a manual order directly at the canteen as per normal.

In the example below to order for Friday click on the Order Lunch button

If you want to place an order for the following week, click on the Yellow Next Week button.

flexischools Feedback? Need Help?

Account Balance \$0.00

Home My Account Account History My Profile Logout

Start

My Students

Start Order

View Placed Orders

View Recent Orders

### Ordering for Gabriel Mahoni...

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

Select from the following options.

Prev Week

	Mon 11/9	Tue 12/9	<b>Wed 13/9</b> Too Late Cutoff was 9:30 AM today	Thu 14/9	<b>Fri 15/9</b> Order Lunch
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Next Week

Current Location

School: Wilberforce Public School  
 Class: 3/4D  
 Address: Macquarie Rd Wilberforce NSW 2756 Australia

[Change](#)

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11. The Daily Specials are listed at the top, scroll down the page for all other options as per the canteen menu. When you find what you want to order

click on the blue Add button next to the item.

Flexischools

Home My Account Account History My Profile Logout

Ordering for Gabriel Mahoni...

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

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

Next: Check

Current Location

School: Wilberforce Public School  
Class: 3/4D  
Address: Macquarie Rd Wilberforce NSW 2756 Australia  
Change

Order Pad

Qty	Item	\$
0	N/A	\$0.00
Total:		\$0.00

Total includes \$0.00 G.S.T.  
This order will incur a \$0.29 Service Fee.

Supplier: Wilberforce Public School Canteen - Lunch  
Pickup at: Lunch, Friday Change  
Place by: 9:30 AM, Friday  
Clear Order Pad

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

Daily Specials

Qty	Name	Price *
Add	Chicken and Salad Plate This item is available each week on: Monday, Wednesday, Friday.	\$4.00
Add	Chicken Burger with salad This item is available each week on: Monday.	\$4.00
Add	Chicken Goujons (pkt:5) This item is available each week on: Monday, Wednesday.	\$2.00
Add	Fruit Salad Bowl This item is available each week on: Monday, Wednesday, Friday.	\$4.00
Add	Ham and Salad Plate This item is available each week on: Monday, Wednesday, Friday.	\$4.00
Add	Beef Lasagne + free piece of fruit This item is available each week on: Wednesday.	\$4.00
Add	Fried Rice + free piece of fruit This item is available each week on: Wednesday.	\$4.00
Add	Vegetarian Fried Rice + free piece of fruit This item is available each week on: Wednesday.	\$4.00
Add	Ham & Pineapple Gourmet Pizza + free piece of fruit This item is available each week on: Friday.	\$4.00
Add	Cheese Garlic Pizza + free piece of fruit This item is available each week on: Friday.	\$4.00

Hot Food

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12. If you required GF and it is an option for the item selected tick the box required. Review the item then click Save and Continue.

