

## How To: Consent and Pay for an Event

If your child has an upcoming event that requires your consent and/or payment, you will see an alert on your homescreen.

The screenshot shows the 'Compass' portal interface. At the top, it says 'Welcome to the Magic P-12 College Portal'. Below this, there are sections for two students: Stephen CORNFoot and Euan ABERCROMBIE. Each student has a list of actions like 'Profile', 'Send email to teachers', 'Add Attendance Note', 'View Academic Reports', and 'Order Photos'. On the right side, there is a 'My News' section with several items: 'Order your MSP school photos', 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', and 'Event Consent/Payment Required'. The 'Event Consent/Payment Required' item is highlighted with a red box and contains the text: 'There is 1 event awaiting your consent and/or payment. Click here for more information'. Below this, there are two more items: 'Attendance: Attendance Note Required' and 'Magic High's School Fete'.

Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').

On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

The screenshot shows the 'Action Centre' tab selected in the portal. The top navigation bar includes 'Action Centre', 'Events', 'Volunteering', and 'History'. Below the navigation bar, there is a section for 'Event' with a sub-section for 'Euan ABERCROMBIE' showing '1 events'. The event listed is 'Melbourne Zoo' with two time slots: 'Wednesday, December 16th 2020, 8:30 am' and 'Wednesday, December 16th 2020, 3:25 pm'. To the right of the event details, there is a summary box with the text 'Awaiting consent and payment', 'Due 09/12/2020', and '\$50.00'. A red arrow points from the 'Action Centre' tab to the event details.

Click the event you wish to action.  
You will see the details of the event.

**1 Event information**

**Description and educative purpose**  
Trip to the Zoo.

**When and where**

Location	Start	Finish
Melbourne Zoo (Off Campus)	Wednesday, December 16th 2020, 8:30 am	Wednesday, December 16th 2020, 3:25 pm

**Additional details**  
Students are not permitted to bring mobile devices.

**Dress code**  
Full School Uniform

**Resources**

There are no resources.

Next will be any administrative information that you are required to review or respond to.

If you are required to review a medical Action Plan to confirm that it is current, you will need to tick the acknowledgement box to proceed (if the Action Plan on file is no longer current, please contact the school office to advise).

If your child has any further medical conditions not listed, please add the details in the available section.

**2 Administrative questions**

**Medical Information**  
Details of medical conditions, allergies and medications being taken (already on file)

Name	Action Plan
Headaches   Can have occasional headaches	No Attachments
Asthma	<a href="#">Download</a>

Before consenting to this event you are required to review the above Action Plan to determine whether it is still current. If the above Action Plan requires updating please contact the school.

I acknowledge that the above Action Plan is still current.

**Are there any additional medical conditions, allergies, medications or ailments?**  
e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medication information requires updating.

You will then see the current contact details on file for you. If these need updating or different contact information is required for this event, please add that information in the space provided.

**Parent / guardian contact details**

Contact Details on file

Mrs Sable BROOKS Email: bgreene@compass.edu.au

Please contact the school if any of this contact information requires updating.

**Contact details on the day (if different from normal)**

You will then be required to provide consent and payment (please note, not all events will require both, it will vary depending on the type of the event set up by the school).

**3 Consent**


I give permission for Euan ABERCROMBIE to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first-aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Euan ABERCROMBIE will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

To provide consent, please type your name in full

**4 Confirm and pay**

Payment Method

Visa Credit \*\*\*\*9333



\*\*\*\*9333

Payment

Total amount \$50.00

Pay in full now

Process


We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

Once you have completed the consent/payment, the event will update to show your child as 'Attending'.

The 'Events' tab will show all events, both processed and those still requiring your action. To access information on upcoming events that you have already processed, click the event.

Action Centre **Events** Volunteering History

Upcoming events Upcoming Events ▾

 **Euan ABERCROMBIE**  
2 events

<b>Remote Expo- Future Careers</b> Wednesday, September 9th 2020, 9:45 am Wednesday, September 9th 2020, 11:45 am	Attending	Due 18/08/2020	\$0.00	>
<b>Melbourne Zoo</b> Wednesday, December 16th 2020, 8:30 am Wednesday, December 16th 2020, 3:25 pm	Awaiting consent and payment	Due 09/12/2020	\$50.00	>

## How To: Opt in to an Optional Event

Sometimes the school will offer optional events. *These may have attendee limits* and work on the first in first served basis.

Anytime there is an optional event that your child has been invited to, an alert will show on your dashboard.

The screenshot shows the 'Welcome to the Magic P-12 College Portal' dashboard. On the right side, there is a 'My News' section with several alerts. The first alert, 'Opt-In Event Invitations', is highlighted with a red box. It states: 'There are 1 opt in event(s) available. Click here for more information.' Other alerts include 'Order your MSP school photos', 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. The user's name 'Mrs Sable BROOKS' is visible in the top right corner.

