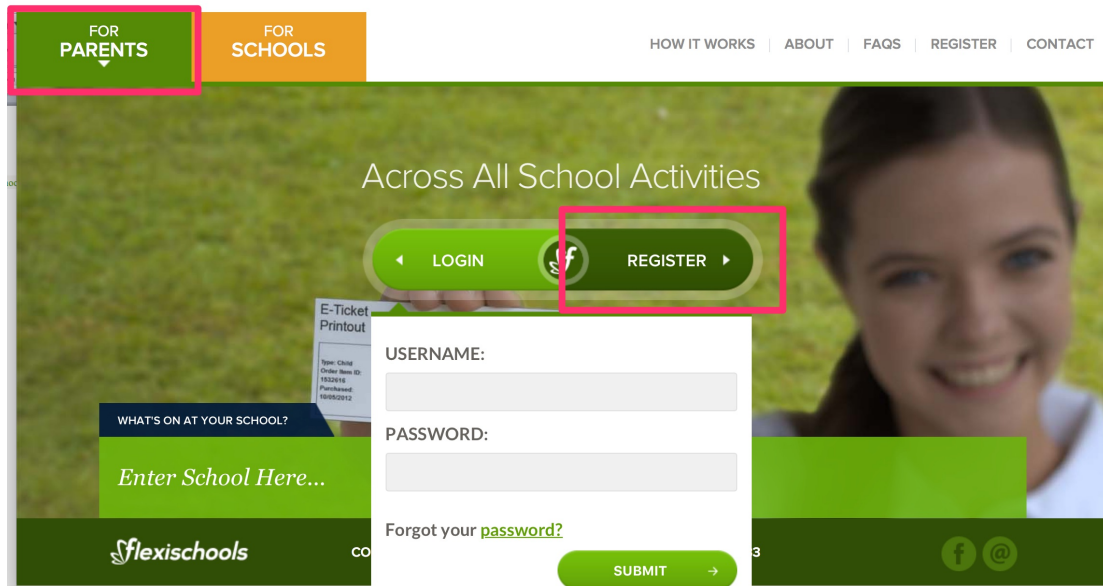
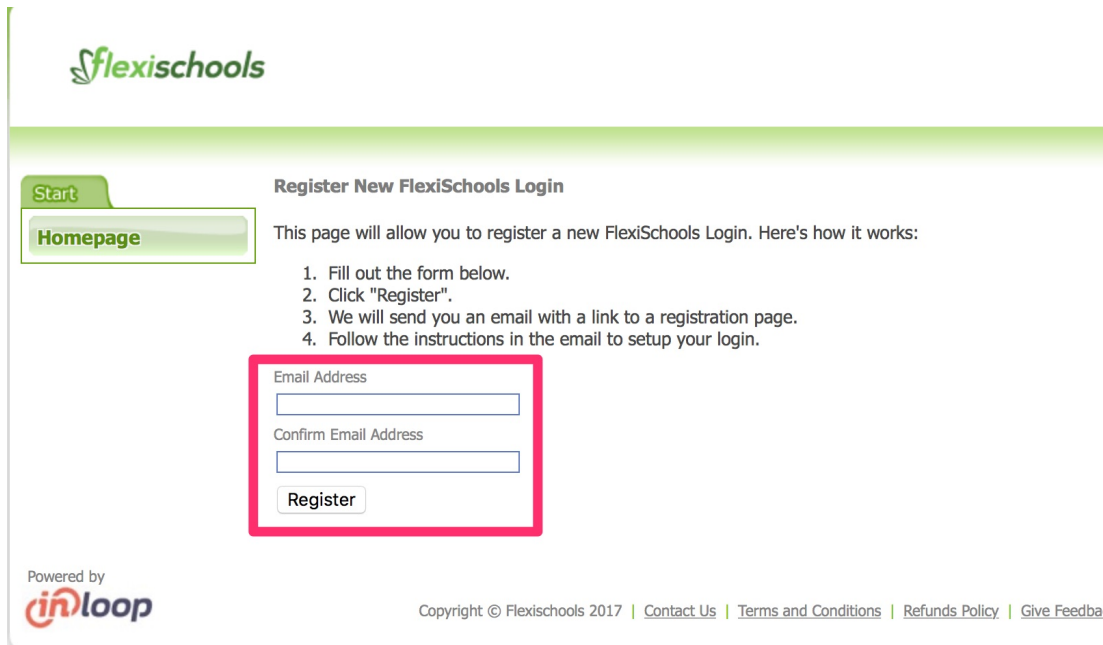


