



How to Create an Event Service Guide

Contents

How to Add a New Event Service	2
Service Details.....	2
Order Details.....	3
Linked Year Levels.....	3
Service Dates	4
Linked Items.....	5
Activate your Event.....	6
Previewing Your Event	6

Need more help? Contact our friendly Customer Support team:

- Online: [Flexischools Contact Form](#)
- Phone: 1300 590 044 (Weekdays 7am – 3:30pm AEDST)



How to Add a New Event Service

1. Log in to your supplier portal and click **'Services'**.
2. From the drop-down menu, click **'Add New Service'**.
3. Select **'Add New Event Service'**.

Need help logging in and navigating the supplier portal? Click [here](#).

If you don't have the option to create a new service, you may not have access. Please speak to your canteen manager or contact us [here](#) to gain access.

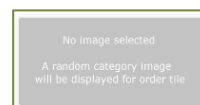
Service Details

In this section, enter the general details of your service, then scroll to the bottom of the page and click **'Create'**. Don't worry, you can come back at any time and change these details.

Service Contact: If you don't see your preferred contact for the service you are creating, select **'The site contact I need is not listed'** and enter their details. The **'Site Name'** is where your service will be held.

Deposit sale funds: If your bank details are not listed, you will be prompted to complete [this](#) form. Our customer service team will then be in touch once the account has been added. You will not be able to create a new service until this has been added.

Don't forget to select an image for your event by clicking this box! →



Example: Throughout this guide, we will create an event service for a year 6 disco.

Service Name Year 6 Disco	←	This is the <u>name</u> of your service and is what will show in the Flexischools App.
Service Description Friday Week 10 - 70's themed End of Term Year 6 Disco. Purchase your tickets by 9/06!	←	Add any extra event details here. For an event service, this will also be seen by your parents on the Flexischools App. You may wish to include the date of the service and ordering cut-off times.
Service Contact Example Events - Emily Evans	⌵	Select the <u>service contact</u> here. This is who we will contact if we need to get in touch regarding your service.
Site Contact Information Service Manager Name: Emily Evans Email: emily@events.com Phone: 0452365996 Emergency Mobile: 045215226		
How would you like to receive your orders? Your orders will be available to print onto labels from the 'Orders' section of the Supplier Portal. In addition to this, your orders can be sent to you daily, at 5pm AEST, in a format of your choice. I'd also like my orders emailed to me daily in a spreadsheet	⌵	Select how you would like to receive your orders.
Deposit sales funds to: Example Events, BSB: 000000, A/N: . %School% %Owner% %ServiceType% Acct	⌵	Select the account which you would like to receive your order sales to.



Example (continued): This is how our event will appear to a parent.

This was our Service Name →
This was our Service Description →



Order Details

Fields in this section will generate automatically based on the information we entered in **'Service Details'**. You can change these details at any time by clicking on the **'Order Details'** tab.

Linked Year Levels

In this section, you will choose who your event will be available to. Only parents with a student in the selected year level/s can view the event in Flexischools, and purchase items or tickets to your event.

1. Next to 'Schools', select which school/s you would like your event to be available to.
2. Select which year level/s you would like your event to be available to.

Tip! If you would like to preview your event before it becomes available to parents, link only the admin level for now. Please click [here](#) for instructions to do so.

Example: Since we are creating an event service for a Year 6 Disco, we will only select Year 6.

← Show all Events services

Example Events: Year 6 Disco

State: Draft Not Live Activate

Service Details Order Details **Linked Year Levels** Service Dates Linked Items

Schools: Example School

Do you want to preview your service before your customers? [Click here to find out how](#)

Example School ⓘ

All Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 10 Year 11 Guest Flexischools Admin

← Back Save and Continue



Service Dates

1. Find and select the date of your event on the calendar.
2. In the pop-up, enter the below details and click **'Save'**.


Date of Service: This is when your event will be held. If your event is only being held on one day, enter the same date in the 'From' and 'To' fields.















Service Live Date: This is the date that parents will be able to view your event and purchase tickets and items through the Flexischools App

3. Scroll down to edit the 'Service Dates and Cut-off times'. Please note that you only need to adjust the day your event is being held.

Example: Our disco will be held on Friday 30/06, and we would like parents to order tickets from 09/06 and not be able to order after 26/06. We will only edit the Friday row.

SERVICE DATES AND CUTOFF TIMES

 Set the time your service takes place and the time this service stops being available to order. **You only need to adjust the day/s that your service is being held.**

	Service Time:	Ordering Cutoff:		Remove:
 Sunday	12:30 pm	9:30 am	0	days earlier 
 Monday	12:30 pm	9:30 am	0	days earlier 
 Tuesday	12:30 pm	9:30 am	0	days earlier 
 Wednesday	12:30 pm	9:30 am	0	days earlier 
 Thursday	12:30 pm	9:30 am	0	days earlier 
 Friday	5:00 pm	5:00 pm	4	days earlier 
 Saturday	12:30 pm	9:30 am	0	days earlier 

Service Time: This is the time that your event will run. Our disco is being held at 5pm.

Ordering Cutoff: This is the time that the event will stop being available to parents on their Flexischools App. Enter the time and how many days before your event you would like parents to stop being able to order. Parents will not be able to purchase tickets after 5pm 4 days before the disco.



Linked Items

This will take you to your Menu, where you can create and edit Categories, Items and Options.

