

Canteen Online Ordering is here!



flexi*schools*

Step 1 – Enter your username and password

The screenshot shows the flexischools.com.au website interface. At the top right, there is a 'Registered Users' section with 'username:' and 'password:' labels, each followed by an input field. To the right of these fields is a green 'Login' button. Below the input fields are two links: 'Forgot Password' and 'Register Now!'. A red callout box with a white background and a red border points to the 'Register Now!' link and the 'Login' button, containing the text: 'Enter username and password. Click Login'. Below the login section, there is a navigation menu with 'Home', 'Services', 'Testimonials', and 'Media'. The main content area features a central text block: 'FlexSchools is Australia's leading provider of online ordering, card systems and payment solutions for schools'. Below this are four bullet points 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), and 'Flexible Solutions' (Manage all your school facilities - canteens, uniforms, books, events, social functions and more). To the right of this text is a 'Parents & Students' section with a 'Find Your School' heading and a search input field. Below the search field are three blue buttons: 'REGISTER NOW', 'LEARN MORE', and 'ANY QUESTIONS?'. A blue callout box with a white background and a blue border points to the 'REGISTER NOW' button, containing the text: 'Don't have a username yet? Click here to register'. On the left side of the page, there is a 'Learn More ...' section with three video thumbnails: 'Primary Schools', 'Independent & High Schools', and 'Managers & Convenors'. At the bottom left, there is a red 'Register My School' button with a play icon.

Step 2 – Add a student

The screenshot displays the flexischools user interface. At the top left is the flexischools logo. To the right, there is a 'Feedback? Need Help?' link with a phone icon and the number 1300 361 769, and an 'Account Balance' box showing \$0.00. A navigation bar contains buttons for Home, My Account, Account History, My Profile, and Logout. On the left side, a 'Start' menu includes 'Top-up Account' and 'My Students'. The main content area shows 'Current Balance: \$0.00' with links for 'Top-up Account' and 'Account History'. Below this is a 'My Students' section with the text 'You do not have any Students on your account.' and a blue 'Add a Student' button with a right-pointing arrow. A red-bordered box with the text 'Click "Add a Student"' has a red arrow pointing to the 'Add a Student' button. At the bottom left, it says 'Powered by THE SCOTNEY GROUP'. At the bottom center, there is a copyright notice and links for 'Contact Us', 'Terms and Conditions', 'Refunds Policy', and '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 3 – 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**

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Step 4 – Start an Order

The screenshot displays the flexischools.com.au user interface. At the top right, there is a navigation bar with the text "Feedback? Need Help?" followed by a phone icon and the number "1300 361". Below this, a box shows "Account Balance" as "\$0.00". The main navigation menu includes 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 features a "Current Balance: \$0.00" with links for "Top-up Account" and "Account History". Below this is a "My Students" section. It contains a card for a student named "John Smith" with a small icon of a brown bag. The card includes links for "Profile", "Transaction History", and "Remove Student", and shows a balance of "2 Mc (change)". A red arrow points from a callout box labeled "Click Child's Name" to the name "John Smith". At the bottom of the "My Students" section, there is a button labeled "Add a Student".

Step 5 – 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 6 – Add items to your order

The screenshot shows the 'flexischools' website interface for ordering. At the top, there are navigation buttons: Home, My Account, Account History, My Profile, and Logout. The user is logged in as 'Sam Smith...'. The account balance is \$0.00. The current step is 'Step 2: Add Items'. A 'Next: Check' button is visible. The 'Recess Menu' is displayed with various items and prices. An 'Order Pad' on the left shows a total of \$0.00. A 'Change' button is visible in the 'Current Location' section. Three callout boxes provide instructions: 'Click the item to add to order' points to the 'Add' button in the menu; 'When you've added all items, click Next' points to the 'Next: Check' button; and 'Click here to see the rest of the menu' points to the 'go to top' link at the bottom of the menu.

Click the item to add to order

When you've added all items, click Next

Click here to see the rest of the menu

flexischools Feedback? Need Help? 1300 351 769 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

Current Location School: Beaker Primary School Class: TAS Address: 33 The Grange Beaker WA 6164 Change

Recess Menu

Qty	Name	Price
+	Add Cheese	\$1.20
+	Add Pizza Cheese	\$1.80
+	Add Fish Fingers	\$0.40
+	Add Fruit Balls	\$0.50
+	Add Fruity Box Ber	\$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

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: Beaker Primary School Canteen - Recess Menu

Pickup at: Recess, Thursday, 5 May 2011 Change

Order Deadline: 0:00 AM, Thursday, 5 May 2011

Clear Order Pad

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

go to top

Step 7 – Place Order

flexischools

Feedback? Need Help? 1300 361 769

Account Balance \$50.00

Return to Admin Home My Account Account History My Profile Logout

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

Place Thursday, 20 April 2011's Order

Edit Order | Clear Order Pad

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.

School: Nambour Christian College
 Class: Year 7
 Address: McKenzie Road, Woombye QLD 4659
 Change

Click Place Order

Did you get asked to add funds?
 Read on...

If you need to add funds to your account ...

The screenshot shows a 'Payment Options' dialog box with the following elements:

- Buttons:** 'Continue...' (with a right arrow) and 'Cancel' (with an X).
- Text:** 'How would you like to pay for this order? Based on the current order value of \$65.00, the following options are available:'
- Options:**
 - Credit Card: Includes VISA and MasterCard logos.
 - Your FlexiSchools Account (Topup by): Includes VISA, MasterCard, and BANK logos, and a 'flexi schools' logo.
 - Bank Transfer (Direct Deposit): Includes a 'BANK' logo.
- Annotation:** A red arrow points from a yellow callout box to the 'Continue...' button. The callout box contains the text 'Click here to continue'.

Step 7 – Select payment option

Payment Options Continue... Cancel

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 VISA MasterCard
- Your FlexSchools Account (Topup by VISA MasterCard BANK) flexi schools
- Bank Transfer (Direct Deposit) BANK

Select an option

Click here to continue

Step 7 – 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:

Callouts:

- Enter \$20 top-up Or more
- Click here to add the funds
- Enter credit card details