# SET UP YOUR FLEXISCHOOLS ACCOUNT ONLINE CANTEEN ORDERING

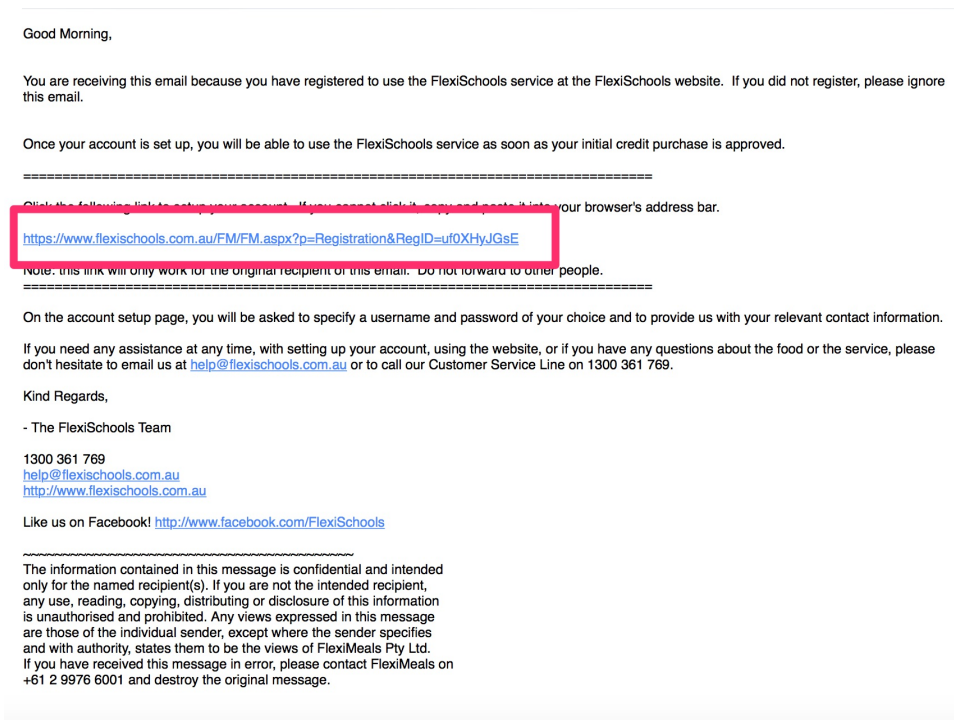
1. Go to [flexischools.com.au](http://flexischools.com.au) website.
2. Click on **For Parents** and then **Register**



3. Enter your email address in both boxes and click on



4. You will then receive an email that includes a link:



5. You will be redirected to a New User Registration pages. Complete all fields, tick the box after reviewing the Terms and Conditions. Then click Submit.

**New User Registration**

To setup your FlexiSchools account, we need a bit more information from you. Please fill out the form below, then read and agree to the Terms and Conditions of use, and click on the "Submit" button.

The required information is in **bold**.

**Personal Information**

**Username:**

**Password:**   
(case sensitive)

**Confirm password:**

Title:

**Your First Name:**

**Your Last Name:**

**Email Address:**

Landline: (  )

**and/or**

Mobile Number:

