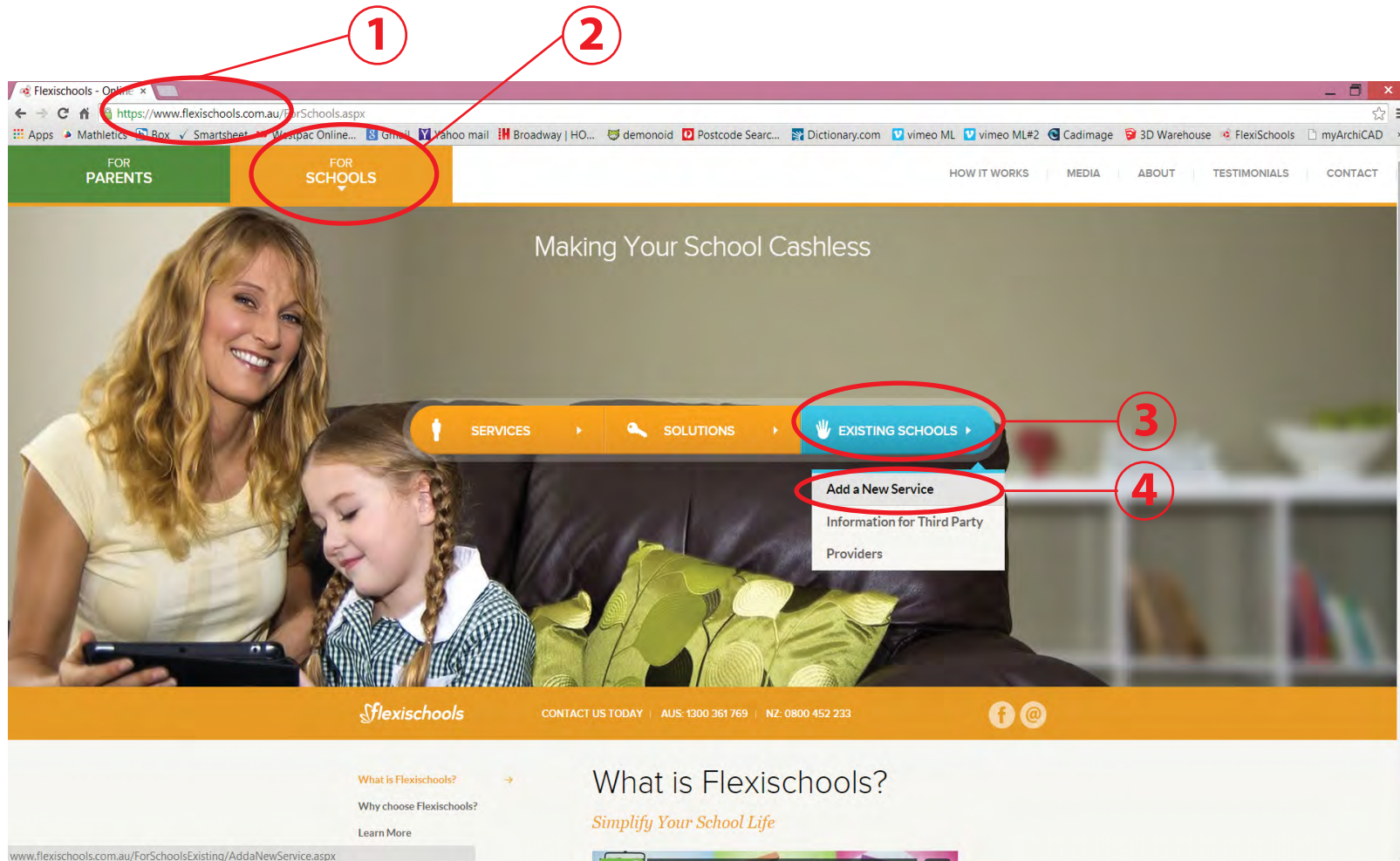


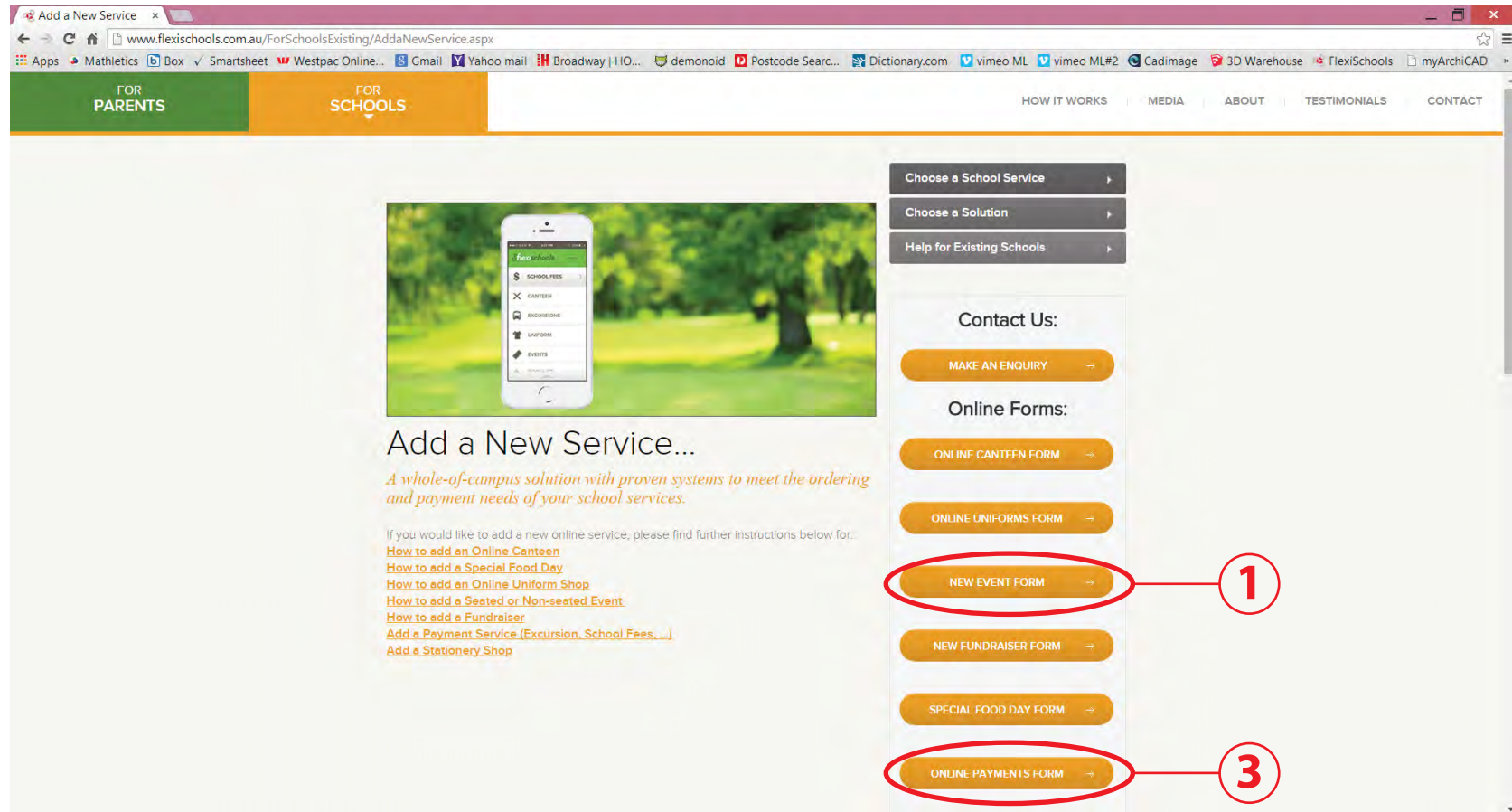
# SETTING UP A P&C EVENT or PAYMENTS THROUGH FLEXISCHOOLS

1. Go to [www.flexischools.com.au](http://www.flexischools.com.au)
2. Press the YELLOW “For Schools” tab
3. **Hover** your mouse over the BLUE “Existing Schools” button to activate the drop down menu
4. Click on “ADD A NEW SERVICE”



## FOR P&C EVENTS:

1. Press the “NEW EVENT FORM”
2. Complete the form



## FOR PAYMENTS, eg. Yearbook Purchases / P&C Levy:

3. Press the “ONLINE-PAYMENTS FORM”
4. Complete the form

## FOR P&C EVENTS:

eg: Movie Night -

FlexiSchools New Event Service Form

Event Organiser Name: *Balmain Public School*

Please provide us with details of the organisation who will be operating the Online Event. NOTE: this may be the P&C, P&F, School, or authorised Third Party.

