

## **Online Ordering is here!**

The Runcorn Refueller has finally gone high-tech! Tuckshop orders can be done online via Flexischools.

This improves our Tuckshop service to Runcorn State School families in a number of ways:

- No more forgetting lunch bags
- No more cash issues - not having small change / kids losing change
- Set and forget - option to pre-book orders in advance (even able to repeat orders automatically)
- Orders can be placed right up until 9 am on Tuckshop day
- Orders can be cancelled right up until 9 am on Tuckshop day (handy for when your child wakes up sick)

Using the Flexischools cashless payment system will provide a convenient and more efficient ordering and payment system. By paying online, orders are faster and more accurate, giving Parents and Students peace of mind that their order and payment is received accurately at the School.

### **HOW TO FREE REGISTER** - go to [www.flexischools.com.au](http://www.flexischools.com.au)

- Step 1 : Click the 'REGISTER NOW' button
- Step 2 : Enter your Email Address
- Step 3 : You will be emailed a link to an online form – follow the link
- Step 4 : Choose a Name and Password and complete the form
- Step 5 : Add each of your Student/s name and their year group
- Step 6 : Top-Up the Account – VISA, MasterCard or Direct Deposit

Once registered, you can start placing orders immediately.

### **HOW TO ORDER** - go to [www.flexischools.com.au](http://www.flexischools.com.au)

- Step 1 : Enter your Username and Password
- Step 2 : Add a Student
- Step 3 : Select School from drop down – Runcorn State School
- Step 4 : Start an Order by clicking Students Name
- Step 5 : Select Day and click lunch order
- Step 6 : Select the Items to add to the Order then select Next
- Step 7 : Select Place Order
- Step 8 : Payment Options - you need to add funds to your account select Continue
- Step 9 : Do the Top Up - Select, enter details

***If you have any questions, please contact Flexischools - their dedicated Help Line (1300 361 769) is Open 7.00am-6.00pm -or- via Email : [help@flexischools.com.au](mailto:help@flexischools.com.au)***

### **To explain the 29c/order fee:**

Runcorn State School now has a partnership with Flexischools which guarantees the following:

- Parents are fully supported by the Flexischools Customer Service Team, who monitor Orders every day. Every Parent has piece of mind in knowing they have assistance with every aspect of the online ordering system:
  - Signing up or adding funds
  - Placing an order
  - Order missed in cut-off time
  - Child is sick - need to cancel an order
- Flexischools tracks all Orders by ensuring they are downloaded and labels printed by the Tuckshop. If there are changes to an Order, or School Computer problems, Flexischools will send through all Orders to the Tuckshop via fax or email. No Order will be missed.
- Flexischools Customer Service Team takes the pressure off our Tuckshop Staff, allowing them to get on with preparation of food for everyone.