

## Tuckshop – How to Order

Tuckshop orders at The River School are completed online through [www.flexischools.com.au](http://www.flexischools.com.au) or via the Flexischools App (can be downloaded through the App Store or Google Play).

*No cash or over the counter orders can be accepted.*

### Login/Register

- **Already a Flexischools user?**

Enter your details and login. To save your login details, select 'remember me'.

- **New Flexischools user?**

Click 'Register', enter your email address and follow the instructions in the email to set up your account. Once your account is set up, add new student; search for The River School, enter your child's details and select their class name.

### Top up your account

To make ordering fast and simple, you can set up automatic top ups in your 'User Profile'

### Order

#### **Place your Order**

On the app home screen, scroll down to view your school services such as canteen and uniforms. Then swipe left and right to view all available services.

#### **Make your Selection**

Find the service and press 'Order' then select the items you wish to order.

#### **Make Payment**

Select your payment option and complete payment to place your order

#### **Confirmation**

Ensure that you check your email for confirmation of your order.