



How to Register with Flexischools

Step 1: Go to www.flexischools.com.au

Click the Register button

Step 2: Enter an email address

You will receive an email confirmation with a link to the registration page

Step 3: Follow the link from your email and complete the form and press submit.

Your connection to the school is as a parent, so you would choose the 'I am a

Parent' option

Step 4: Add a Student

Click on '**add a student.**' The first step is to search for and select St Mary Mackillop Primary. Enter **St Mary Mackillop** into the box and click the **search** button, then select St Mary Mackillop Primary, Birkdale from the list.

Once you select St Mary Mackillop, enter the student details and under Student class select '**NEW STUDENT.**' Click the **add student** button.

You are now registered with Flexischools.

How to Order Uniforms – online during the year.

Step 1: Log into Flexischools by going to www.flexischools.com.au and selecting login.

Enter username and password

Step 2: Click on blue button '**online ordering**'

Step 3: Select delivery instructions "continue"

Step 4: Click on required items (refer to the Prep Uniform List sent home)" save and continue"

Once completed look at the Order Pad (on the left) to double check the items and quantities ordered. Click "next"

Step 5: Payment options continue add credit card details then "Continue"

Your order is then emailed to the Uniform Shop.

If you have any questions please contact me on 0409 013 111 or email

jamorsen@bne.catholic.edu.au

Jenette Amorsen

Uniform Shop Convenor

