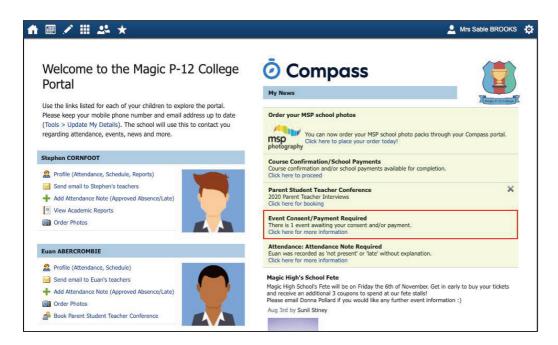
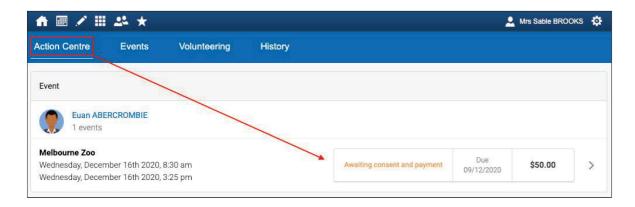
How To: Consent and Pay for an Event

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

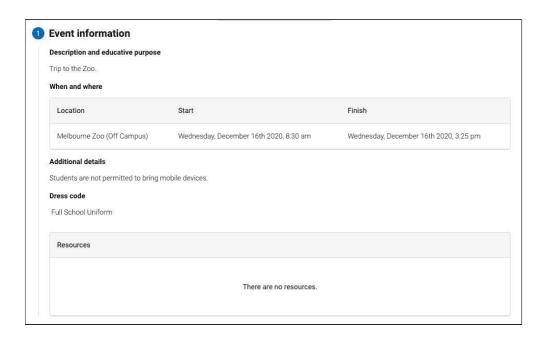


Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').

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.



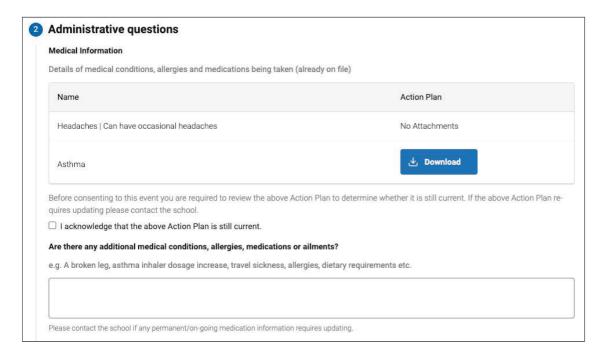
Click the event you wish to action. You will see the details of the event.



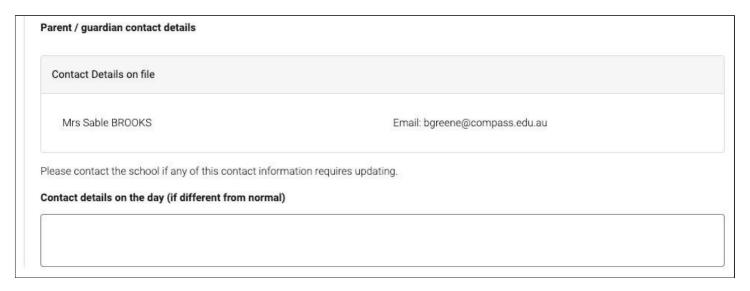
Next will be any administrative information that you are required to review or respond to.

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to confirm that it is current, you will need to tick the acknowledgement box to proceed (if the Action Plan on file is no longer current, please contact the school office to advise).

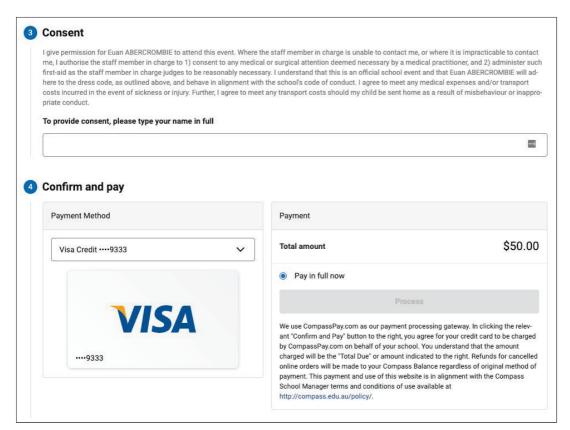
If your child has any further medical conditions not listed, please add the details in the available section.



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.

