

Flexischools – Start of Year/Relaunch Toolkit

Newman College

Order and Pay at the Canteen with Flexischools

We would like to remind parents that our college operates a cashless canteen/cafeteria through Flexischools. All students can order their lunch online through the Flexischools app, with students in Years 7-12 able to make over-the-counter purchases using their Newman College student ID card.

NOTE: Flexischools online orders and student card payments are made through your Flexischools account NOT the Smart Rider account.

Register a new Flexischools account

Parents simply download the Flexischools app from the [Apple](#) or [Google](#) store and follow the prompts to create an account. You can download the App and find registration and online ordering instructions [here](#).

You will be prompted to add your child's student card during the registration process.

1. Add student name
2. Search for **Newman College** in the school name field
3. Add Year Level and Class
4. If you have a student card you can enter the student ID number

Add a new student to an existing Flexischools account

1. In the Flexischools App, click "Profile"
2. Click + Add New under the student section and enter their name
3. Search for **Newman College** in the school name field
4. Add Year Level and Class
5. If you have a student card you can enter the student ID number

TIP: You can also edit an existing student and change their school and class.

Adding a student card to an existing student

1. In the Flexischools App, click "Profile"
2. Select student
3. Enter the student ID number located on the front of your student ID card.
4. Optionally add a "Daily Spend Limit", say \$10
5. Hit Save

[Here's how to link your child's student card](#) to your Flexischools account for cash-free spending at school.

Give your student their own login

If you would like your student to place their own orders through Flexischools, you can give them their own login.

1. In your Flexischools app, click '**Profile.**'
2. Select your student.
3. Click the toggle next to '**Give student their own Flexischools Online Ordering Login.**'
4. Enter your student's email address and, if you like, add a daily spend limit and click '**Save.**'



Your student cannot access your saved payment method, add funds to your Parent Wallet, or access your saved payment method

Don't forget to top-up your Flexischools wallet with funds

To do this, click "Wallet" in the App and add some funds. You can also set auto top-ups, so you always have funds available. [How to Set Up Automatic Top Ups](#)

Your student is now ready to order online or scan their card at the canteen to pay!

Want to know more about managing your account?

Head to our [Flexischools FAQs](#)

Benefits of using Flexischools at the canteen

- See up-to-date menus and items
- Pre-order lunch online
- Senior students can use their student card for over-the-counter purchases
- Track all purchases in the Flexischools App
- Parents can set a daily canteen spend limit for each student card on their account
- Auto top-ups can be set by parents
- Funds can only be spent at the canteen

About Flexischools

Flexischools is Australia's #1 school ordering solution, operating in more than 1650 schools across Australia and enabling cashless ordering and payments for canteen ordering, uniform shops, events and fundraising for schools. Flexischools' information security management systems are also ISO 27001 certified and Flexischools has also been assessed and qualified for, the Safer Technologies 4 Schools Badge Program (ST4S).

Supporting Documents/Resources

[Flexischools promotional resources for schools](#)