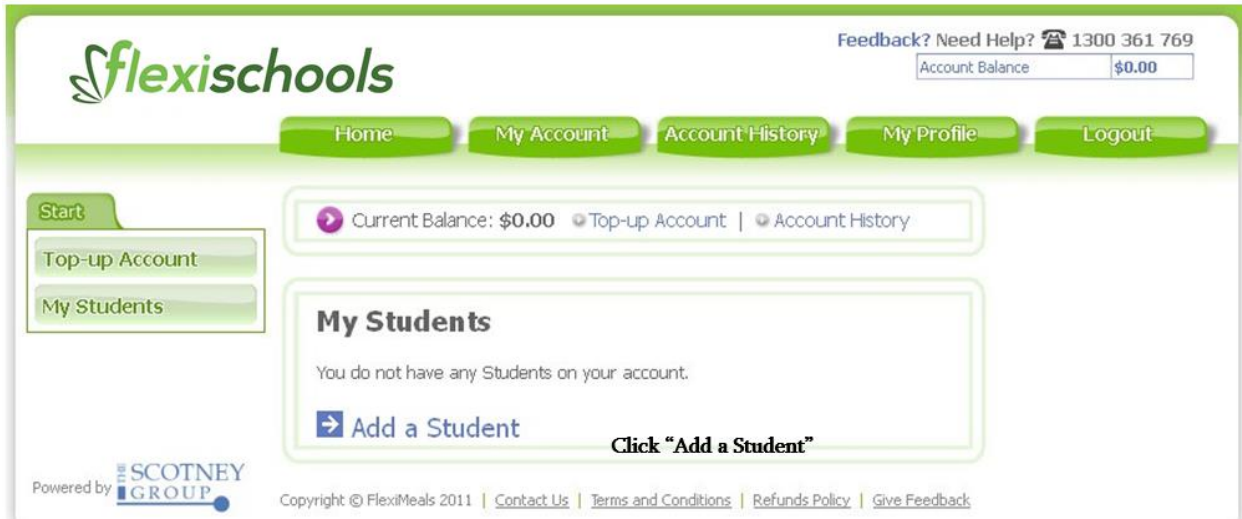
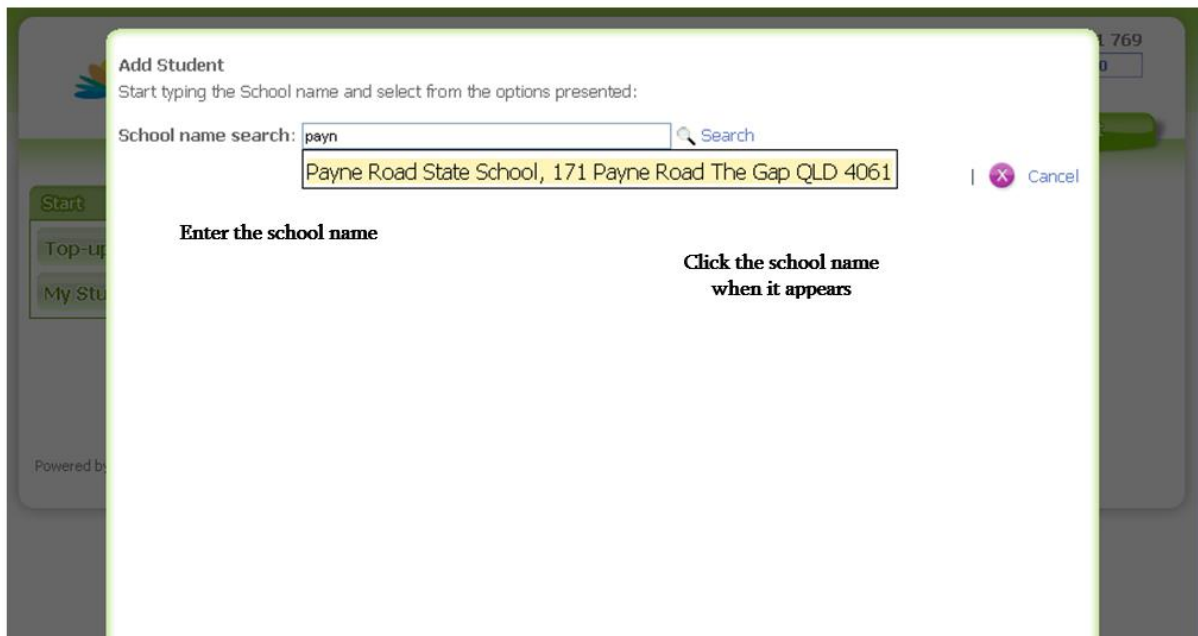


