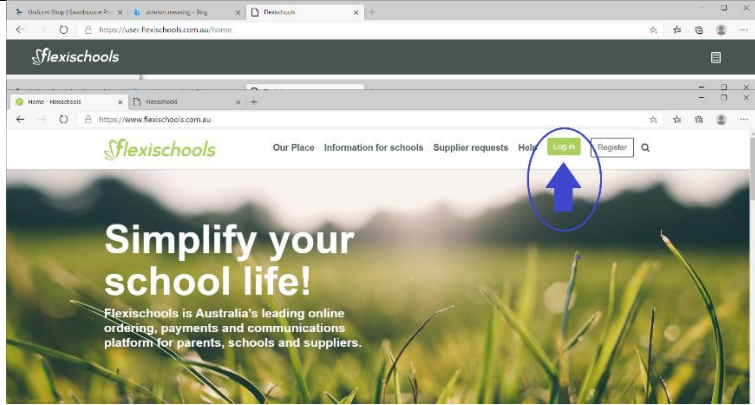
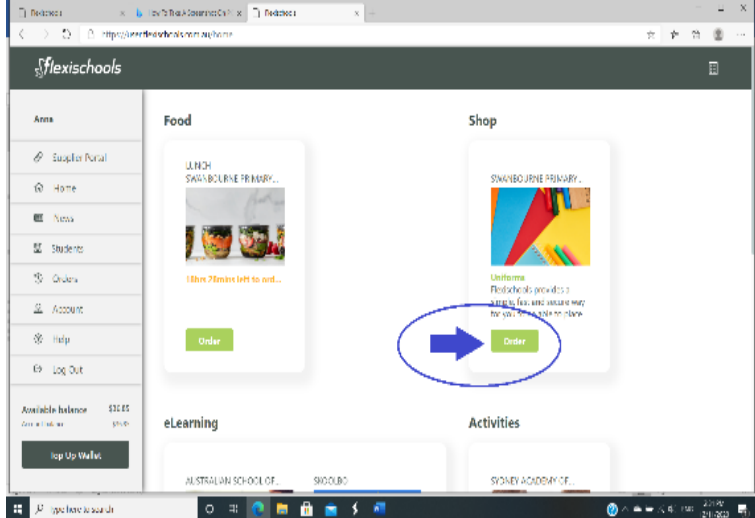
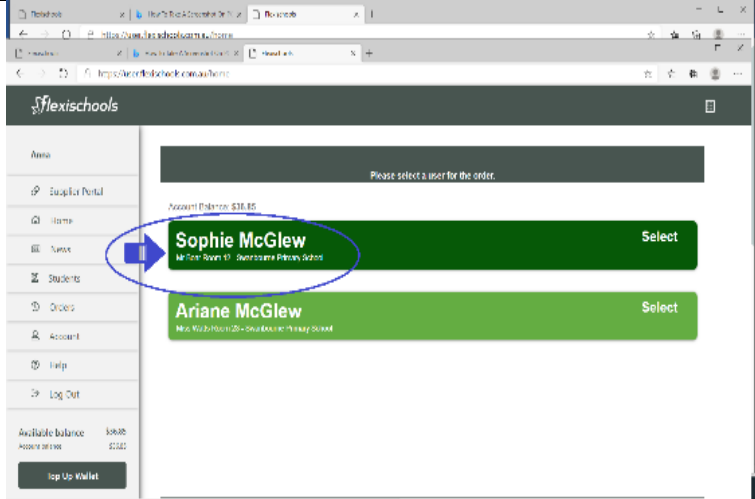
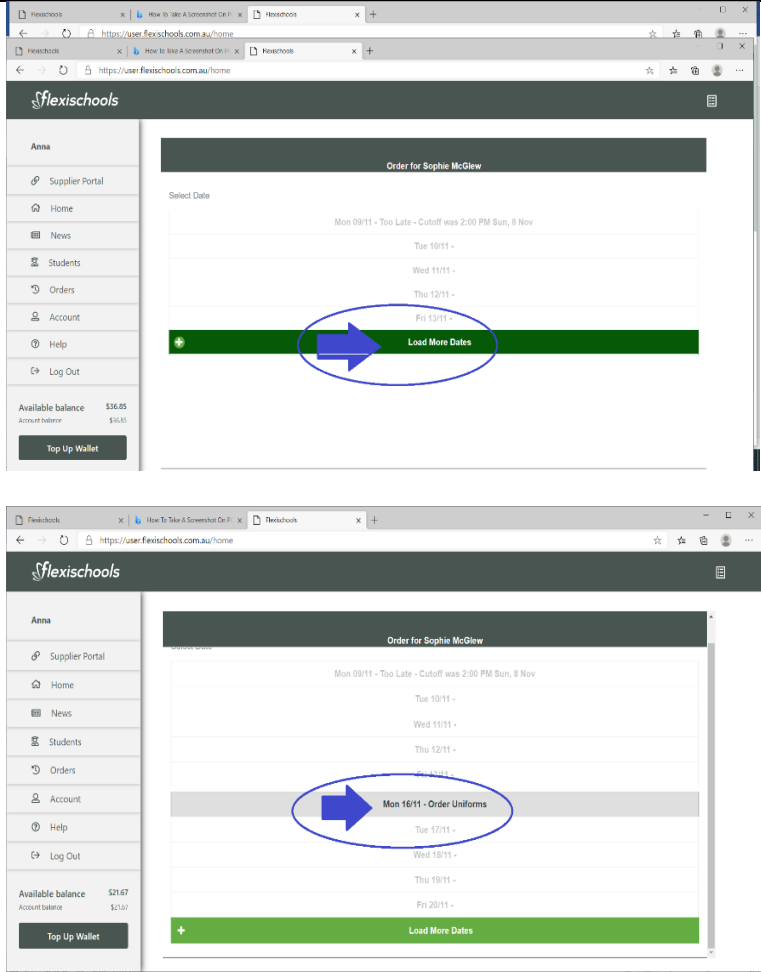
