



HOW TO ORDER ONLINE

EXISTING STUDENT

If you have an existing student attending the school, please follow the instructions below:

REGISTER

1. Go to **flexischools.com.au**, select the **Register** button and enter your email address.
2. You will be sent a registration email with a link to the registration page.
3. Follow the instructions in the email to set up your account.
4. Once your account is set up, add your students and select their school and class.

ORDER

1. Go to **flexischools.com.au** and select the 'My Account' button and login.
2. To place an order, click on the 'Online Ordering' button for your student.
3. Select the items you wish to order.
4. Select your payment option and complete payment to place your order.

GUEST ORDERING

If you do not have a student attending the school, please follow the instructions below:

1. Visit **flexischools.com.au** and scroll down to the bottom of the website and select the **GUESTS** link located in the bottom right corner.
2. Type in the school name into the search bar and select your school from the list, this will then redirect you to the online ordering page.
3. On the next page, update the current location box in the top right to **GUEST**.
4. Select the service from the list of the available options.
5. Select the items and quantities that you wish to order online.
6. Click 'Next: Check'
7. Select 'Buy now without registering'
8. Enter your information into the fields in the form provided and accept the terms and conditions.
9. Select 'Next: Check' and select 'Guest' as your class.
10. Pay for your order using a credit card or PayPal and confirm your 'order'