Event Organiser Type: *P and C*

Is the Event Organiser registered for GST?: *NO*

ABN: *88710438465*

Event Name: *BPS Term 2 Movie Night*

School Name Hosting the Event Online: *Balmain Public School*

Event Contact Person: \*

Event Organiser's Phone Number: \*

Event Organiser's Email: \*

Online Forms:

- ONLINE CANTEN FORM
- ONLINE UNIFORMS FORM
- NEW EVENT FORM
- NEW FUNDRAISER FORM
- SPECIAL FOOD DAY FORM

**SCROLL DOWN THE PAGE TO COMPLETE THE FORM**

Parent Volunteer assigned to ticketing - fill out your name & contact details

## FOR P&C EVENTS:

eg: Movie Night -

The screenshot shows a web browser window with the URL [www.flexischools.com.au/OnlineForms/FlexiSchoolsNewEventServiceForm.aspx](http://www.flexischools.com.au/OnlineForms/FlexiSchoolsNewEventServiceForm.aspx). The page title is "Flexischools New Event". The main heading is "ITEMS AVAILABLE ONLINE FOR SALE". Below this, it says "Please list below the items that will be available for customers to purchase. Please include prices and options." There is a text input field labeled "Event Items:" with a red asterisk. Below the input field, there is a section for "Additional Event Information:" with a "Choose File" button and the text "No file chosen". A red circle highlights the "Event Items:" input field. To the right of the circle, a red arrow points downwards with the text "SCROLL DOWN THE PAGE TO COMPLETE THE FORM".

This is where you provide information such as:

(a) Ticket Only Price \$5.50\*\*

(b) Meal Deal Ticket: Includes Pizza, Cordial Drink & Mini-Ice Cream

**\*\* the additional 50c will cover the transaction fee for both types of tickets**



## FOR P&C EVENTS:

eg: Movie Night -

The screenshot shows a web browser window with the URL [www.flexischools.com.au/OnlineForms/FlexiSchoolsNewEventServiceForm.aspx](http://www.flexischools.com.au/OnlineForms/FlexiSchoolsNewEventServiceForm.aspx). The page is titled "FlexiSchools New Event Service Form".

**BANK ACCOUNT DETAILS**

NOTE: Funds received for event sales will be transferred to the nominated account in the week following the event itself as outlined in our standard terms and conditions.

Deposit to Bank Account:

1. Existing Canteen Account

2. Existing Registered Bank Account Name and Number (if known):

In order to link a new Bank Account to this Event please attach a copy of your Bank Statement Header or Bank Deposit Slip below, or email to [events@flexischools.com.au](mailto:events@flexischools.com.au). Once verified, we will then add these banking details to this Event so that we can automatically process the Electronic Funds Transfer after the Event has taken place.

Bank Verification Document:  No file chosen

Related Comments on the Event:

3. Fee Model: NSW GOVT Rate

A red arrow points down from the text "SCROLL DOWN THE PAGE TO COMPLETE THE FORM" on the right side of the form.

1. In the tab "Deposit to Bank Account", choose **"Existing Canteen Account"**
2. Contact the BPS P&C Treasurer for bank details  
[dafinlay@bigpond.com](mailto:dafinlay@bigpond.com)
3. Choose **"NSW GOVT Rate"** for the Fee Model

## **FLEXISCHOOLS CONFIRMATION**

1. Flexischools will email the event co-ordinator / service manager any questions to clarify the information, window of time for payments etc
2. Once all the information has been finalised, Flexischools will again send an email with details to access the “draft page” for the event co-ordinator to do a final check
3. The event co-ordinator must then email Flexischools a confirmation that all the information on the “draft page” is correct
4. Flexischools prepares the “draft page” to go LIVE
5. Online payments / ordering can then commence
6. The event co-ordinator will be emailed daily reports of purchases etc and be given supplier admin access to make any changes on the site, as required