



Dear St Therese's Parents,

The Subway Friday Lunch Order Programme is on again this month, however our ORDERING is now ONLINE through Flexischools (just like our canteen).

This month's SUBWAY date is FRIDAY, March 13, 2020

Fill in your Order Form Online by **1:00pm** on **WEDNESDAY, March 11, 2020** to be able to have a Friday Lunch.

PLEASE NOTE: The price of Subway has been reduced to \$5.50 plus charges, so that parents are not out of pocket.

To setup your Flexischools Account, please follow the instructions below;

- Go to www.flexischools.com.au
- On the right hand side drop down menu select **REGISTER**
- Enter your email and then confirm your email
- You will receive a Registration Email, where to Finish Your Account Set-up, you must select [Click here](#)
- This will then take you to the **New User Registration Page** where you will create your own **Password** and complete your **Contact Details**
- Select **I am a Parent**
- Tick **Please consider our Flexischool Terms and Conditions of Use**
- **Submit**
- *It is at this point that if you wish to pay via Direct Deposit which incurs no bank fees, select Account at the bottom of the screen and it is here you will find EFT details and your personalised reference description. You will need to login to your own banking to transfer funds into your Flexischools Account. Funds will generally take 24 hours to process*
- Select **Add a new Student**
- Start typing **St Therese's** and select **our School from the drop down box**
- Enter your **Child's Details, Select their Year Level and Class.** Select **Save**
- Select Add a new Student for each child you wish to order for

- Once completed, **Select Start Order**
- Select **Subway Lunch**
- Select **Subway Deal**
- Complete your order
- At the top right of your screen, select **Confirm Item**
- If order is correct at the top right of your screen, select **Confirm Order**
- Select your **Payment Options**
- At the top right of your screen, click **Select**
- Select your payment option

Payment Options

1. Flexischools Account
2. **Pay for this order this time** via
Credit card (processing fee of 5 cents plus 0.7% total order charge)
Or
Paypal (processing fee of 7 cents plus 0.9%)

At the top right of your screen, click **Select**

At the top right of your screen, click **Save**

At the top right of your screen, click **Place Order**

You will receive an order confirmation on your screen and one via email.

If you have any problems following these instructions, please see the office for help.