## Flexischools – How to Subscribe / Unsubscribe to Class Communication Groups

To ensure you receive accurate information for your student – you need to subscribe to their 2023 class groups within Flexischools.

## **STEP ONE – LOG INTO FLEXISCHOOLS**

- Log into your Flexischools App using your personal login details
- If you do not have a Flexischools account please download the App from your App Store and follow the prompts to create an account. To access the Belgrave Heights Christian School Account – the password is greentrees

## STEP TWO – ADDING CLASS COMMUNICATION GROUPS

- Once logged in, click on the "News" button
- On the Newsfeed screen, click on the top right hand corner button
- Click on the relevant subschool and add/remove select the applicable homegroup with (2023) behind the title. The password is greentrees
- Please remember to subscribe to the Whole School (K-12) group too

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