How to Use Flexischools – Parents Getting Started Guide
Huntingtower School

This guide shows you how to set up your Flexischools canteen account to be used with Huntingtower School Canteen. Please contact Flexischools (1300 361 769) if you have any issues.

Create a login for the Parent

- Go to http://www.flexischools.com.au/ and click on the Register button
- Enter your email address and click on Register.

- You will receive an email with a confirmation link. Click on the link to complete the account creation process.
- Fill in the required information and submit the form. You can use a preferred username. Make sure you select yourself as a Parent.
After submitting the form, you will be logged in to the system. To add students one by one, click on the Add a Student button.

The system will prompt you to search the school name. Type Huntingtower and click search. It will display Huntingtower School > select.
- The next screen asks for name and class of the student. You have the option to give the student their own login so they can order their lunch if you wish.

![Add Student](image1)

- Click **Add Student** to continue.

- The next screen asks you to provide the **Student ID card number**. This is for Senior School students only. Student ID card number is the number on your child’s school ID card. Each student ID is unique and it is important to use correct card number to use the student card with “Cashless Card” feature. (Cashless Card Feature explained at the end of this guide)

![Card Setup](image2)

- You can see your child's name under “My Students” section. Add other students using the same procedure.
Top up your account

- Before you start making orders, we recommend you to top up your account using one of the several methods provided by Flexischools.
- To top up your account, click on the Top-up Account button at the top left.

Order Lunch for a Student

- Lunch orders must be made for the day before 9.30AM for the same day. You can also make lunch orders for the whole week at once.
- Click on the “Start an order for Student Name” link to start ordering.

- Select the date you want to lunch to get started.
Click and add the food you want to order. You can see the total cost in the left hand side Order Pad. Once you have finished the order, select button.

Check your order and make sure it is correct. You can still edit or cancel order. Once everything is checked, click on “Place Order” button. The button name may change depend on the day you made the order for.

Follow the same procedure for other days/students.

After you placed the order, you can see all the orders for each student. You can cancel orders before 9.30AM of the order day. You can cancel, make orders recurrent or order same items again for later day using the main page.

Using the Cashless Cards Feature to pay for the lunch

The cashless card is a way the students can use their card to pay for their own lunch over the counter. This is only available for Senior School students and parents do not need to order online to use the cashless cards. **Note however that not all menu items will be available at lunchtime** from the canteen over the counter. Below are the steps showing how to use cashless cards.

- Add a Student ID card number for the student in your Flexischools account. Your student ID card number can be found on the:
  - Student ID card provided by the school.
  - Huntingtower Parent Portal

- Top up your account with cash so student can use their card to pay for lunch.
- Students can order food over the counter at the Huntingtower Canteen and present their card to the canteen staff.
- The amount of the purchase will be charged to your Flexischools account.
- You will receive an email regarding the purchase.
Checking Account History and Change Notification

- The **Account History** button at top right gives you detailed transactions. This includes Account top-ups, online orders as well as Cashless Card orders.

<table>
<thead>
<tr>
<th>Date</th>
<th>Customer</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>29/01/2016</td>
<td>Direct Debit</td>
<td>Credit purchase, Charged to Credit Card <em>456480...567</em> (Bank T):</td>
<td>$9.29</td>
<td></td>
<td>$20.29</td>
</tr>
<tr>
<td>23/01/2016</td>
<td>PayRange</td>
<td>Credit Card Processing Fee</td>
<td></td>
<td>$20.29</td>
<td></td>
</tr>
<tr>
<td>2/02/2016</td>
<td>PayRange</td>
<td>Card transaction for: Homemade Choc Chip Cookie $1.59 using ROVK on 2/02/2016 at 1:53 AM</td>
<td>$1.50</td>
<td></td>
<td>$18.50</td>
</tr>
<tr>
<td>2/02/2016</td>
<td>PayRange</td>
<td>Card transaction for: Homemade Choc Chip Cookie $1.59 using ROVK on 2/02/2016 at 1:57 PM</td>
<td>$1.50</td>
<td></td>
<td>$17.00</td>
</tr>
<tr>
<td>5/02/2016</td>
<td>PayRange</td>
<td>Card transaction for: Homemade Choc Chip Cookie $1.59 using ROVK on 2/02/2016 at 1:57 PM</td>
<td>$1.50</td>
<td></td>
<td>$15.50</td>
</tr>
</tbody>
</table>

- To change the notifications settings, go to **My Profile** menu and select **Notifications** tab. From this page you can change your preferences of how and when Flexischools should notify you.