

## *How to purchase Production Tickets using Flexischools*

In order to purchase tickets through Flexischools, you first need to establish an account with them. This is a one-time step, after which your account will be available for you to use for any future requirements (i.e. other events, canteen, school wear etc.)

To create your account:

1. Log on to [www.flexischools.com.au](http://www.flexischools.com.au)
2. Select 'Register'
3. Enter your email address. A confirmation email will be sent to you – click on the link which will take you to the Flexischools page to complete your registration.
4. Create a username and password
5. Enter your information as requested
6. Start typing 'Mount Evelyn' and select 'Mount Evelyn Christian School'
7. Select 'Add Student' and follow the prompts to add each of your MECS children to your account.

Now that your account is established you will be able to purchase tickets for the production!

Here's how:

1. Log in to your Flexischools account
2. Select 'Online Ordering' and find 'MECS Primary Production 2017'
3. Select the session you wish to book for
4. Scroll to the bottom and select 'Add Ticket'
5. Select the type of ticket you wish to purchase and the quantity (you can only select one category at a time), then press 'Save and Continue'
6. Repeat steps 4 and 5 for any other category of ticket you wish to purchase. Please remember that a maximum of 4 tickets per family is allowed for the evening performance.
7. Check your ticket selections in the 'Order Pad'. For desktop computers this will be to the left of screen; for mobiles you will need to scroll down. When you are happy with your selections, click on 'Next – Select Payment'
8. Select your method of payment. *Credit card and PayPal* options attract a fee of 15c + 1% per transaction, whilst *Bank Transfer* is free of charge.
9. Complete your payment

Once you have completed your order, Flexischools will send you eTickets via email, then simply print them off.

If you have any difficulties or issues with the online booking process, you can contact the Flexischools helpline on 1300 361 769 or via email on [help@flexischools.com.au](mailto:help@flexischools.com.au) and their friendly staff will gladly guide you through the process.