



SET UP AN ONLINE FUNDRAISER

This page is designed to help you through the setup process of your new Flexischools online fundraiser which may include senior shirts, Christmas raffles, Mother's Day stalls, special product sales, raffles, fairs or fetes, chocolate drives, Entertainment Book sales, cook book sales, car boot sales and more.

Please follow the below steps and with the help of our Team will have your new Flexischools online fundraiser running in three to five days.

STEP 1: Provide details of your fundraiser

Complete the following [form](#) to provide the service details of your fundraiser: Online Fundraiser Form

To complete this form you will need the following information:

1. Service Operator legal name and ABN
2. Service details, fundraiser type and item information (if applicable)
3. Service dates - cut off date and time, delivery dates, etc
4. Service Availability - will guests be able to participate and which classes will be able to purchase
5. Finance contact name and email address
6. Bank details and a copy of a Bank Statement Header or Deposit Slip
7. Fee Structure that will apply

Once your online form is received our Team will compile your online menu and provide you with an Administrator login to view and manage your new online service.

When you are happy with the content and layout of your online fundraiser, simply email confirmation to launch to our New Services Team and parents will be able to begin ordering.

STEP 2: Launch your Online Fundraiser to Parents

We recommend that you launch your new service immediately. You can promote your new online fundraiser to the school community through your school newsletters, school website and emails. Flexischools provide a range of promotional material here for your use.

STEP 3: Help, Training and Support

Our dedicated Customer Service Team is available to assist you at help@flexischools.com.au or 1300 361 769 from 8am to 5pm, Monday to Friday.



STEP 4: What next? Expanding services, increasing profitability and efficiency

Flexischools is a whole-of-campus solution, providing a single log on for parents to access a full range of school services that could include:

- Online uniform shop
- Seated events such as concerts, formals, balls or musicals.
- Non-seated events such as Spring fairs, parent cocktail functions or movie nights.
- Payments such as school fees, excursions, music lesson fees or sports fees.

Adding additional services and products helps to increase your parent registrations by appealing to your broader school community.

By encouraging your school community to use your online services you can further reduce administrative time spent dealing with cash and help to make your events, fundraisers, canteen and uniform shop even more successful.