



## Order Uniforms with the Flexischools App.

Or you can also login via the website & follow the steps to register.

<https://www.flexischools.com.au>

## Getting started with Flexischools

If you'd like to start ordering online with Flexischools, it's super simple to get started!

How to set up your Flexischools account



### 1. Download App

The Flexischools app is the easiest way to place online lunch orders, buy school uniforms, and discover our latest Our Place offers.

### 2. Registering

- Open the Flexischools App and click 'Like to register?' or register on their website.
- Submit your email address to create an account.
- Go to your inbox and open the registration email from Flexischools.
- Click on the link provided and follow the registration process, creating a password and completing your personal details.
- If you are using the app, it will also ask you to set a 4-digit pin for easy access.
- Adding students: On the app you will need to select the 'Profile' icon on the navigation bar. Under 'Students', click 'Add new'. Enter your child's name, school, year level, and class. Click 'submit'.

#### **\*\*Registering before you have been allocated a class\*\***

For example: Preps starting the following year or New Enrolments please select "Prep & year applicable" or "New Enrolment," so, you can continue to register and place your order. It is important to remember to update your account once your class has been allocated for future purchases.

Once registered, you can start placing orders immediately. If you have any questions, please contact the Flexischools Customer Service Team on **1300 361 769**, or you can contact them via their website or check out the FAQ's section on the website.

Other quick points to note with Flexi Schools online ordering:

- Once account is set up you can top up account with funds using your credit card or PayPal, but you also have the option of direct deposit from your account (manual or automatic top ups) which avoids card/PayPal fees. You do still have the option to pay each time you place an order as well.
- You can amend your profile at any time.
- Add further students and plenty more.....

# Process for ordering Uniforms using Flexi School App

## 1. Log into Flexi Schools App

- Using your registered details
- Select "Shop" under Other School Services

## 2. New Shop Order

- Select which student you would like to place an order for

## 3. Make your selection

- Choose which service – [Select Uniforms Tab](#)
- Choose which date to receive order

Standard days to select for Flexi School orders are Monday or Thursday

Please note: Throughout the year additional days are available, for example: the week before school commences and details will be provided accordingly. In this instance when ordering you will need to select the service tab called "[Special Uniform Days](#)" This will show up on app when it becomes applicable.

## 4. Select an option for receiving order

Option 1: [Standard Option](#) - Deliver to child's class on date selected

Option 2: [Pickup at uniform shop](#) on the date selected or email for alternative arrangements

**\*\*Additional options added on to assist New Prep enrolments & New Year back to school orders\*\***

Option 3: New [Prep/year](#) applicable - orders in Term 4. Collection arrangements will be advertised accordingly.

Option 4: [New Year back to school orders](#). Collection arrangements will be advertised accordingly.

Please note: Option 4 is only applicable for orders receiving in the week before school returns. This will be when you order through the [Special Uniform Days](#) Shop Tab as per Step 3 above when making your selection and choosing which service you would like to order for.

## 5. For ordering from our Uniform Range

- Select Uniform Online Shop Tab

When you first enter there will be information to read if there are any important updates to keep you informed otherwise continue to scroll down to select products.

- Select the products you require by clicking on the (+) sign on left-hand corner of item.
- Select the size you require and then click on "Select Options" right-hand corner of App which will add the item to your order and then you can select "modify" which allows up or down of Qty's.
- Continue with your Flexi order on any other items you require and follow the same process in step 6.
- Once completed select "Confirm Order" top right-hand corner of App.
- Continue with Payment method and then hit the "Select" tab right-hand corner once finalised.
- Click on "Save" Tab righthand corner of App.
- The screen will then come up with "Please Confirm this action"

At this point you can select place order and it will come up with total amount to be charged. If you do need to amend at this point, do not continue and select return to order. If all goes through ok a message will come up that your order has been placed and you will also get an email confirmation.

If you have questions, please do not hesitate to contact the uniform shop and we will endeavour to assist. [uniformshop@flsspandc.onmicrosoft.com](mailto:uniformshop@flsspandc.onmicrosoft.com)