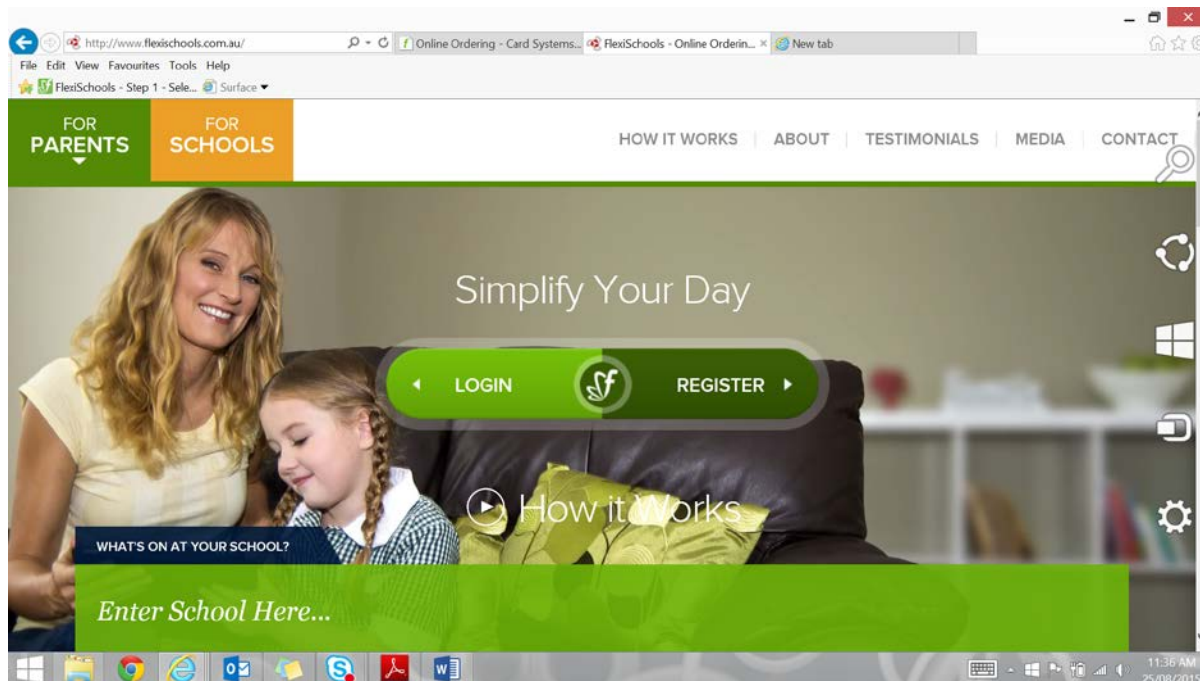


How to Register for a Flexischools account

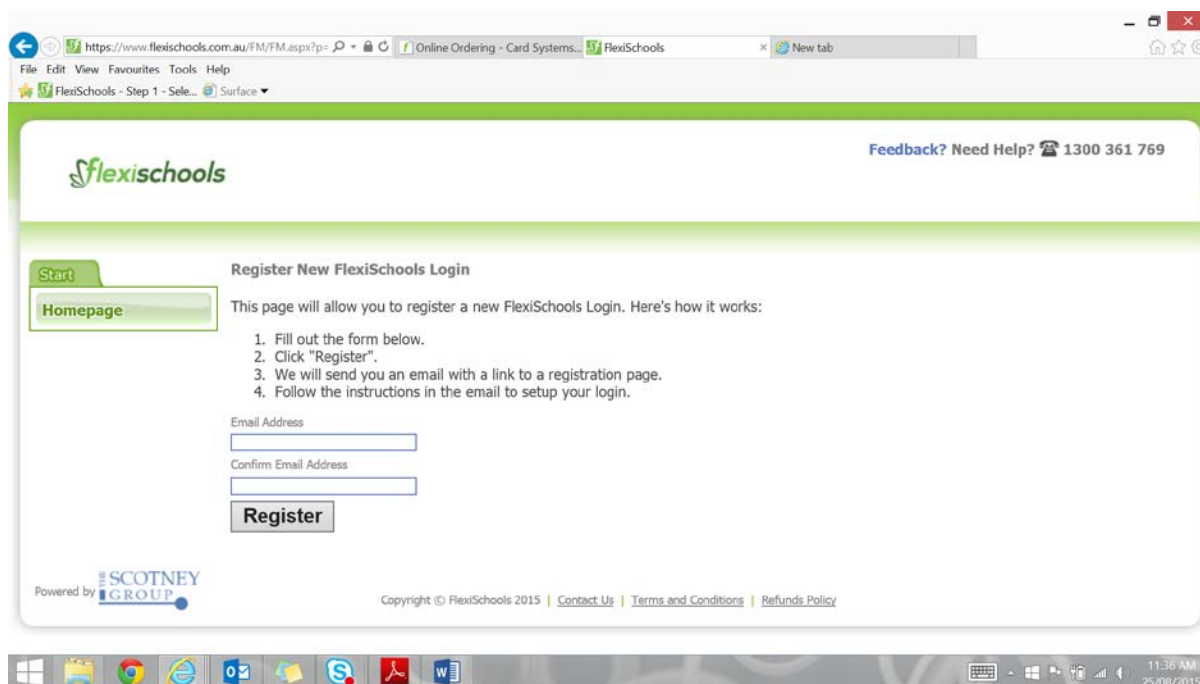
Step 1: Go to www.flexischools.com.au

Click the Register button



Step 2: Enter your preferred email address

You will receive an email confirmation with a link to the registration page



Step 3: Follow the link and complete the form.

