

# P&C Yarralumla Primary School



## Flexi Schools – How to

Please find below some guidance on registering for Flexischools - including some observations on some minor limitations.

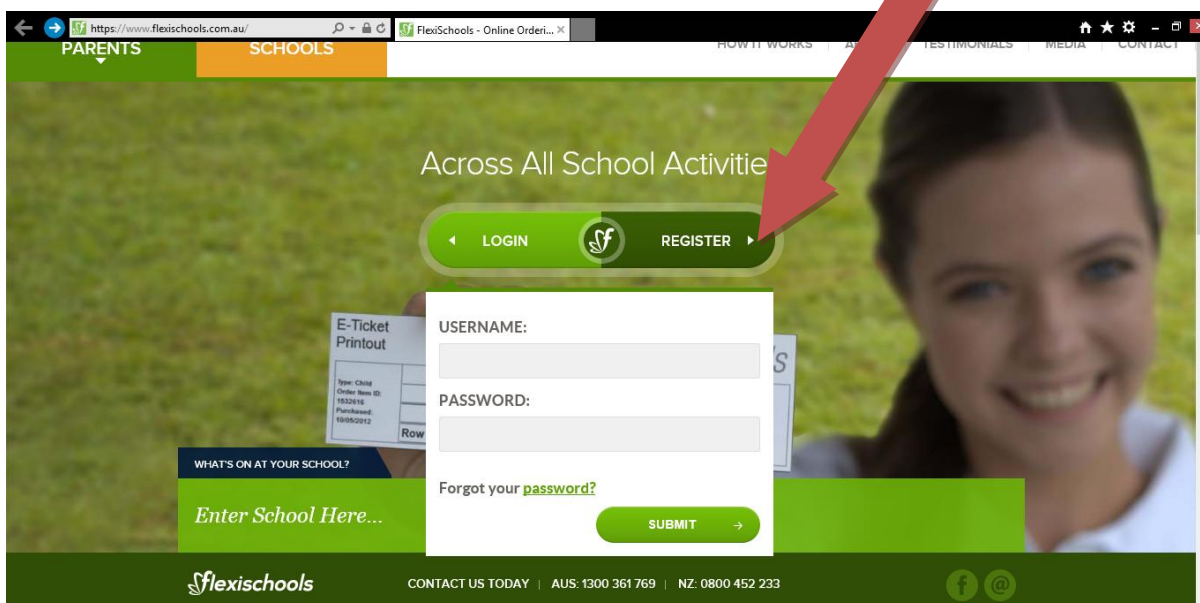
This is an online tool that requires you to create an account and fund that account using direct debit or credit card (Visa or Mastercard only). Then, using the appropriate area within the Flexischools website, parents are able to order lunches from the canteen. In the future we hope to set it up for buying tickets to functions and order uniforms online.

As a parent, I can tell you it's a simple and efficient way of doing things. Whilst the school is trying to move away from cash based systems to provide better oversight and accountability of our enterprises, accommodation will continue to be made for hard copy orders placed in the canteen orders box and 'walk up' purchases. It's also worth noting that we have a dedicated but small staff that take care of our enterprises and this system is aimed at assisting them to serve the school community in a more efficient manner.