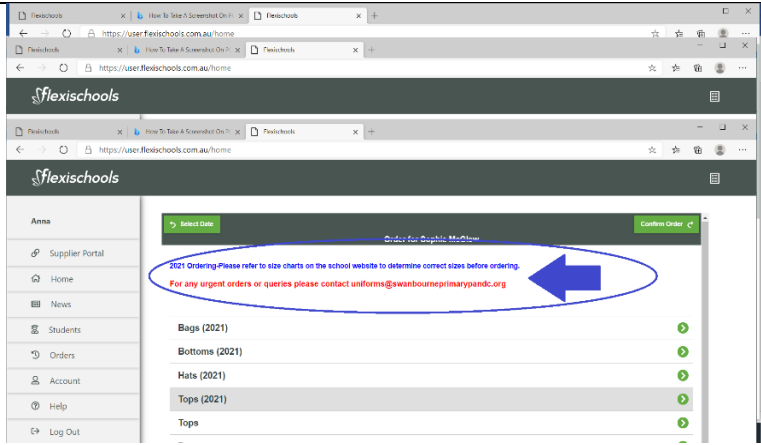
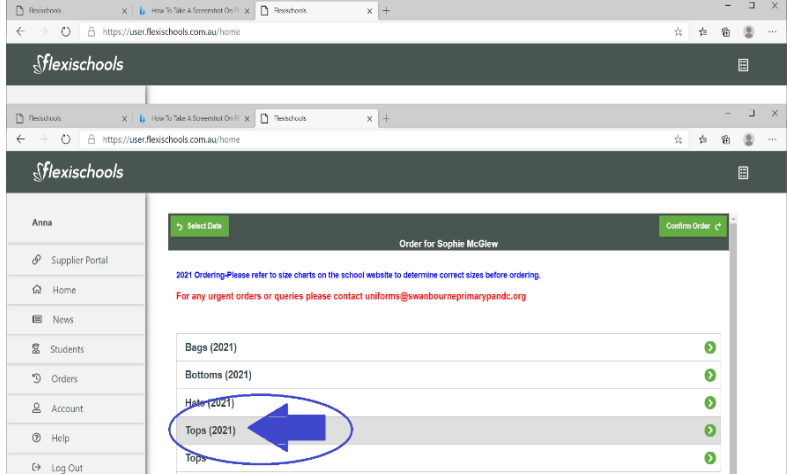
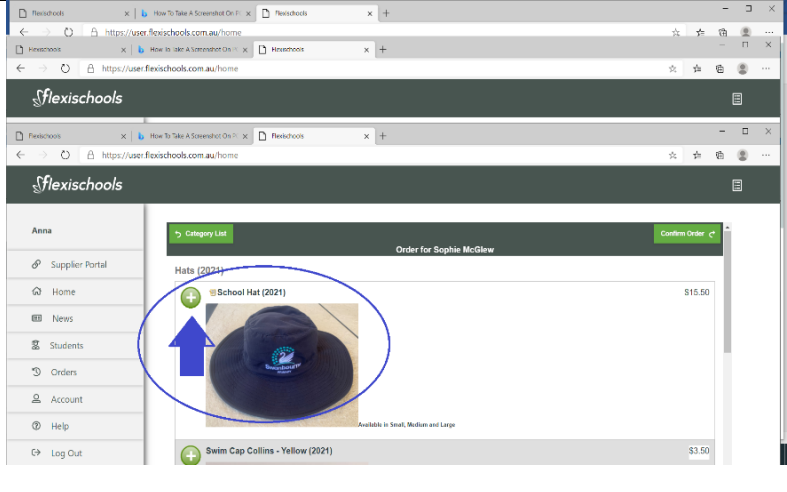
