



Mater Maria is pleased to announce that we are extending our Flexischools services in the canteen. Currently parents and students are able to place online orders via Flexischools. Students in Years 7 to Year 12 will now be able to pay for canteen items at the counter using their student cards. Payments will come from the same account you currently use for online ordering, if you have an existing Flexischools account set up. All purchases can be viewed online and an automatic top up facility can be added to ensure funds are always available.

Setting up a Flexischools account

If you do not have a Flexischools account, simply go to www.flexischools.com.au and click **Register**. You will be sent an email with further instructions on how to complete the registration. You can activate a student card during the registration by entering the student card number written on the card in the student details as shown below.

Card Setup (Optional)

- ☐ I do not want to link a student card.
- ☒ I do want to link a student card to the system.

Student Card Number: Please enter the student network login provided by the school . eg 'jsmith'

By entering the Student 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](#)

Adding card payments to an existing Flexischools account

If you already have a Flexischools account, you can link a student card to your account by adding your **student ID number (this number can be found on the front of the card under the Date of Birth and is a six digit number)** to a student's details under 'My Students' in your Flexischools account.



Start an order for Test Student

[Profile](#) | [Transaction History](#) | [Remove student](#) | [Change Class or School](#)
Year 10 , St Luke's Grammar School (Dee Why Campus)
Student Card Number: [No Student Card Setup Yet](#) [Setup Card](#)
Daily Student Spend Limit: [No Limit Setup](#) [Setup Daily Spend Limit](#)

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Checking your account balance

In your account you will be able to view your transaction history, check your balance and top-up your account.

To top up your account, you have three options:

- Bank transfer (free)
- Credit card (1.3%)
- PayPal (1.5%)

The recommended option is a bank transfer with an automatic top up of \$50 when funds get below \$20



Family Account

The Flexischools solution allows you to manage all of your children from one account.

If you do not want your child to have access to the Flexischools cashless card solution (which enables them to use their student ID to make purchases at the canteen) please see instructions below for 'Daily Spend Limit'. Simply follow these instructions and set the limit to \$0. You can change your mind at any time by simply changing the Daily Spend Limit.



Add a Daily Spend Limit

A Daily Spend Limit allows you to set a limit on each individual child linked to your account. Some parents choose to provide a higher limit to their older children and a lower balance to younger children, or no limit at all - this is completely up to you. To set a daily spend limit:

1. Login at www.flexischools.com.au
2. You will see a list of children linked to your account. Next to 'Daily Spend Limit' you will see a pencil icon and the words "Setup Daily Spend Limit", click this.



3. Enter the limit amount and click 'Update' to set. **Important Note: Please allow for all student daily expenses in this limit.**
 4. You can change the limit at any time by clicking the pencil icon.
- To give your child access to your total Flexischools balance, simply leave the field blank.



Let your child check their balance

We recommend that you provide your child with a login to check their balance from their phone, tablet or PC. By providing access to your student, they will be able to view their transaction history and balance but not top-up the account or change their spend limit.

1. Login at www.flexischools.com.au
2. Under the child's name, click "Profile"
3. Update their email address so that we can send them a registration email.
4. We will send the registration emails to children so they can choose a username and password to access Flexischools.

DON'T FORGET TO TOP-UP

Flexischools is a pre-pay system. Students who have not been added to a Flexischools account with a positive balance will not be able to use their card for purchasing. We recommend using the Automatic Top-Up feature to ensure your child is never short of funds.

Get Started

Your Flexischools account is now ready to use. If you require any assistance, the Flexischools Customer Service Team are available to help on [1300 361 769](tel:1300361769) or via help@flexischools.com.au.