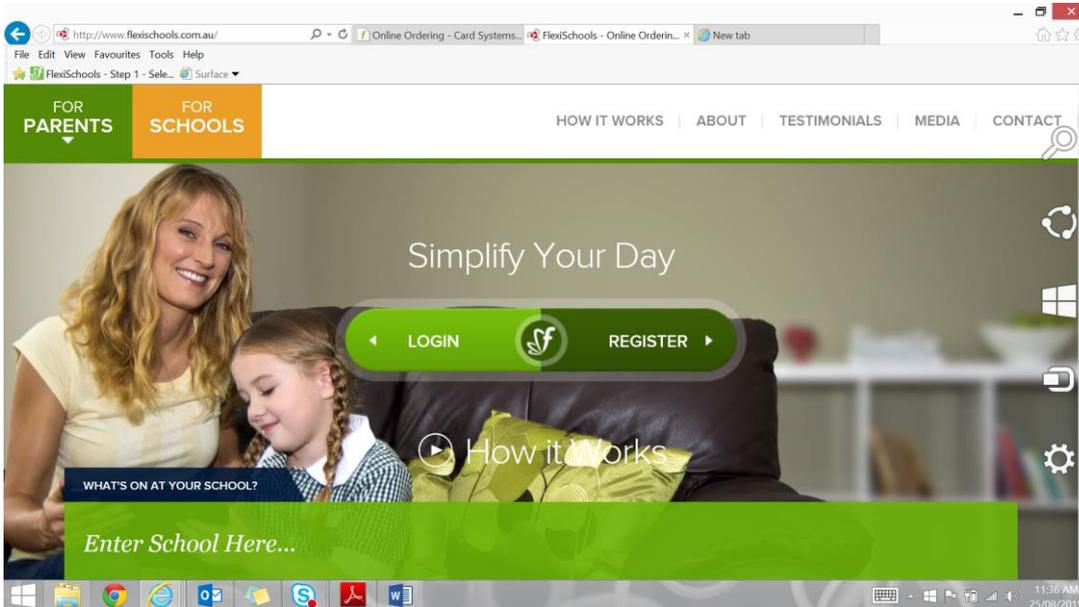


# How to Register with Flexischools

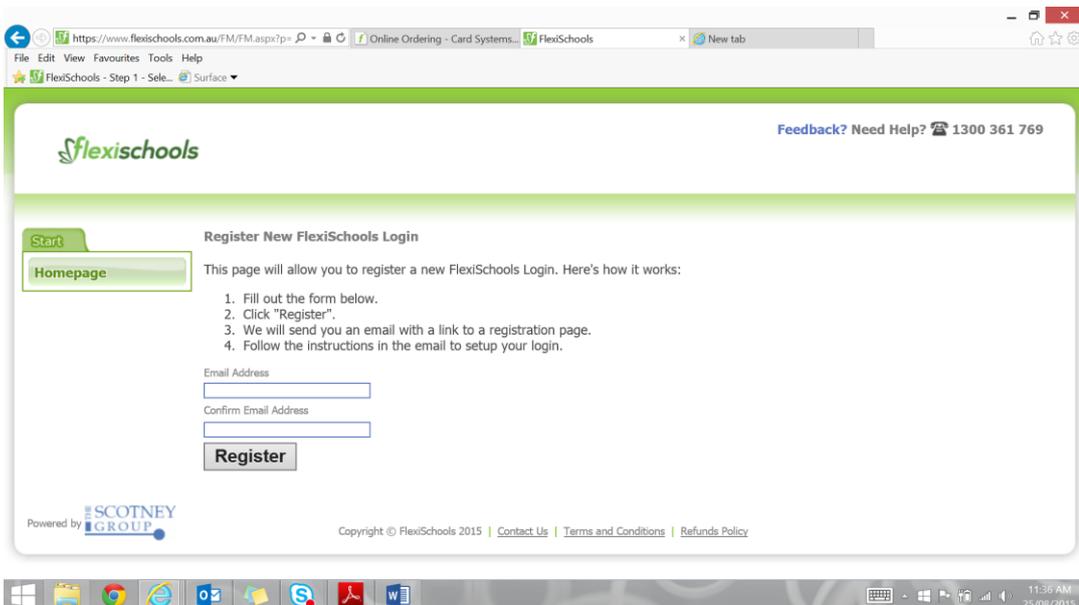
**Step 1:** Go to [www.flexischools.com.au](http://www.flexischools.com.au)