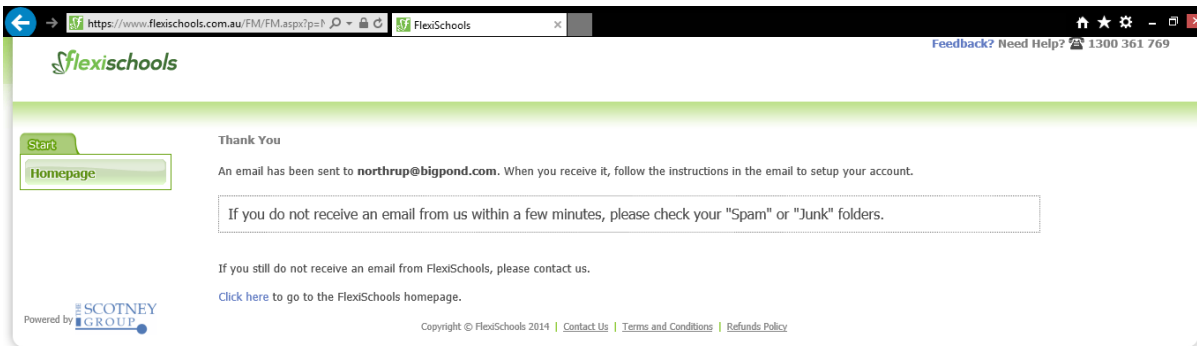
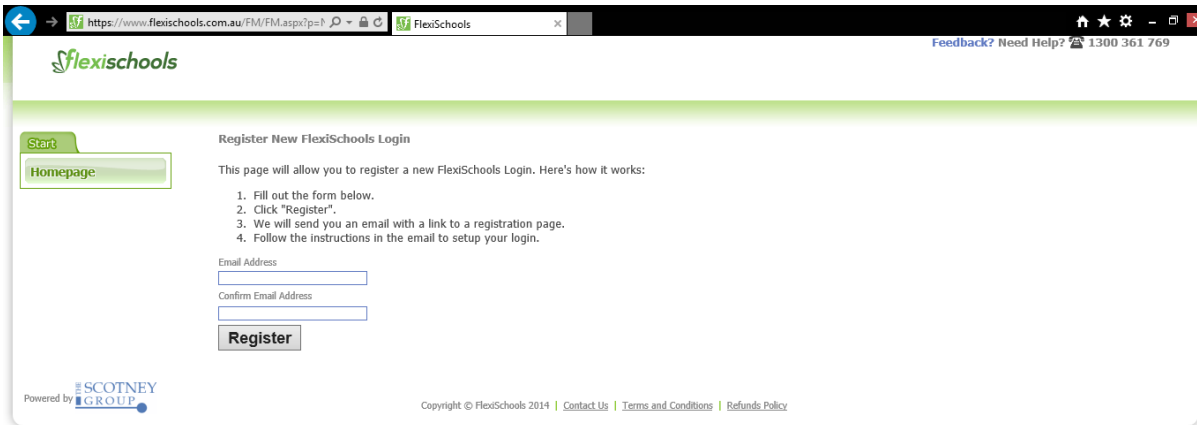
### So, if you're not already enrolled here's the parents perspective on how to do it!

1. Obviously, you'll need an internet connection, a computer or internet enabled portable device and your bank/credit card details. The 'mobile' version of their website will give you all the basic functionality but I'd recommend using the web on computer to set up.

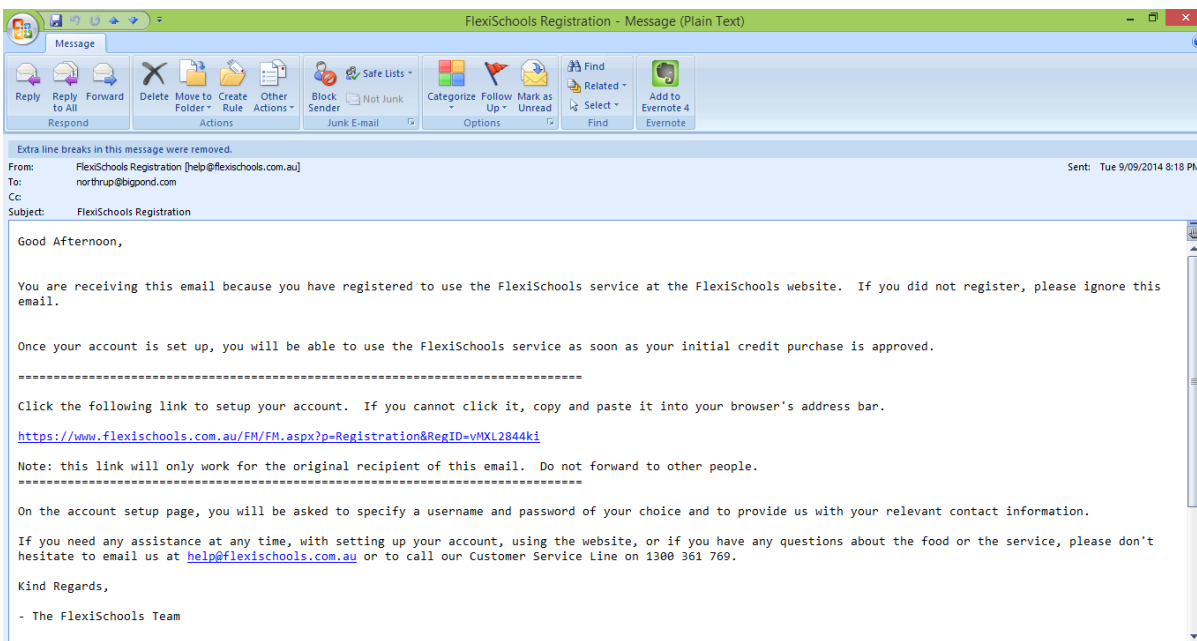
2. Your first step is to get to the website which is simply [www.flexischools.com.au](http://www.flexischools.com.au) and click on the 'Register' button in the centre of the screen.