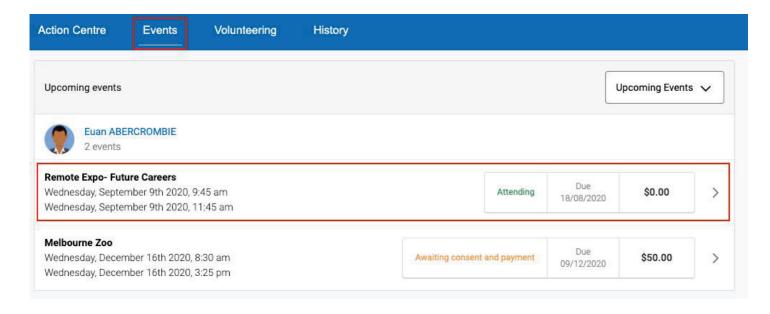


You will then be required to provide consent and payment (please note, not all events will require both, it will vary depending on the type of the event set up by the school).



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

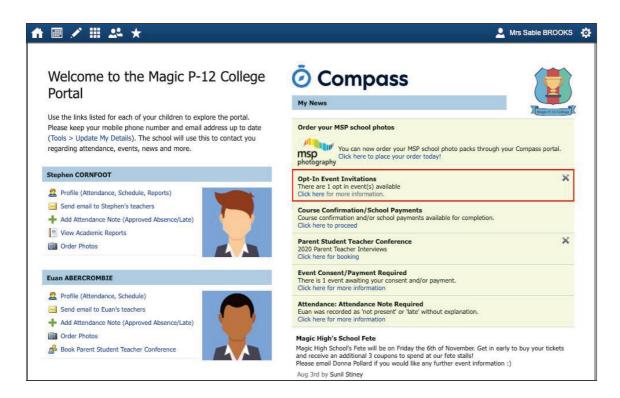
The 'Events' tab will show all events, both processed and those still requiring your action. To access information on upcoming events that you have already processed, click the event.



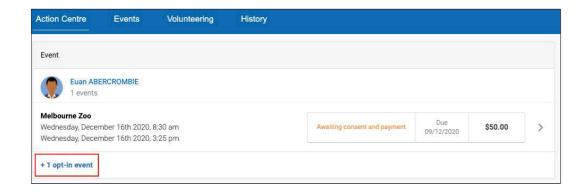
How To: Opt in to an Optional Event

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

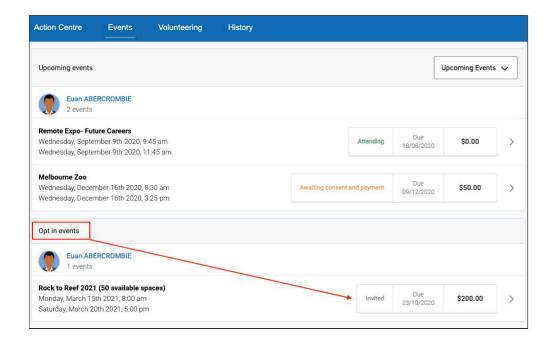
Anytime there is an optional event that your child has been invited to, an alert will show on your dashboard.



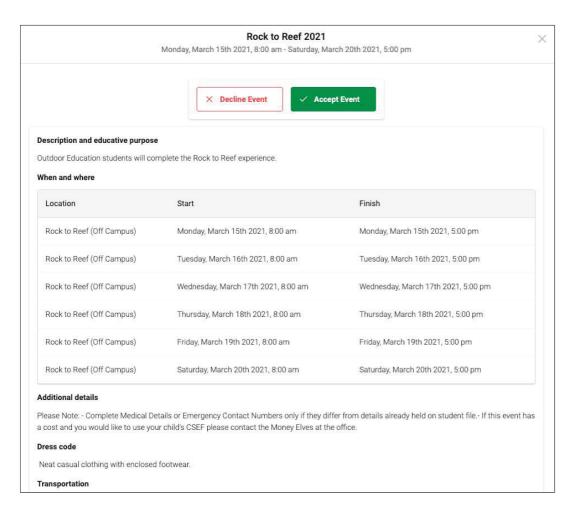
When you click the alert, you will be taken to the Events page. Click the option to expand the list of Opt In events available.



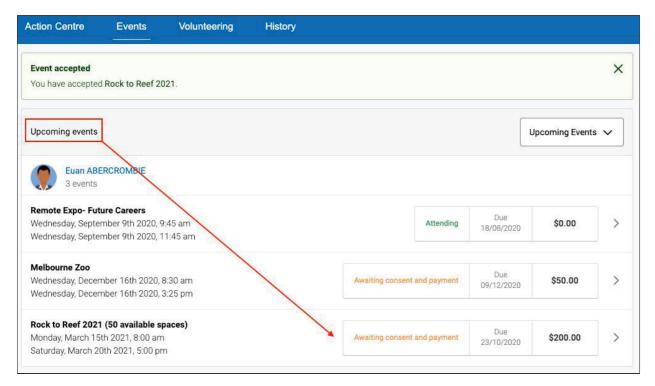
From the list, click into any events you want your child to attend.



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



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).



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.