These instructions are also available on the school website under > about us > canteen

Web address – https://www.flexischools.com.au
School name – St Joseph’s School Clare (if entered differently it may not show up)
Helpline/phone ordering – 1300 361 769 (available 6:30am – 5:30pm Adelaide time, 7 days a week)

All orders must be finalised no later than 4:00pm the Wednesday before delivery. Late orders cannot be processed. Please allow enough time to finalise all orders by this time. Food is delivered on Fridays.

How to use online ordering.

1. **Register** – Visit the website and click “register”. Enter your email address, check your email and click on the link provided. Enter the school name as “St Joseph’s School Clare”. Click “add student” then follow the steps, ensuring you add each child to the right year level and class teacher.

2. **Add funds** – click “top-up account”, select payment options and follow the steps.

3. **Place recess and lunch orders** – from your Flexischools home screen, click “online ordering”, select the recess or lunch for the date you wish to order for. Each recess and lunch is placed separately so you will need to pay for one from your account before placing the next. Do this for each of your children.

4. If you wish to add a second item to either recess or lunch, once you have selected the first item, from a computer, simply scroll do see your next item. If ordering from a tablet or smart phone, click “category list” which you should see at the top left hand side of the screen. This will take you back to the list of items to allow you to select another item.