

Canteen

Step by step guide to ordering on Flexischools

Dear Parents,

An easy step by step guide to ordering a roll or sandwich or anything with fillings :

1. Login to Flexischools
2. Scroll down to food
3. Click Order
4. Click order date
5. Click on food category
6. Click on item i.e. Cheese
7. Then choose to add option (if filling wanted)
8. Select which option you want added i.e. Lettuce
9. If no selection chosen nothing will be added (you will get cheese)
10. Select bread type i.e. White bread , multigrain roll
11. Go to top of page to confirm order
12. Select payment option
13. Then click save for confirmation of order
- 14. Confirm action**
15. Place order
16. Receive confirmation on screen
17. You can go and view order under child's name
18. If you want to cancel the order go to the child's name , click arrow on right (next to order), there are other options you might also use.
- 19. Make sure you receive an email confirmation after placing order**
20. You will receive an email that funds have been received. (check your junk folder)

Thank you