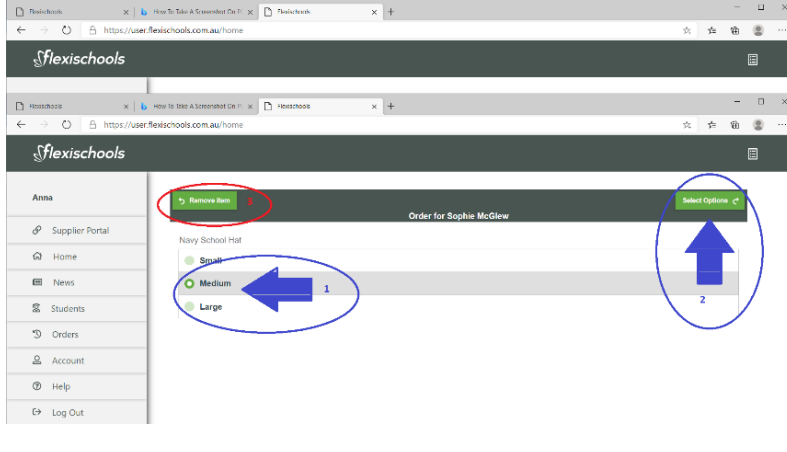
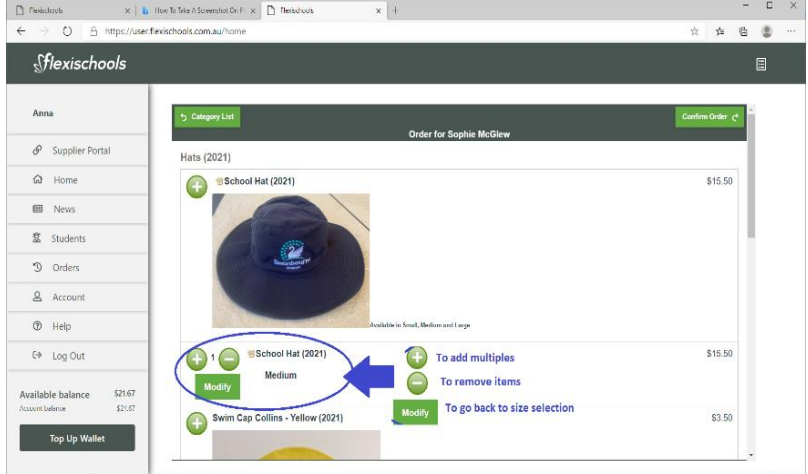
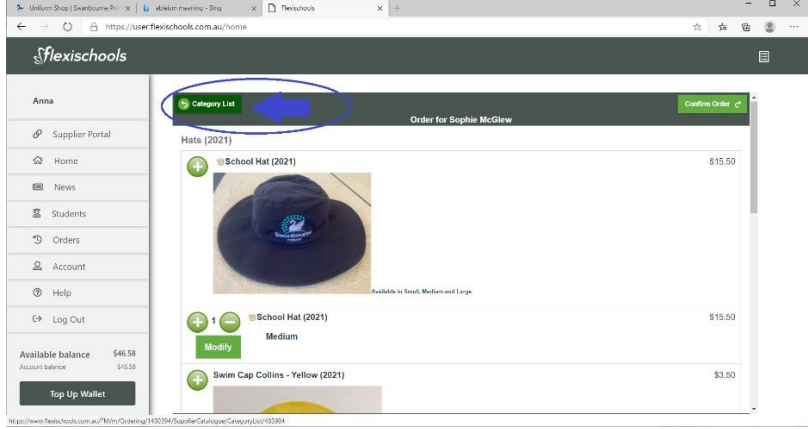
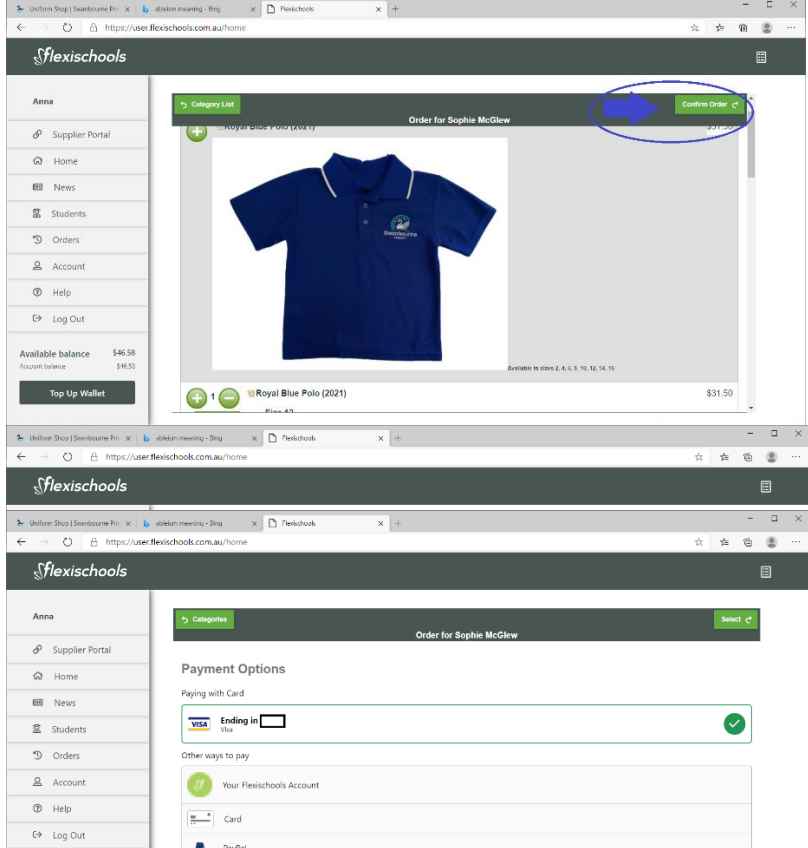