3. Subsequent pages in the registration process are quite straight forward.



4. You'll then be sent an email with activation details. Follow the link in the email and complete your details as requested. You will need to think of a unique login.



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Feedback? Need Help? 1300 361 769

Start  
Homepage

### 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

Use of this site is subject to Terms and Conditions of Use. [Click here to view the Terms and Conditions in a new window.](#)

I have read and agree with the Terms and Conditions of Use.

5. Having completed these steps you will need to register your child/ren on Flexischools and then associate them with their respective classes. Click add student and a pop up will ask for your school name - Yarralumla Primary School (see below) and make sure you find the relevant class, otherwise the system will do everything except let you order.

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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

You do not have any Students on your account.

[Add a Student](#)

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Account Balance \$0.00

My Profile Logout

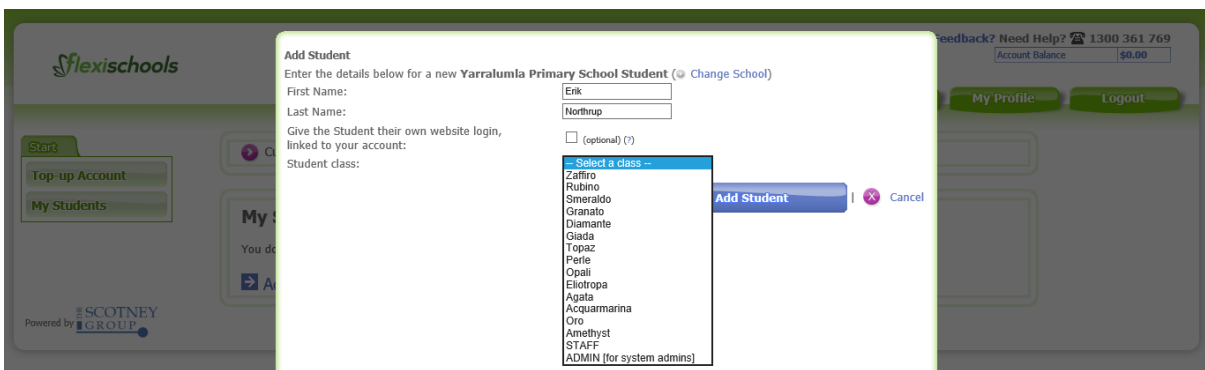
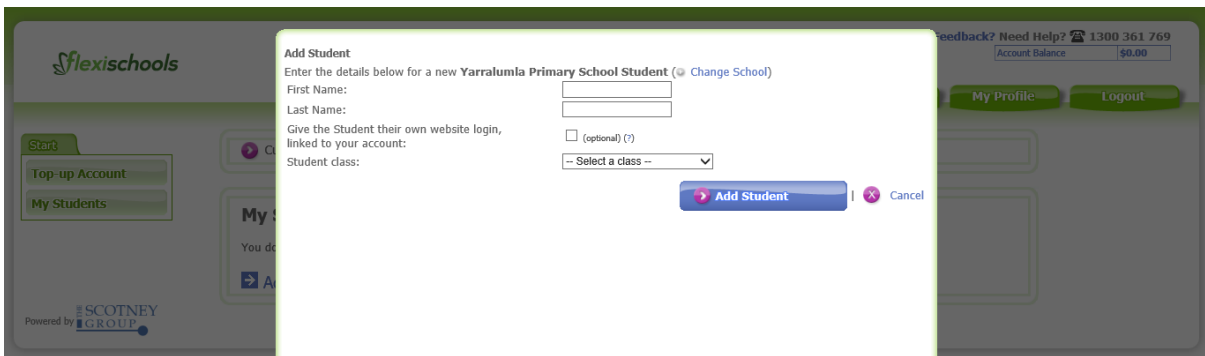
### Add Student

Start typing the School name and select from the options presented:

