Dear Parents and Carers

Invitation to register for cafeteria cashless system

We invite all Parents/Carers to register their sons for the new cashless system provided by Flexischools.

The system allows students to pay at the cafeteria using their Student Card provided by the College. Once setup, parents are able to set daily limits and view transactions online.

Please follow the steps below to create a Flexischools account:

1. Visit www.flexischools.com.au
2. Click on the **"Sign Up"** button.
3. Enter in your email address, then click on the "**Register**" button.
4. You will receive an email from Flexischools, open the email and click on the link.
5. Provide your Personal Information in the fields.
6. Add your son/s to the account Click on "**Student**" then **"Add Student"**
7. Add your sons First name and Last Name
8. Select your school, type "St Edwards College" in the field to choose the College.
9. Select your son's Current **"Year Level"** and choose Year for **"Class"**
10. Click on **"Submit"**
11. Under Settings, Type in your son's **"Student ID"** found on his Student Card **(must be UPPERCASE).**
12. All your children can be on the same account just run through the "Add User" process again
13. Add funds by "Account top-up" using the payment methods.

Once you have completed all the steps your son is now ready to purchase items from the cafeteria using his 2023 Student ID card.

We ask that all parents have their son/s check their card with the canteen before relying on the cashless system.

Please do not hesitate to contact Flexischools