Click the REGISTER button



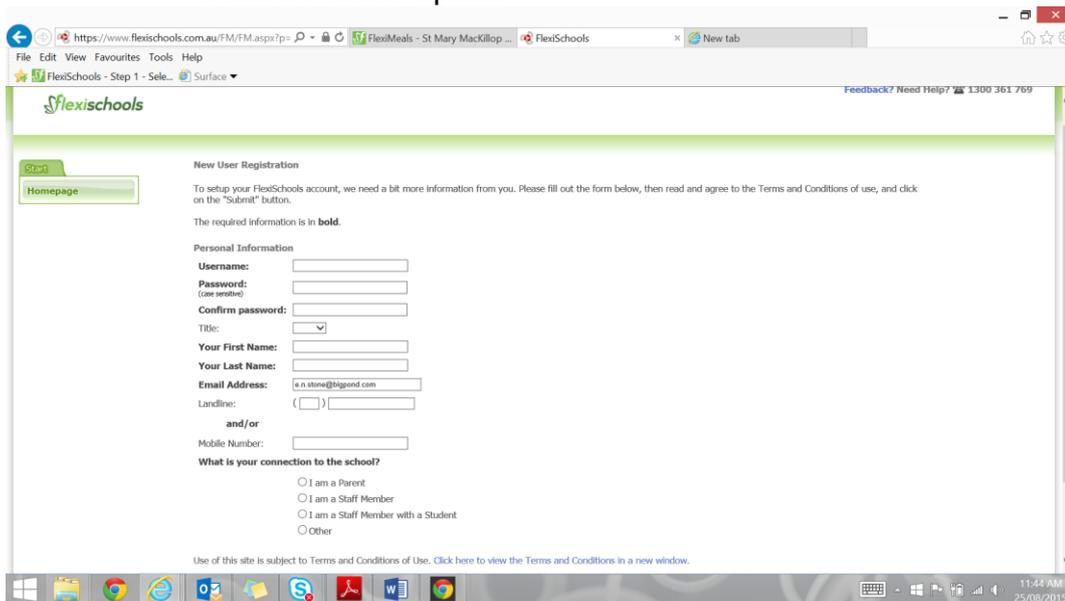
**Step 2:** Enter an email address

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



**Step 3:** Follow the link and complete the form.

Your connection to the school is as a parent, so you would choose the *'I am a Parent'* option



The screenshot shows a web browser window displaying the FlexiSchools website. The page title is "New User Registration". The URL in the address bar is "https://www.flexischools.com.au/FM/FM.aspx?p=...". The page content includes a "Start" menu with "Homepage" selected. The main heading is "New User Registration". Below this, there is a paragraph: "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." A note states: "The required information is in **bold**." The form fields are: "Personal Information" section with "Username:" (required), "Password:" (required, with "(use sensitive)" below it), "Confirm password:" (required), "Title:" (dropdown), "Your First Name:" (required), "Your Last Name:" (required), "Email Address:" (required, with "a.n.stone@bigpond.com" entered), "Landline:" (optional), "and/or" section with "Mobile Number:" (optional). The "What is your connection to the school?" section has four radio button options: "I am a Parent", "I am a Staff Member", "I am a Staff Member with a Student", and "Other". At the bottom, there is a link: "Use of this site is subject to Terms and Conditions of Use. Click here to view the Terms and Conditions in a new window." The Windows taskbar at the bottom shows the date and time as 11:44 AM on 25/08/2015.

**Step 4:** Add a Student

► Click on **'add a student.'** The first step is to search for and select *Bundaberg Christian College*.

► Enter ***Bundaberg Christian College*** into the box and click the **search** button, then select *Bundaberg Christian College* from the list.