School name search:  Search

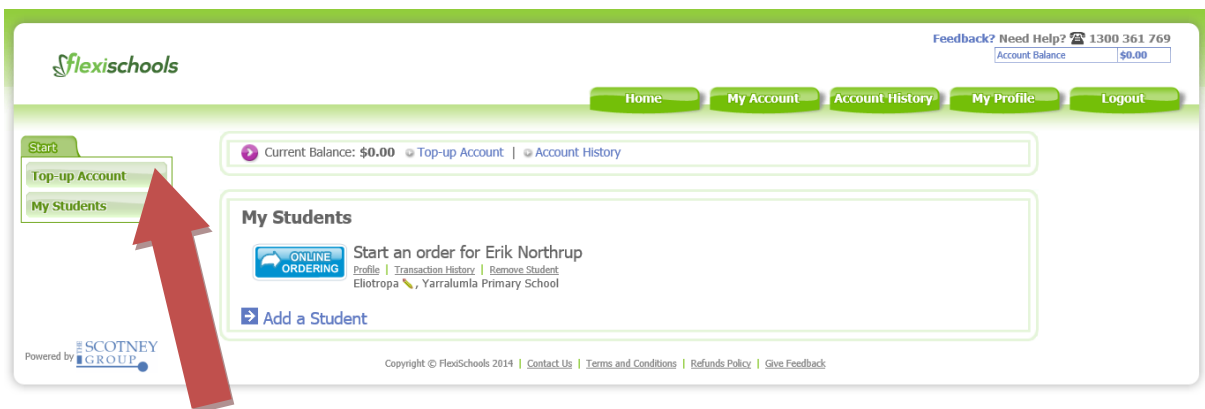
Yarralumla Primary School, Loftus St Yarralumla ACT 2600

Cancel

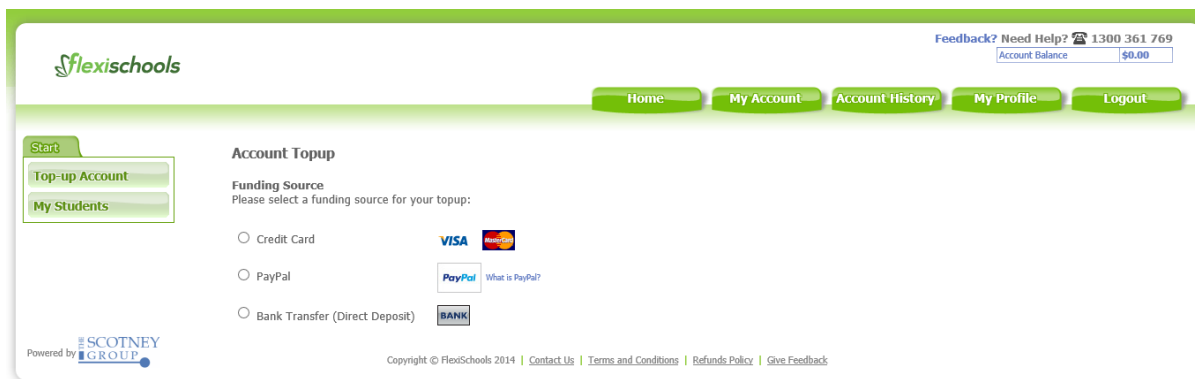


6. Repeat this step to include all children. This is something you'll need to update from year to year to reflect class room changes, but once you've got the hand of the website you'll find it pretty easy to navigate. *A recent discovery was that you could add any student. So if you're having a play date during the week or caring for another child, they can be added to your account.*

7. Having completed this your page should look something like mine below.



8. The next step is to fund the account. I imagine I will be using this for everything which is going to dictate how much I put into my account. I'd suggest starting an Online Order (red arrow above) to have a look at the various ordering menus so you get a feel for what amount is appropriate for your needs. To get started on funding the account click on 'Top Up Account' in the toolbar to the left (red arrow).



9. When you go to the top up page, it will give you an option of pay by credit card or EFT. When selecting the credit card option, it will request the credit card details from new users. If you select the EFT option it will go to a page providing Flexischools banking details. Top up by the amount you've decided on and you're ready to shop.

10. I anticipate some will utilise this method on a regular basis. We will roll Flexischools out further for uniform purchases or tickets for events towards the end of this year and beginning of next year. When we have this established, tickets from these can be pre-purchased on Flexischools saving you time and energy finding cash but also eliminating a degree of need for staff and volunteers to be handling cash. When you make a purchase, Flexischools will generate a ticket/receipt to your email address which you then bring with you as proof of purchase to pick up your ticket, uniforms or whatever else you order.

11. Finally, the Flexischools will provide assistance either via the website or contact them on 1300 361 769.

### **Be aware!**

Keep your account in credit

- If your preference is to pay by direct debit, in a worst case scenario there is approximately a five day turnaround between debit and funds being credited to your account. This 'lag' caused me to register my credit card in the interests of expedience and I've had no problem but there is a surcharge for that convenience.
- If you are opposed to using or registering your credit card you'll need to make sure your account is kept 'topped up' but Flexischools send reminders to your nominated email account.

### **Charges**

- There are minimal charges applied to every order. As I say, they are minimal and, from my perspective, they're like road tolls. I'm generally happy to pay for the convenience.