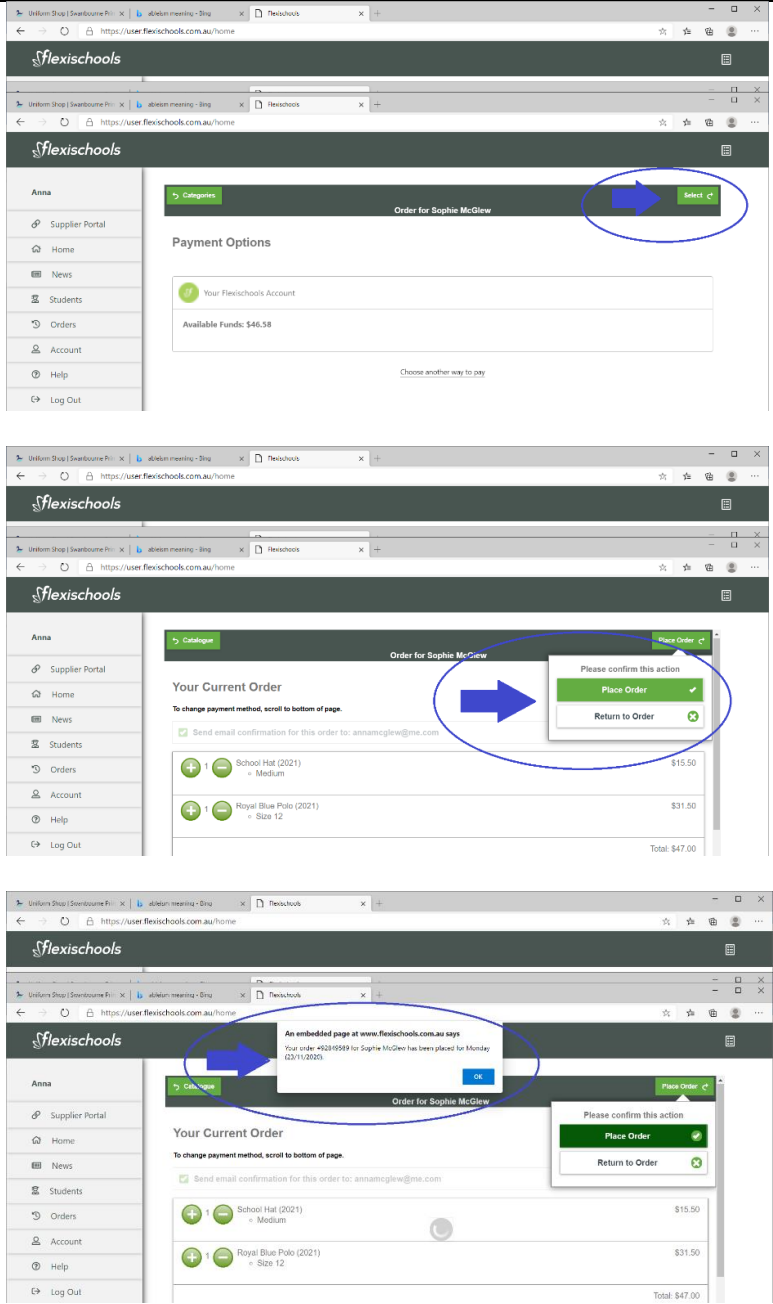
# How to Place a Uniform Order with Flexi-schools.

