

How to purchase Formal Tickets using Flexischools

In order to purchase tickets through Flexischools, you need to have/create an account with them. This step is required only one time. Once you have an account, you can use it for any future MECS purchases (i.e. other school events, canteen orders, school wear etc.)

To create your account: (If you already have a MECS Flexischools account, go to 'Purchase tickets'.)

1. Log on to 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.

Purchase tickets:

1. Log in to your Flexischools account
2. Select 'Online Ordering' and find 'Year 11 Formal' and click on 'Order Tickets'
3. Click on 'Year 11 Student Formal Ticket'. (This ticket is complimentary). Complete the information for your student.
4. Click on 'Year 11 Guest Formal Ticket'. Complete the information including dietary requirements, family you would like to sit with if possible and any additional requests. Then press 'Save and Continue'.
5. **Repeat steps 4 and 5 for every guest ticket you wish to purchase. While there is a drop down list for quantity, please do not use this function as we need the name and dietary requirements for each person.**
6. 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'
7. 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.
 - a. Please note: if you choose to pay by bank transfer you will be adding funds to your Flexischools account from your bank account. This can take up to 5 business days. The purchase of your tickets is not complete until the funds are in your Flexischools account. You will receive an email when the funds are available to be used. You will need to log back into Flexischools and complete the payment.
8. 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 and their friendly staff will gladly guide you through the process.