Your connection to the school is as a parent, so you would choose the 'I am a Parent' option

The screenshot shows a web browser window with the URL <https://www.flexischools.com.au/FM/FM.aspx?p=>. The page title is "FlexiSchools - Step 1 - Sele...". The main content area is titled "New User Registration" and includes the following fields and options:

- Personal Information:**
 - Username:** [Text input field]
 - Password:** [Text input field] (see notes)
 - Confirm password:** [Text input field]
 - Title:** [Dropdown menu]
 - Your First Name:** [Text input field]
 - Your Last Name:** [Text input field]
 - Email Address:** [Text input field] (a.n.stone@bigpond.com)
 - Landline:** [Text input field]
 - and/or**
 - Mobile number:** [Text input field]
- 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

At the bottom, there is a link: "Use of this site is subject to Terms and Conditions of Use. Click here to view the Terms and Conditions in a new window."

Step 4: Add a Student

Click on 'add a student.' The first step is to search for and select Penola Catholic College. Enter **Penola Catholic College** into the box and click the **search** button, then select Penola Catholic College from the list.

Add Student

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

School name search:

Step 5: Enter your child's Name and year Level

Once you select Penola Catholic College, enter the student details and under Student class select your child's year. Click the **add student** button.

Add Student

Enter the details below for a new Penola Catholic College Student ([Change School](#))

First Name:

Last Name:

Give the Student their own website login, linked to your account: (optional) (?)

Year Level:

Student class:

|

Step 6: How to link your student's ID card

After completing your child's details you will be prompted to enter their student card number. This will link their Student Card to your Flexischools account so money becomes available to use on their card. Their student card then becomes a payment card. The student ID Card number is the 5-digit number on the front of their card.

Card Setup (Optional)

I do not want to link a card.

I do want to link a card to the system.

Student ID Card Number:

Students: Please enter your student ID shown on the front of your card.

By entering the Student ID Card Number on this form, you accept that charges incurred by presenting this card for payment will be billed to your FlexiSchools account.

[Save...](#) | [Cancel](#)

If you are unable to link the student card at this point, you can complete this step later by logging into your Flexischools account. Under your child's name, you will see the option to 'setup card number'. Click on this link, Enter the number from your child's student ID card and click 'save'.

ONLINE ORDERING

Start an order for Test Child

[Profile](#) | [Transaction History](#) | [Remove student](#) | [Change Class or School](#)

Year 8, Penola Catholic College

Card Number: *No Card Setup Yet* [Setup card number...](#)

Daily Spend Limit: *No limit setup* [Setup Daily Spend Limit](#)

Step 7: How to top up your account so your student has funds to pay for food items at Penola Catholic College Canteen.

- There are numerous links from the **Top-up Account** tab on the left hand side of your Flexischools account to top up your account including by credit card, direct deposit or PayPal.

Start

[Top-up Account](#)

[My Students](#)

Account Topup

Funding Source

Please select a funding source for your topup:

Credit Card
Immediate Topup

PayPal
Immediate Topup

Bank Transfer (Direct Deposit)
May take up to 5 days

[What is PayPal?](#)

Powered by **THE SCOTNEY GROUP**

Step 8: How to check your child's purchases and your account history.

At the top of your Flexischools account you can select 'Account History' this will show you all the transaction details that have taken place

[Home](#)[My Account](#)[Account History](#)[My Profile](#)

actions on your account between the following dates:

Transactions

Description	Debit	Credit	Balance
Card transaction for: '1 x Greek Yougart \$2.50' using Card Number: '81CC0770 ' at Canteen on 17/08/2016 at 10:57 AM.	\$2.50		\$34.50
Card transaction for: '1 x Toasted Sandwiches \$3.00' using Card Number: '81CC0770 ' at Canteen on 18/08/2016 at 12:57 PM.	\$3.00		\$31.50
Card transaction for: '1 x SmlRicotta&Spinach Tortellini \$3.00' using Card Number: '71BA0770 ' at Canteen on 19/08/2016 at 12:52 PM.	\$3.00		\$28.50
Card transaction for: '1 x Toasted Sandwiches \$3.00, 1 x Snack Pack \$2.00' using Card Number: '81CC0770 ' at Canteen on 19/08/2016 at 1:00 PM.	\$5.00		\$23.50
Card transaction for: '1 x Sweet Potato wedges \$3.00, 1 x Garlic Bread \$2.00' using Card Number: '71BA0770 ' at Canteen on 22/08/2016 at 12:54 PM.	\$5.00		\$18.50
Card transaction for: '1 x Latte \$4.00' using Card Number: '81CC0770 ' at Canteen on 1/09/2016 at 1:11 PM.	\$4.00		\$14.50
Credit purchase. Funds received from paypal. (paypal ref: 8K336990W2756773Y)		\$60.75	\$75.25
PayPal Surcharge (\$0.15 + 1% of \$60.00)	\$0.75		\$74.50
Card transaction for: '1 x Garlic Bread \$2.00, 1 x SmlPasta \$3.00' using Card Number: '71BA0770 ' at Canteen on 2/09/2016 at 11:34 AM.	\$5.00		\$69.50
Card transaction for: '1 x Chicken Garden Salad \$4.50' using Card Number: '81CC0770 ' at Canteen on 2/09/2016 at 12:56 PM.	\$4.50		\$65.00
Card transaction for: '1 x Treasure Trove \$2.50' using Card Number: '81CC0770 ' at Canteen on 2/09/2016 at 1:18 PM.	\$2.50		\$62.50

- For questions regarding your account please contact **Flexischools** directly (Monday to Friday 8am to 6pm) on: 1300 361 769 or help@flexischools.com.au