SETTING UP A P&C EVENT or PAYMENTS THROUGH FLEXISCHOOLS

1. Go to www.flexischools.com.au
2. Press the YELLOW “For Schools” tab
3. **Hover** your mouse over the BLUE “Existing Schools” button to activate the drop down menu
4. Click on “ADD A NEW SERVICE”
FOR P&C EVENTS:

1. Press the “NEW EVENT FORM”
2. Complete the form

FOR PAYMENTS, eg. Yearbook Purchases / P&C Levy:

3. Press the “ONLINE-PAYMENTS FORM”
4. Complete the form
FOR P&C EVENTS:

eg: Movie Night -

Parent Volunteer assigned to ticketing - fill out your name & contact details

SCROLL DOWN THE PAGE TO COMPLETE THE FORM
FOR P&C EVENTS:

eg: Movie Night -

This is where you provide information such as:

(a) Ticket Only Price $5.50**
(b) Meal Deal Ticket: Includes Pizza, Cordial Drink & Mini-Ice Cream

** the additional 50c will cover the transaction fee for both types of tickets
FOR P&C EVENTS:

eg: Movie Night -

1. In the tab “Deposit to Bank Account”, choose “Existing Canteen Account”
2. Contact the BPS P&C Treasurer for bank details dafinlay@bigpond.com
3. Choose “NSW GOVT Rate” for the Fee Model

SCROLL DOWN THE PAGE TO COMPLETE THE FORM
FLEXISCHOOLS CONFIRMATION

1. Flexischools will email the event co-ordinator / service manager any questions to clarify the information, window of time for payments etc

2. Once all the information has been finalised, Flexischools will again send an email with details to access the “draft page” for the event co-ordinator to do a final check

3. The event co-ordinator must then email Flexischools a confirmation that all the information on the “draft page” is correct

4. Flexischools prepares the “draft page” to go LIVE

5. Online payments / ordering can then commence

6. The event co-ordinator will be emailed daily reports of purchases etc and be given supplier admin access to make any changes on the site, as required