## HOW TO EVENT ORDERING

1. On the website Enter your username and password
2. Add a student



3. Add student: enter the school  
Add student: student's name and class



### Add Student

Enter the details below for a new **Payne Road State School Student** ([Change School](#))

First Name:

Last Name:

Allow Student to login and order for themselves:

Student Class:

**Click Add Student when done**  
Requires the Student to have their own email address.

|

**Usually, you don't select this.  
This is only for older students**

4. Start an Order

The dashboard shows the FlexiSchools logo, a navigation menu (Home, My Account, Account History, My Profile, Logout), and a sidebar with 'Start', 'Top-up Account', and 'My Students'. The main content area displays 'Current Balance: \$0.00' and 'My Students' for John Smith, with options to 'Add a Student' and 'Click Child's Name'.

5. Pick a day and click to order

The calendar shows a week from Sunday 31/3 to Saturday 6/4. The event 'West Side Story' is listed on the left. Tickets are available for Wednesday 3/4, Thursday 4/4, Friday 5/4, and Saturday 6/4, each with a 'Book Tickets' button. A 'TICKET' icon is shown on the left.

6. Add items to your order

Click the item to add to order

Step 1: Service
Step 2: Add Items
Step 3: Check Order

When you have finished adding items, please click "Check" to continue.

Next: Check

Online Event Booking

Qty	Name	Price +
+ Add	West Side Story General Admission Ticket	\$11.00 (From)
Add	West Side Story General Admission Ticket <span style="font-size: x-small; color: #c00000;">This item will be available from Thursday, 4 April 2013.</span>	\$11.00 (From)

+ Prices include G.S.T. where applicable. [go to top](#)

7. Add options to the item

Select your option
When you've selected the options, click Save and Continue

**West Side Story General Admission Ticket**  
Options Customisation

Save and Continue
✕ Remove this item

West Side Story Ticket Options

Qty	Name	Price +
<input checked="" type="radio"/>	General Admission	\$16.50
<input type="radio"/>	Concession	\$11.00

+ Prices include G.S.T. where applicable.

Item Summary

- 1 West Side Story General Admission Ticket
  - General Admission \$16.50

3

## 8. Place the order

**Click Place Order**

Step 1: Service   Step 2: Add Items   **Step 3: Check Order**

**!** **This order is not yet placed.** You must click the button at the right of this box to place this order. If any of the details below are incorrect, click "Edit Order".

Payment Method: Your Account [change](#)

**Place Wednesday, 3 April 2013's Order**

[Edit Order](#) | [Clear Order Pad](#)

An email confirmation of this order will be sent to [anna\\_sjogren@flexischools.com.au](mailto:anna_sjogren@flexischools.com.au)


**Order Pad Summary**

Qty	Items	Price *
1	West Side Story General Admission Ticket • General Admission	\$16.50
<b>Total:</b>		<b>\$16.50</b>
		Total includes \$1.50 G.S.T.

\* Prices include G.S.T. where applicable.

[This order will be scheduled for event time: Tickets, Wednesday, 3 April 2013](#)

**Did you get asked to add funds?**



**Read on...**

If you need to add funds to your account

**Payment Options** [Continue...](#) [Cancel](#)

How would you like to pay for this order? Based on the current order value of \$65.00, the following options are available:

- Credit Card
- Your FlexiSchools Account (Topup by )
- Bank Transfer (Direct Deposit)

**Click here to continue**

### Select payment option

**Payment Options** Continue... Cancel

How would you like to pay for this order? Based on the current order value of \$65.00, the following options are available:

- Credit Card
- Your FlexiSchools Account (Topup by )
- Bank Transfer (Direct Deposit)

### Top up in \$20 or more

**Payment Options** Do Topup Cancel

**Account Topup**

**Top-up Required**  
You have insufficient funds to place this order from your account. You need to topup by at least \$2.75 to be able to place this order.

**Credit Purchase**  
Credit Purchase Amount:

- The minimum credit purchase is \$20.00.
- Credit purchases of \$20.00 and above will incur a credit card processing fee of \$0.29.

**Automatic Top-ups**  
Automatic top-ups mean you don't have to worry about your funds running out - whenever your balance falls below the 'trigger' level, it will automatically be topped up using your credit card.

Would you like to use automatic Top-ups?  Yes  No

**Credit Card Details**  
Please enter the credit card you would like to use for this topup.

Credit Card Type:

Credit Card Number:

CVV:   
The last 3 digits on the signature panel.

Credit Card Expiry Date (MM/YY):  /

Credit Card Name:

For help call the Customer Services Team on 1300 361 769