When you click the alert, you will be taken to the Events page. Click the option to expand the list of Opt In events available.

The screenshot shows the 'Events' page for Euan ABERCROMBIE. The page has a navigation bar with 'Action Centre', 'Events', 'Volunteering', and 'History'. Under the 'Event' section, there is a list of events for Euan ABERCROMBIE. The first event is 'Melbourne Zoo', scheduled for Wednesday, December 16th 2020, from 8:30 am to 3:25 pm. The status is 'Awaiting consent and payment', the due date is '09/12/2020', and the amount is '\$50.00'. A red box highlights a '+ 1 opt-in event' button at the bottom left of the event list.

From the list, click into any events you want your child to attend.

The screenshot shows the 'Events' tab in the Action Centre. Under 'Upcoming events', there are two events listed for Euan ABERCROMBIE: 'Remote Expo- Future Careers' (Attending, \$0.00) and 'Melbourne Zoo' (Awaiting consent and payment, \$50.00). Below this is the 'Opt in events' section, which contains one event: 'Rock to Reef 2021 (50 available spaces)' (Invited, \$200.00). A red box highlights the 'Opt in events' header, and a red arrow points from it to the 'Rock to Reef 2021' event.

You will see the event details and have the option to decline or accept the invitation.

The screenshot shows the details for the 'Rock to Reef 2021' event. At the top, there are two buttons: 'Decline Event' (with a red 'X' icon) and 'Accept Event' (with a green checkmark icon). Below the buttons is a section titled 'Description and educative purpose' with the text: 'Outdoor Education students will complete the Rock to Reef experience.' This is followed by a 'When and where' section containing a table with the following data:

Location	Start	Finish
Rock to Reef (Off Campus)	Monday, March 15th 2021, 8:00 am	Monday, March 15th 2021, 5:00 pm
Rock to Reef (Off Campus)	Tuesday, March 16th 2021, 8:00 am	Tuesday, March 16th 2021, 5:00 pm
Rock to Reef (Off Campus)	Wednesday, March 17th 2021, 8:00 am	Wednesday, March 17th 2021, 5:00 pm
Rock to Reef (Off Campus)	Thursday, March 18th 2021, 8:00 am	Thursday, March 18th 2021, 5:00 pm
Rock to Reef (Off Campus)	Friday, March 19th 2021, 8:00 am	Friday, March 19th 2021, 5:00 pm
Rock to Reef (Off Campus)	Saturday, March 20th 2021, 8:00 am	Saturday, March 20th 2021, 5:00 pm


Below the table is an 'Additional details' section with a note: 'Please Note: - Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on student file.- If this event has a cost and you would like to use your child's CSEF please contact the Money Elves at the office.' This is followed by a 'Dress code' section with the text: 'Neat casual clothing with enclosed footwear.' and a 'Transportation' section.

If you choose to accept the invitation, it will move from the 'Opt In' section to the 'Upcoming Events' section and show as requiring consent/payment (note, if the event did not require any consent or payment, your child will show as 'Attending' and no further action is required).

**Action Centre**   **Events**   **Volunteering**   **History**

**Event accepted** ✕  
You have accepted **Rock to Reef 2021**.

**Upcoming events** Upcoming Events ▾

 **Euan ABERCROMBIE**  
3 events

<b>Remote Expo- Future Careers</b> Wednesday, September 9th 2020, 9:45 am Wednesday, September 9th 2020, 11:45 am	<b>Attending</b>	Due 18/08/2020	<b>\$0.00</b>	>
<b>Melbourne Zoo</b> Wednesday, December 16th 2020, 8:30 am Wednesday, December 16th 2020, 3:25 pm	<b>Awaiting consent and payment</b>	Due 09/12/2020	<b>\$50.00</b>	>
<b>Rock to Reef 2021 (50 available spaces)</b> Monday, March 15th 2021, 8:00 am Saturday, March 20th 2021, 5:00 pm	<b>Awaiting consent and payment</b>	Due 23/10/2020	<b>\$200.00</b>	>

To secure your child's place, you will then need to click the event and proceed to complete the consent/payment per the usual event process.

When your child's status for the event shows as 'Attending' they have a secured place.

**IMPORTANT:** If you do not proceed to process the consent/payment before 11:59pm on the day you accepted the invitation, your child will no longer be considered an attendee of the event. Their status will revert back to 'invited' and you would need to re-accept the invitation to secure their place in the event. *If there is an attendee limit for the event, being able to re-accept their invitation will only be possible if the maximum attendee limit for that event has not already been reached.*