Canteen Online Ordering is here!

flexischools
Step 1 – Enter your username and password
Step 2 – Add a student

Click “Add a Student”
Step 3 – Add student: enter the school

Start typing the school name and select from the options presented:

School name search: payn

Payne Road State School, 171 Payne Road The Gap QLD 4061

Enter the school name

Click the school name when it appears
Step 3 – Add student: student’s name and class

Add Student

Enter the details below for a new Payne Road State School Student (Change School)

First Name: [Textbox]
Last Name: [Textbox]

Allow Student to login and order for themselves: [Checkbox]

Student Class: [Select Box] - Select a class -

Click Add Student when done

Usually, you don’t select this. This is only for older students
Step 4 – Start an Order

My Students

Start an order for **John Smith**

Profile | Transaction History | Remove Student
2 Mo (change)

⇒ Add a Student

⇒ Click Child’s Name
Step 5 – Pick a day and the type of order

Click this to order Recess for Thursday

<table>
<thead>
<tr>
<th></th>
<th>Mon 2/5</th>
<th>Tue 3/5</th>
<th>Wed 4/5</th>
<th>Thu 5/5</th>
<th>Fri 6/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recess Menu</td>
<td></td>
<td></td>
<td></td>
<td>Order Recess</td>
<td>Order Recess</td>
</tr>
<tr>
<td>Lunch Menu</td>
<td></td>
<td></td>
<td></td>
<td>Order Lunch</td>
<td>Order Lunch</td>
</tr>
<tr>
<td>Wednesday Menu</td>
<td></td>
<td>No Service</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 6 – Add items to your order

Click the item to add to order

When you’ve added all items, click Next

Click here to see the rest of the menu
Step 7 – Place Order

Did you get asked to add funds?

Read on...
If you need to add funds to your account ...

Click here to continue
Step 7 – Select payment option

Select an option

Click here to continue
Step 7 – Do the top-up

- Enter $20 top-up or more
- Click here to add the funds
- Enter credit card details