




Pay anywhere  
with your ID card.




Pay for your **school bus travel** and  
**more** with your student ID.



**CASH FREE,  
HASSLE FREE**






**ONLINE  
TOP UP**




**SAFE AND  
SECURE**

Take advantage of this convenient new service.  
Go to **flexischools.com.au** and click **register**.

 LOGIN  REGISTER 

Have your **student ID** handy when you register online.

 **flexischools**.com.au

## Students are able to use their Student Card to purchase their daily bus ticket

The Gap and Bulimba buses are fitted with a Samsung phone which will scan your child's student card and this will charge your Flexischools account for an individual bus trip.

Trip charges are as follows:

- Bulimba to St Margaret's (one way fare): \$4.20
- Bretts Wharf to St Margaret's (one way fare): \$2.90
- The Gap to St Margaret's (one way fare): \$4.20

Funds must be available on the student card. To do this, please follow the details instructions below or call Flexischools on **1300 361 769**.

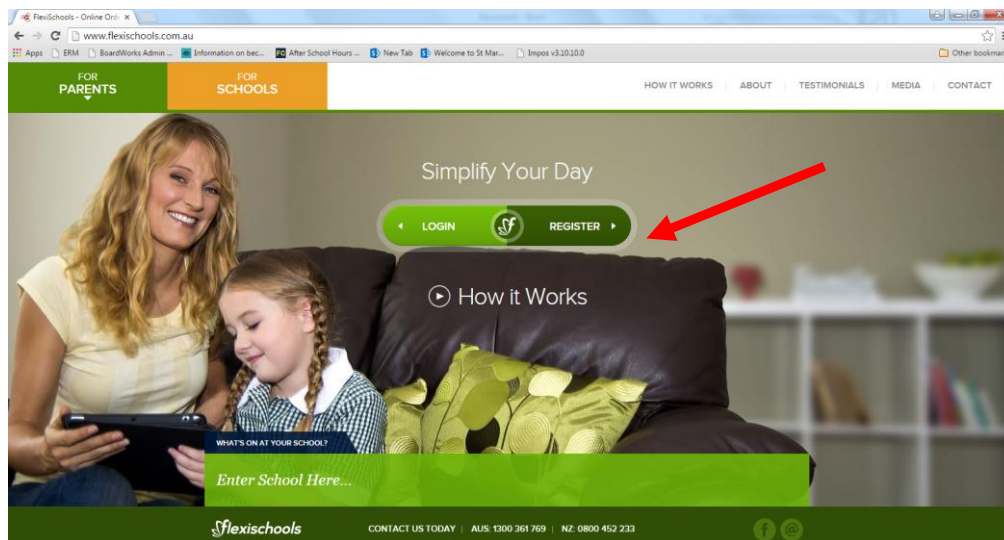
Detailed below are the instructions on how to set up a Flexischools account and link your child's student card to that account.

# Instructions for setting up an account and linking your child's student card to your account

## How to Register with Flexischools

### **Step 1: Go to [www.flexischools.com.au](http://www.flexischools.com.au)**

- Click the Register button



### **Step 2: Enter an email address**

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

A screenshot of the Flexischools registration page. The page has a green header with the Flexischools logo and a 'Feedback? Need Help?' link. Below the header, there is a 'Start' button and a 'Homepage' button. The main content area is titled 'Register New Flexischools Login' and contains a list of instructions: 1. Fill out the form below. 2. Click "Register". 3. We will send you an email with a link to a registration page. 4. Follow the instructions in the email to setup your login. Below the instructions, there are two input fields for 'Email Address' and 'Confirm Email Address', followed by a 'Register' button. The footer includes the text 'Powered by SCOTNEY GROUP' and copyright information.

### **Step 3: Follow the link from your email and complete the form and press submit.**

- Email from Flexischools:

Good Afternoon,

You are receiving this email because you have registered to use the FlexiSchools service at the FlexiSchools website. If you did not register, please ignore this email.