Account Balance

Ham & Pineapple Gourmet Pizza + free piece of fruit  
Options Customisation

Save and Continue Remove this item

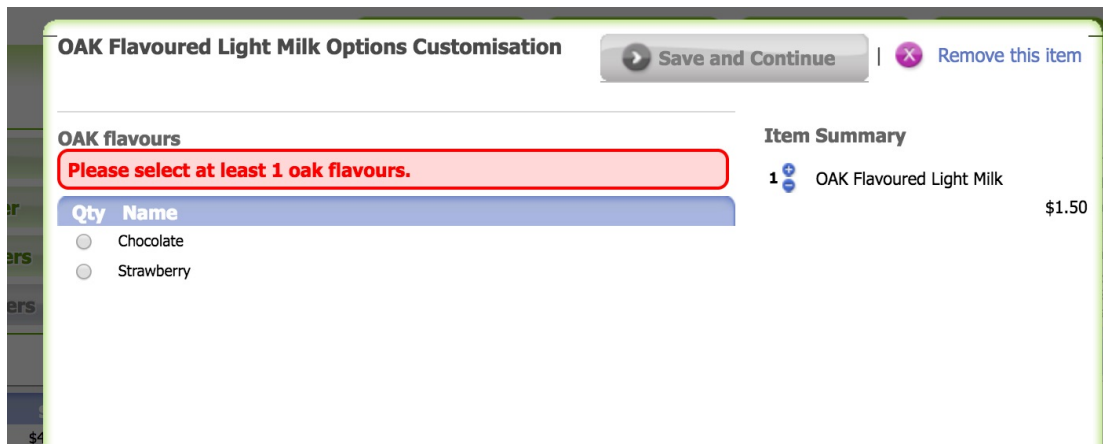
Ham and Pineapple pizza option

Gluten Free

Item Summary

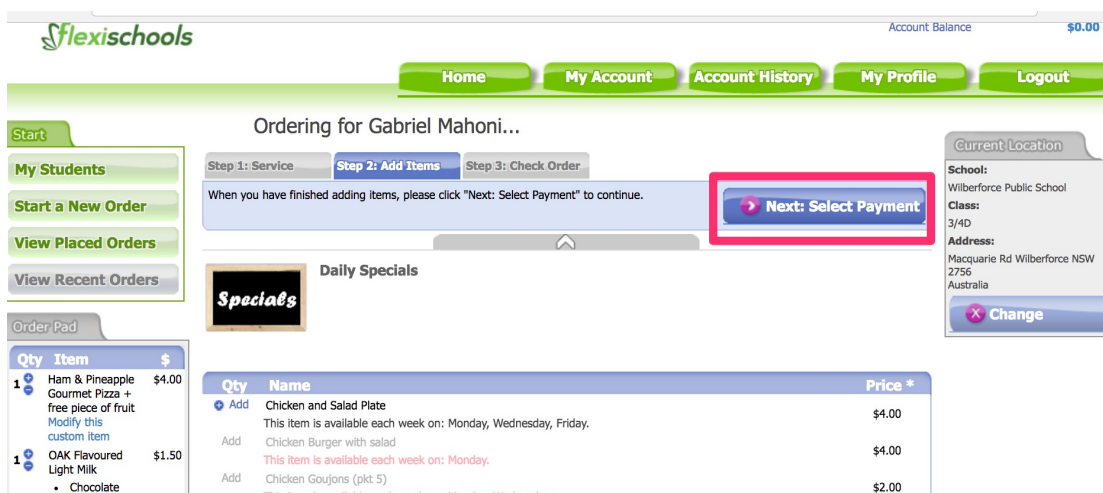
1 Ham & Pineapple Gourmet Pizza + free piece of fruit \$4.00

13. Repeat the process for any additional items you want to order. When selecting an item with different flavours, select the flavour on the second page. Then click Save and Continue.

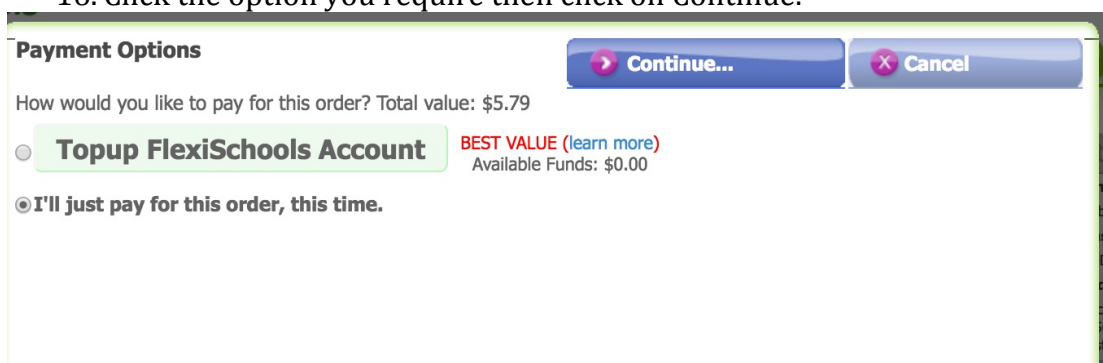


14. Add Orders for any additional Children.

15. Once all orders are complete click on Select Payment.



16. Click the option you require then click on Continue.





17. The total of your order is at the top select your option and then click continue.





**Payment Options**


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

How would you like to pay for this order? Based on the current order value of **\$5.79**, the following options are available:


**Credit Card**  
Immediate Topup  
AusPost Load&Go cards are not working

**Your FlexiSchools Account**  
(Topup by     )



**PayPal**  
Immediate Topup

 [What is PayPal?](#)

18. Complete your payment and finalise your order.

Nothing else is required once the order is submitted. The canteen will received your order online and supply a free bag.