**What is your connection to the school?**

I am a Parent

I am a Staff Member

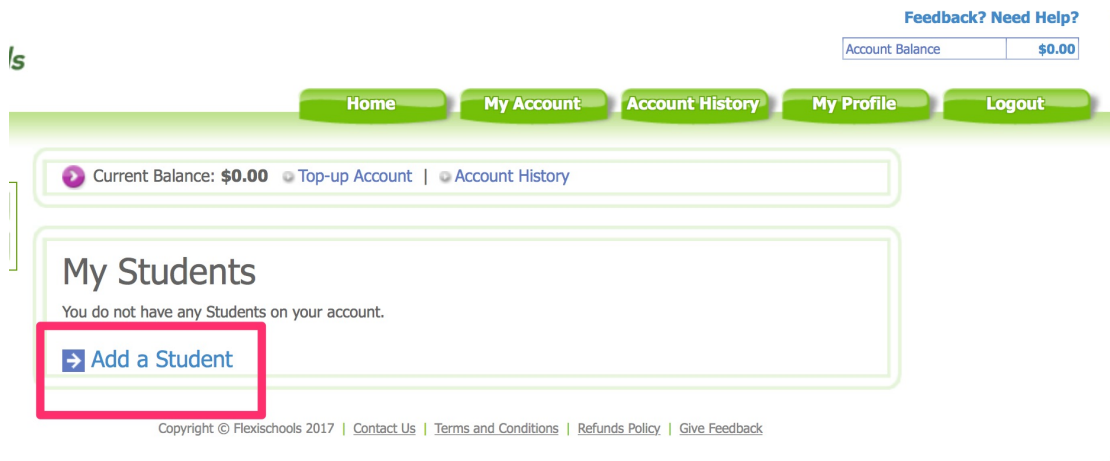
I am a Staff Member with a Student

Other

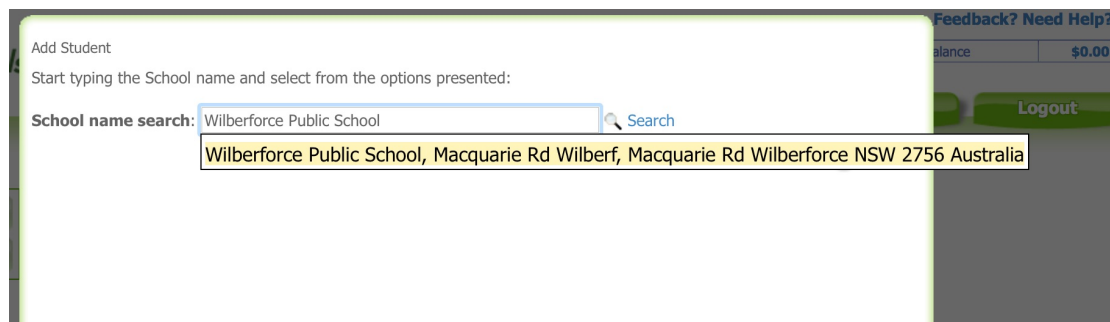
Please consider our [Combined Financial Services Guide and Product Disclosure Statement](#) before creating your Account.

I have read and I agree to be bound by Flexischools' Terms and Conditions of Use

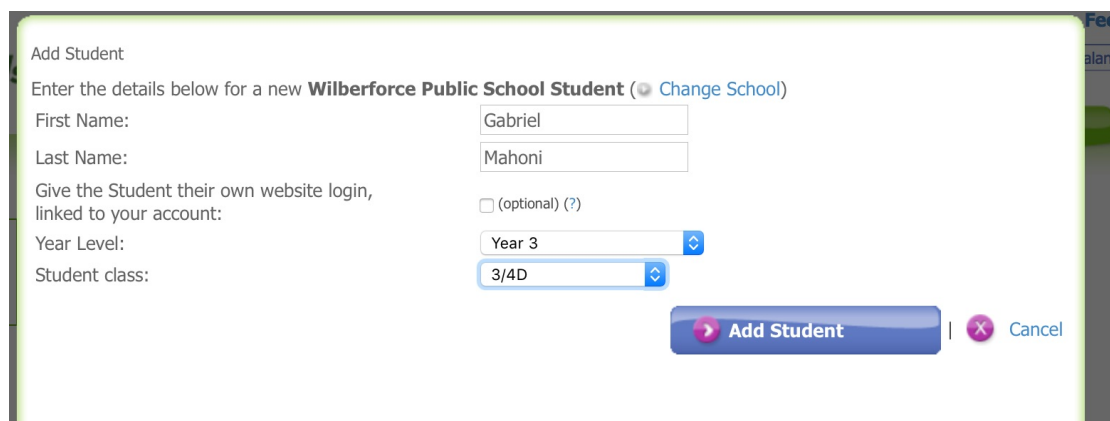
6. Click on Add a Student



7. Type Wilberforce Public School and select the school name when it appears. Then click Search.



8. Enter in the Details for your child. Select the Year and then the Class from the dropdown boxes. Then click Add Student.



9. Repeat this process to add all children in your family. They should then all appear in a list like below.

The screenshot displays the Flexischools user interface. At the top left is the Flexischools logo. On the top right, there is a "Feedback? Need Help?" link and an "Account Balance" field showing "\$0.00". A navigation bar contains buttons for "Home", "My Account", "Account History", "My Profile", and "Logout". On the left side, there is a "Start" menu with "Top-up Account" and "My Students" options. The main content area shows a "Current Balance: \$0.00" with links for "Top-up Account" and "Account History". Below this is a "My Students" section with two entries:

- Start an order for Gabriel Mahoni**  
Profile | Transaction History | Remove student | Change Class or School  
3/4D, Wilberforce Public School
- Start an order for Sierra Mahoni**  
Profile | Transaction History | Remove student | Change Class or School  
1/2C, Wilberforce Public School

At the bottom of the student list is an "Add a Student" button. The footer includes the "Powered by inloop" logo and copyright information: "Copyright © Flexischools 2017 | Contact Us | Terms and Conditions | Refunds Policy | Give Feedback".