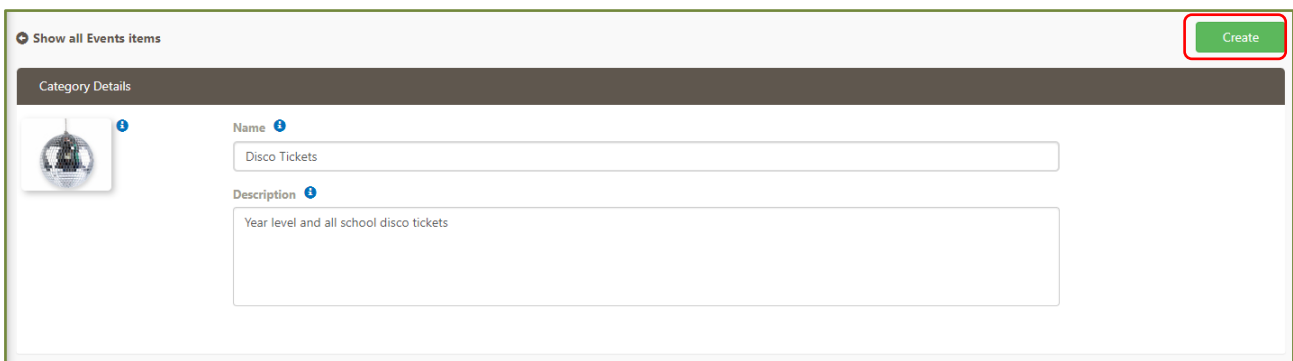
Linking an existing item:

1. Find the item and click the pencil.
2. Under **'Services the Item Appears in'** use the drop box to select your service.
3. Ensure you save your changes by clicking **'save'**.
4. Once you have linked all items, select **'Continue editing [your service]'** at the top of the screen.

Creating a new category:

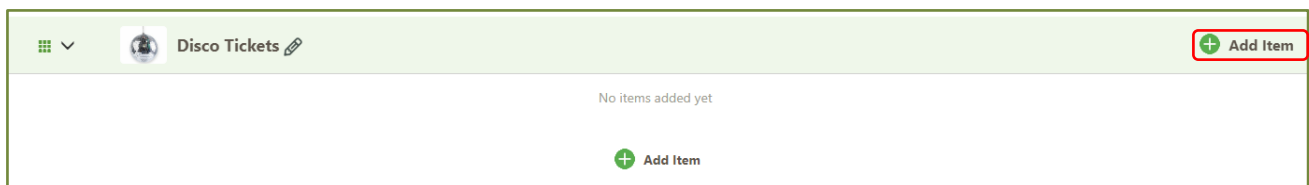
If you would like to create an item in an existing category, skip this step.

1. Click **'Add Category'**.
2. Enter the category name and description and select an image.
3. Click **'Create'**.



Creating a new item:

1. Find the category you would like to add your item to and click **'Add item'**.



2. Enter the name, description, and price of your item.
3. If you have a limited number of items available, click the **'Quantity Sell Limit'** toggle and enter the number of items available.
4. Under **'Services the Item Appears Under'** select your service.
5. Ensure the **'In stock'** and **'Active'** toggles are green, scroll to the bottom and click **'Create'**.



Example: We only have 60 tickets available for our Year 6 Disco.

The screenshot shows the 'Item Details' form for a 'Year 6 Disco Ticket'. The form includes fields for Name, Description, and SKU. On the right side, there are toggle switches for 'In Stock', 'Active', and 'Inc. GST', all of which are turned on. The 'Price' is set to '\$ 6.00'. Below these, there is a 'Default Item' toggle which is turned off. A 'Quantity Sell Limit' section is highlighted with a red box, showing a toggle that is turned on, a text input field containing '60', and radio buttons for 'per service time' (unselected) and 'total' (selected). Below the 'total' radio button, it says '60 remaining'. There is also a 'Select image' button.

Activate your Event

Click **'Activate'** to make your event available for any parents with children in the linked year level/s.

You can review each section of your service by navigating through the tabs at the top of your screen. Ensure you click **'Save and Continue'** before clicking through the tabs.

Note: It may take up to 30 minutes for your service to be visible in the Flexischools App.

The screenshot shows the 'Example Events: Year 6 Disco' page. At the top right, there is a 'State: Draft Not Live' indicator and a red-bordered 'Activate' button. Below this, there are five tabs: 'Service Details', 'Order Details', 'Linked Year Levels', 'Service Dates', and 'Linked Items'. The 'Linked Items' tab is currently selected and highlighted in green. Below the tabs, there is a message: 'Year 6 Disco is currently linked to Items. Before your service can be activated, at least one item must be linked. To link items to this service, follow the link below. You will need to return to your draft service to continue with the set-up and to activate the service.' At the bottom, there is a link: 'Add, edit or view items'.

Previewing Your Event

To preview your service before releasing it to parents, only link your service to Admin in the **'Linked Year Levels'** section and completing the following steps.

1. Log in to your Flexischools account and ensure you have a test student profile linked to an 'Admin' year level.
2. Ensure that your event service is active.
3. Your service should appear on the home page of your Flexischools account. Click on the event to begin placing an order.

When you are ready for your event service to go live to parents, link the relevant classes to your service by updating the **'Linked Year Levels'** section.