Once your account is set up, you will be able to use the FlexiSchools service as soon as your initial credit purchase is approved.

Click the following link to setup your account. If you cannot click it, copy and paste it into your browser's address bar.

<https://www.flexischools.com.au/FM/FM.aspx?pn=Registration&RegID=HxRMAzRvX>

Note: this link will only work for the original recipient of this email. Do not forward to other people.

On the account setup page, you will be asked to specify a username and password of your choice and to provide us with your relevant contact information.

If you need any assistance at any time, with setting up your account, using the website, or if you have any questions about the food or the service, please don't hesitate to email us at [help@flexischools.com.au](mailto:help@flexischools.com.au) or to call our Customer Service Line on 1300 361 769.

Kind Regards,

- Click on link in email above and complete the registration details. Your connection to the school is as a parent, so choose the 'I am a Parent' option

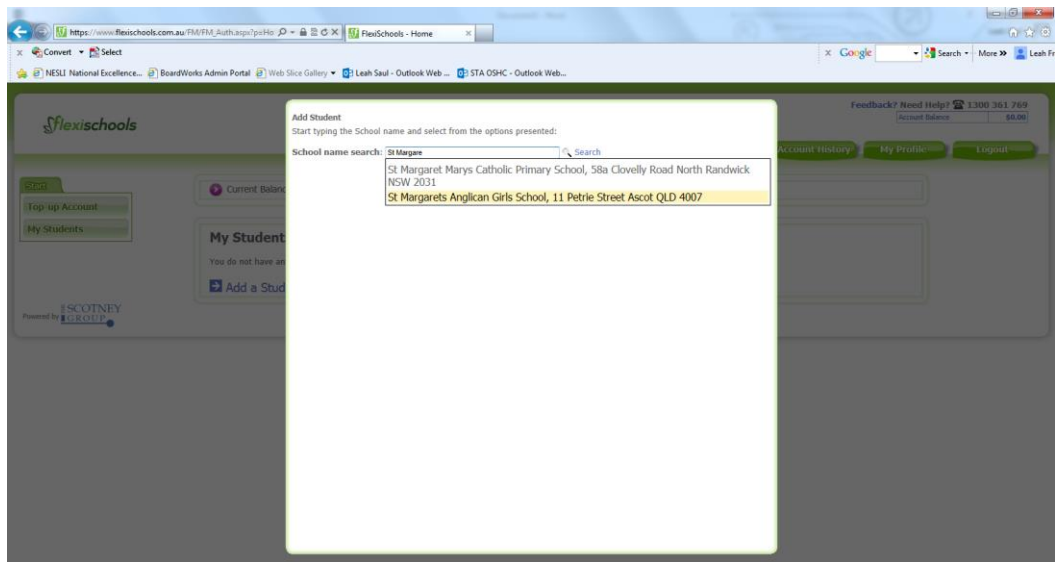
The screenshot shows the 'New User Registration' page on the FlexiSchools website. The form is titled 'New User Registration' and includes a sub-header 'To setup your FlexiSchools account, we need a bit more information from you. Please fill out the form below, then read and agree to the Terms and Conditions of use, and click on the "Submit" button.' Below this, it states 'The required information is in bold.' The form fields are categorized under 'Personal Information' and include: Username, Password (with a note '(see website)'), Confirm password, Title, Your First Name, Your Last Name, Email Address (pre-filled with 'l.saul@stmar.org.au'), Landline, and Mobile Number. Under the heading 'What is your connection to the school?', there are four radio button options: 'I am a Parent' (selected), 'I am a Staff Member', 'I am a Staff Member with a Student', and 'Other'. At the bottom, there is a checkbox for 'I have read and agree with the Terms and Conditions of Use.' A red text overlay 'Complete all details' is positioned to the right of the form fields.

