

Your Flexischools Launch Plan.

Follow this guide to ensure you are set up and ready to launch Flexischools.



 *flexischools*

Welcome to Flexischools!

We're excited to have you onboard. This is your starter pack to ensure you are set up and ready for service. Inside this pack you will find everything you need to get started, including:

TSC TDP 225 Printer: This printer is now your property and we would like to suggest that you add it to your insurance asset register for peace of mind.

Labels: A box of 10 rolls of labels with 500 labels on each roll. You can replenish your stocks by going onto the Flexischools website and ordering more, free of charge.

Flyers: We've supplied you with enough flyers to promote Flexischools to your students and staff members. We've allowed for one flyer per student, you can order more from the Flexischools website.

The next steps to get you started are **installation** and **service review**.



INSTALLATION

You will receive an email explaining the detailed steps involved to set up the canteen for your school. This will include links for installing the FOOM software and printer.

If you'd like to get started sooner, instructions and links can also be found on our website.



SERVICE REVIEW

We will load your menu items provided and will notify you via email when they are ready to review. During this step we will conduct training over the phone, so you become familiar with managing your items and orders.

Remember the Flexischools Customer Support Team are always available to assist you along the way.

We look forward to working with you to make school life even easier!

The Flexischools Team

Checklist for Promoting Flexischools to Parents

Once you're set up and ready for service, you can start promoting Flexischools to your parents by following these simple steps below.

All of our promotional materials are available on the Flexischools website, visit [Flexischools.com.au/promote](https://flexischools.com.au/promote) to view all.

○ **STEP 1: Hand out flyers to your students**

Hand out the flyers, included in this pack, to your students to take home. If you need more flyers, you can download or order more from the Flexischools website.

○ **STEP 2: Notify parents about Flexischools on your school website and in your school newsletter**

We've done the hard work and drafted a notification for you to copy and paste on your school website or in your school newsletter. Visit the Flexischools website to download the notification.

○ **STEP 3: Post about Flexischools on your school Facebook page**

We've drafted a Facebook post for you to easily copy and paste on your Facebook page. Visit the Flexischools website to download the post.

○ **STEP 4: Print and display posters around your school**

There are a range of Flexischools posters available for you to use, you can download them from the Flexischools website.

○ **STEP 5: Post an update on the Flexischools App**

The Flexischools app has a newsfeed that allows you to instantly post updates to parents when convenient for you. Follow the instructions on the next page to get started!

Tips to Drive Flexischools Usage

Friday Online Orders Only

Fridays are probably your most busy day and this is the perfect reason to make it an 'online orders only' day. Not only does this help to drive parents online, it will also make Fridays simpler for you.

Special Food Days

A special food day is a great addition to your regular canteen and could coincide with a special date in the calendar like Mother's Day, Easter or Halloween. Alternatively, you could organise a special treat day such as a pizza day, sausage sizzle or hot dog day.

You can use Flexischools to make communications even easier

The Flexischools app offers a free communications feature allowing you to communicate instantly with parents when it's convenient for you. The newsfeed is simple to use and ready now for you to start posting!

You might like to use the communications feature to send updates to parents including:

- Change of menu items
- Special food days
- Change to order cut off times

Simply go into the '**Supplier Editor**' area where you manage your menu items and click on the '**Parent Communications**' link.



Need Help?

Contact the Flexischools Customer Support Team.
Suppliers 1300 590 044. Parents 1300 361 769.