Step	Actions	Example
<p>1. Access Flexi-schools website and Log in</p>	<p>Access the Flexi-schools website <a href="http://www.flexischools.com.au">www.flexischools.com.au</a> and click on log in.</p> <p>(See separate instructions for how to register for a Flexi-schools Account)</p>	
<p>2. Select Uniform order</p>	<ul style="list-style-type: none"> <li>Under the SHOP heading, select the Uniform "Order" option</li> </ul>	
<p>3. Select student</p>	<p>Select the student you wish to order for.</p>	

Step	Actions	Example
<p>4. Select Order Date</p>	<p>Choose the next available delivery date. For Swanbourne Uniforms this will always be the next Monday IN TERM.</p> <p><b>NB If there are no active dates you will need to load more dates, especially over school breaks, to find the next delivery date.</b></p>	
<p>5. Read Alert Messages</p>	<p>Read important Messages before placing your order.</p> <p><b>NB Please refer to size charts on the school website, as our sizes can vary greatly from retail sizes.</b></p>	

Step	Actions	Example
<p>6. Select Category</p>	<p>Choose Category from- Tops Bottoms Hats Bags</p> <p><b>NB-The new school uniform items being introduced from the start of 2021 all have 2021 after their descriptions.</b></p>	
<p>7. Select Item(s)</p>	<p>Select the item you wish to order.</p>	
<p>8. Select Size</p>	<p>Choose your size (1) and confirm (2)</p> <p><b>NB If you change your mind before confirming, simply click the Remove Item (3) tab in the top left</b></p>	

Step	Actions	Example
9. Modify Selection	<p>Use this step to-</p> <ul style="list-style-type: none"> <li>-<b>Order multiples</b> of the same size / item.</li> <li>-To <b>remove item(s)</b> if you have already confirmed in the previous step.</li> <li>-To <b>change the size selection</b> if you have already confirmed in the previous step</li> </ul>	
10. Add more items (if desired)	<p>For more items in the same category (including same item but different size), scroll down and repeat steps 8-10.</p> <p>For items in different categories, select "Category List" and repeat steps 7-10.</p>	
11. Confirm Order, Pay and Finalise.	<p>Once you have selected all desired items, you need to confirm your order, before payment and finalising.</p> <p>a. Select "Confirm Order"</p> <p>This will bring up your payment options</p>	

Step	Actions	Example
	<p>b. Click on your choice and then click on "Select". You may be directed to another screen (such as for paypal) to complete payment. Follow the prompts. <b>NB You do not have a confirmed order yet!</b></p> <p>Once payment is finalized, the system will bring up the items in your order and asks you to confirm.</p> <p>c. Click on "Place Order"</p> <p>d. A dialog box will appear confirming your order number, Child's name and due date. Click on "OK"</p> <p><b>This is confirmation that an order has been placed</b></p> <p>You will also receive a confirmation email from Flexi-schools.</p>	 <p>The example section contains three screenshots of the FlexiSchools website interface. The first screenshot shows the 'Payment Options' screen for an order for Sophie McGlew. A blue arrow points to a 'Select' button in the top right corner. The second screenshot shows the 'Your Current Order' screen, listing items like 'School Hat (2021) - Medium' and 'Royal Blue Polo (2021) - Size 12'. A blue arrow points to a 'Place Order' button in the top right corner. The third screenshot shows a confirmation dialog box with the text: 'An embedded page at www.flexischools.com.au says Your order #12045689 for Sophie McGlew has been placed for Monday (23/11/2023)'. A blue arrow points to an 'OK' button in the dialog box.</p>

### In-Term Delivery-

Your order will be packed and delivered to your child's classroom each Monday and Friday.

### Start of Year Delivery-

Your order will be packed and made available for collection from Swanbourne Primary in the week before Term 1 begins. You will receive an email from the Uniform Shop Co-Ordinator advising specific details for collection.