### **Step 4: Add a Student**

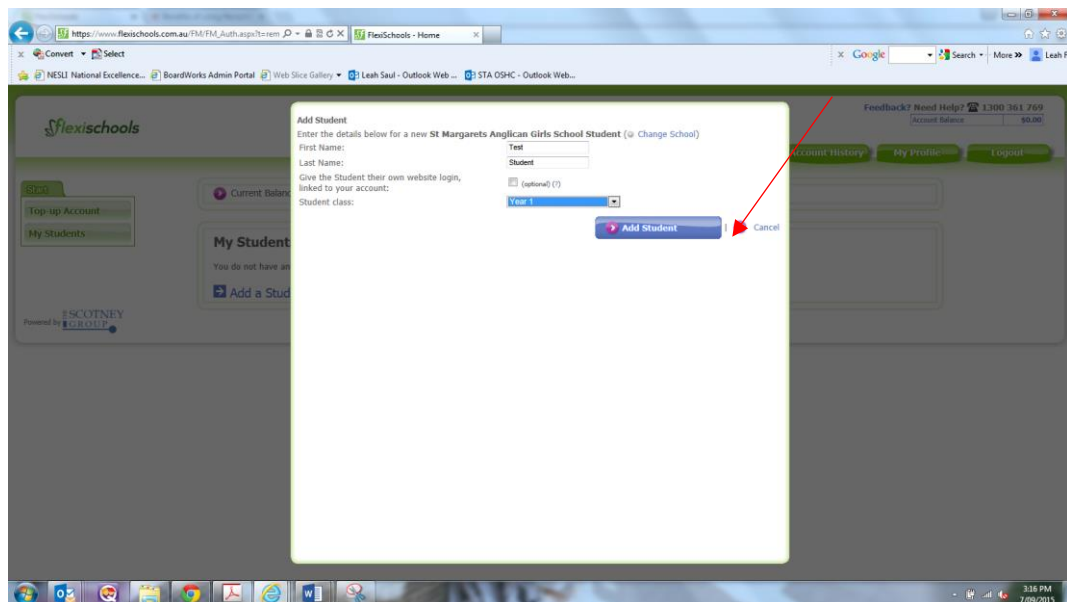
- Click on 'add a student.'

The screenshot shows the 'My Students' page on the FlexiSchools website. The page has a navigation bar with links: Home, My Account, Account History, My Profile, and Logout. Below the navigation bar, there is a section for 'Current Balance: \$0.00' with links for 'Top-up Account' and 'Account History'. The main content area is titled 'My Students' and includes the text 'You do not have any Students on your account.' Below this text is a blue button labeled 'Add a Student', which is pointed to by a red arrow. The page footer includes the text 'Powered by SCOTNEY GROUP' and 'Copyright © FlexiSchools 2015 | Contact Us | Terms and Conditions | Refunds Policy | Give Feedback'.

- The first step is to search for and select St Margaret's Anglican Girls School. Enter **St Margaret** into the box and click the **search** button, then select St Margaret's Girls Anglican Girls School from the list.