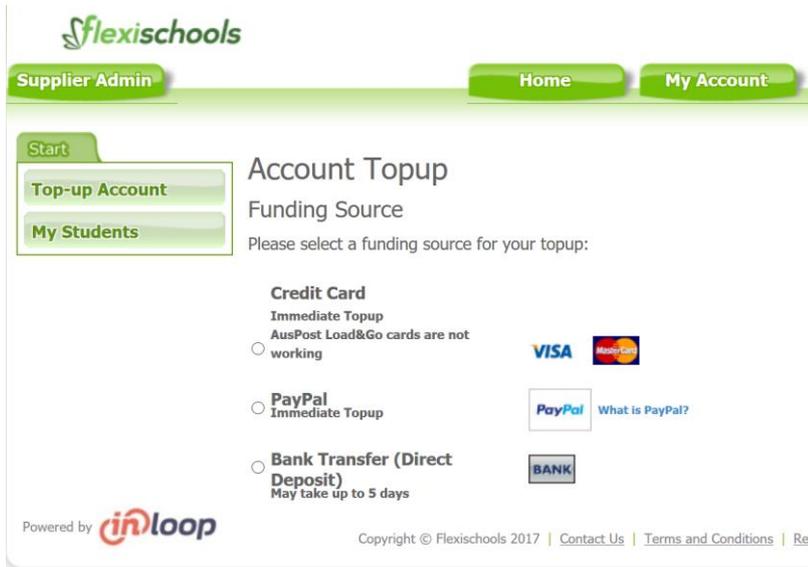
► Once you select *Bundaberg Christian College*, enter the student details and under Student class select your child's class. Click the **add student** button.

### How to top up your account through Flexischools

- There are numerous links on the **My Account** tab to top up your account including by credit card, direct deposit or PayPal.

# Direct Deposit or EFT

1. Log into your Flexischools account
2. Select Top-up Account on the left-hand side and then choose 'Bank Transfer (Direct Deposit)



3. Once you select this option you will then be presented with the bank details and a unique reference ID, e.g. STONE4573154

**Bank Transfer (Direct Deposit)**  
May take up to 5 days



### Direct Bank Transfer

Bank transfer / EFT is free.

To top up your account by "direct transfer"/"pay anyone", please use your bank's facilities to transfer the amount you would like to top your account up by using the following details:

#### Deposit funds into:

BSB	032096
Account Number	357798
Account Name	InLoop Pty Ltd
Message/Reference/Description	STONE4573154

**Note:** Please make sure you include the above **reference**. This unique reference assigns the top-up automatically to your Flexischools account.

Please check the details carefully when making a transfer. Flexischools does not take responsibility for funds which are transferred using incorrect details. If you have reached this screen while attempting to place an order, please note that **your order has not been confirmed**. You will need to start your order again once your funds are available in your Flexischools account.

#### About this Method

Topups via this method may take **up to 5 days** to be processed onto your account. You will receive an email when the funds are available.

Please contact us at [help@flexischools.com.au](mailto:help@flexischools.com.au) if you have any questions about this process.

4. From here you proceed to your internet banking or usual way of making a bank payment/transferring money to someone, and enter the details including the reference. You can also opt in your own banking to set this up as a recurring payment, e.g. weekly or monthly.

## Creating a short cut on your mobile device

Flexischools can be added as a shortcut to the homepage on your mobile, which will work just like an app! You can save your login details so you can simply login at the click of a button every time.

**From your iPhone**, click on the 'share' icon located in the middle at the bottom of your browser. Select 'Add to Home Screen'. Proceed to the next screen and click 'Add'. Your mobile will automatically take you to your mobiles home page where you will see the Flexischools logo alongside any apps. The Flexischools icon looks like an app and works like an app, but it's a shortcut to our mobile website that is now accessible to you at the click of a button.

*Tip: If you want iPhone/iPad to store usernames/passwords. Visit "Settings" > "Safari" > "Autofill" and slide the "names and passwords" slider to "on". Note: This will not Auto-Fill your username and password. To use stored username and password, click in the Username box. When your keyboard is displayed select "AutoFill Password" above the keyboard.*

**From an Android**, click the 'ellipses' at the top right-hand side of your Google Chrome browser. Select 'Add Shortcut'. Proceed to the next screen and click 'Add'. Your mobile will automatically take you to your mobiles home page where you will see the Flexischools logo alongside any apps. The Flexischools icon looks like an app and works like an app, but it's a shortcut to our mobile website that is now accessible to you at the click of a button.

- For questions regarding your account please contact **Flexischools** directly

(Monday to Friday 7am to 7pm) on: 1300 361 769 or [help@flexischools.com.au](mailto:help@flexischools.com.au)