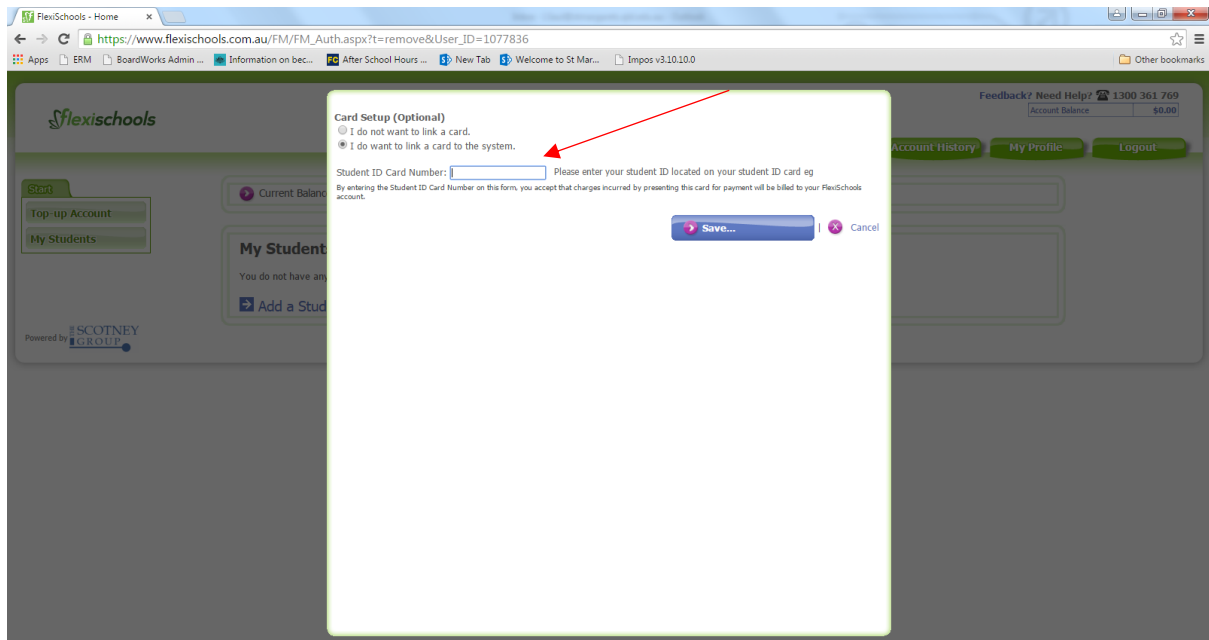


- Enter the student details and choose your student's year/class. You can also at this point opt to give your student their own login and access to Flexischools online ordering. You can also opt to set a daily spend limit for your child, please be mindful that if your child needs to make payment for lunch, bus tickets, uniform items-these will all be included in the one daily spend limit. Click the **add student** button.



### Step 5: Linking a Student Card

- Next and very important is linking your daughter's student ID card to this account. The student's ID Card Number is found under the barcode and is **6 digits** in length. Ensure you have checked 'I do want to link a card to the system' and enter the 6-digit barcode number into the '**Student ID Card Number**' Field. Click **Save**.

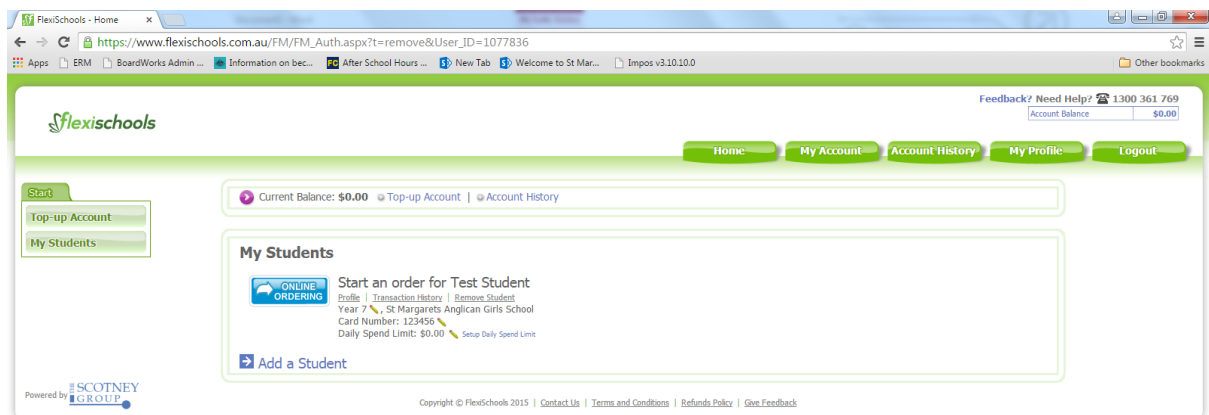


## Connect your Student Card to Your Existing Account

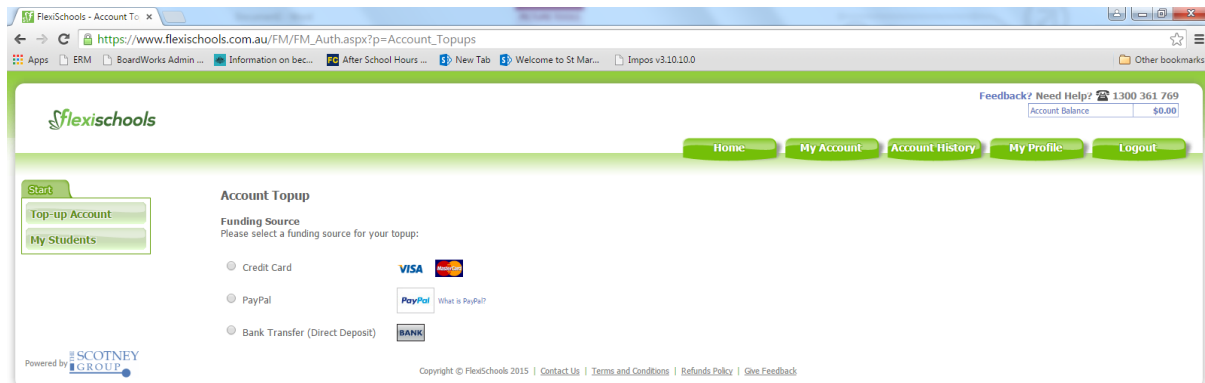
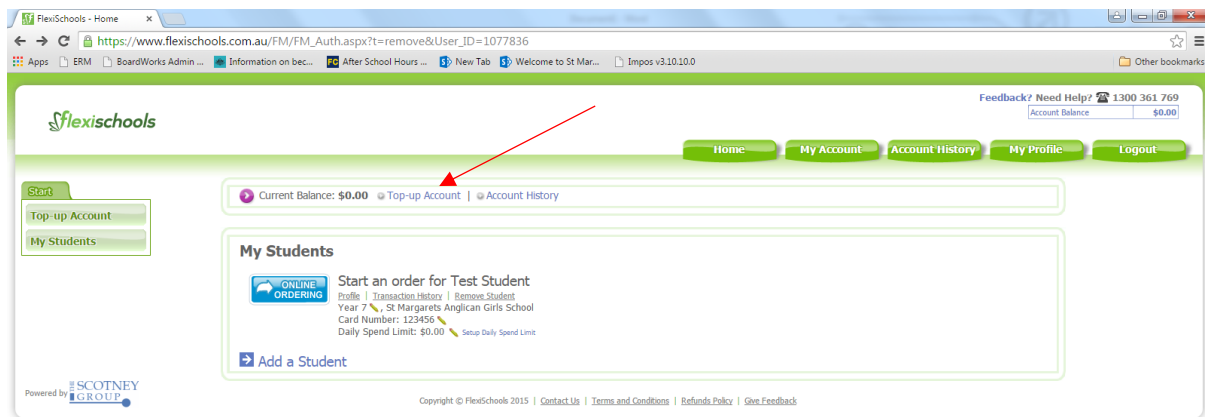
If you have already registered and your child is in Year 7-12 you can link their student card to make payments at school. To do this, please sign into your account and update the student's details by selecting "I do want to link a card to the system" under card setup as shown above. The number required can be found under the barcode on the student's ID card.

## Step 6: Top-Up your Account

Once linked you will see the following screen:



You can now Top-up your Account:



### Parent Fees for Flexischools:

	Top Up Fee
<b>Credit Card (VISA, MasterCard)</b>	15c+1% of the top up amount
<b>PayPal</b>	15c+1% of the top up amount
<b>Direct Deposit</b>	Nil

Top-up your account using VISA, Mastercard, PayPal or by direct deposit. Flexischools will email you a reminder when your account is running low.

**IMPORTANT:** To ensure that your student always has funds available, we recommend setting an automatic top-up from your credit card. You choose what the trigger amount will be and also how much it will top-up by each time. For example: You can choose to set your account to automatically top-up by \$20 whenever the balance is below \$10.