

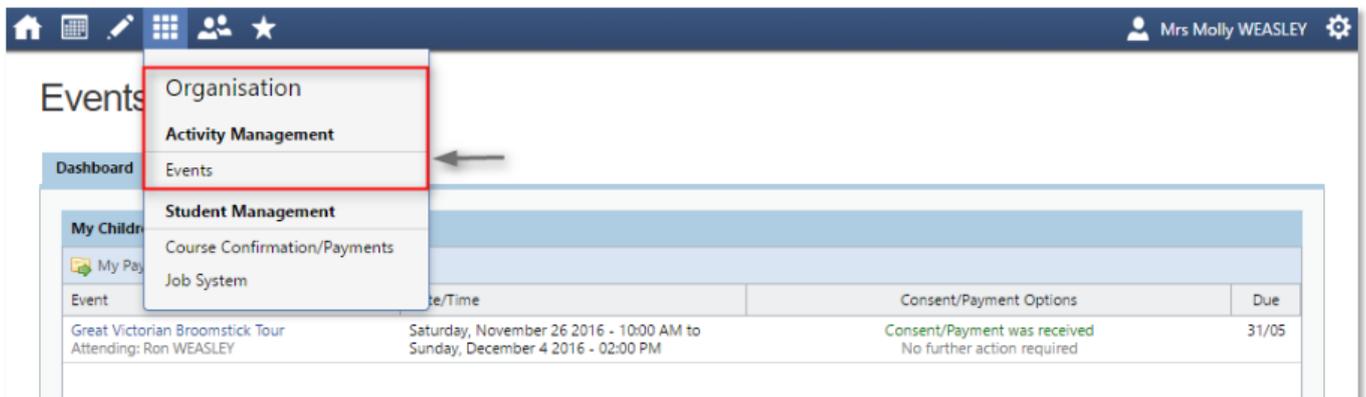
SURF COAST SECONDARY COLLEGE | EVENT APPROVALS ON COMPASS

After successful trials, Surf Coast Secondary College has now fully implemented the use of online permissions for events (camps, excursions and activities) using the Compass portal.

When an event is created you will be notified via an email notification to provide online consent. When using the Compass App you will need to select 'open in browser' to view the consent options.

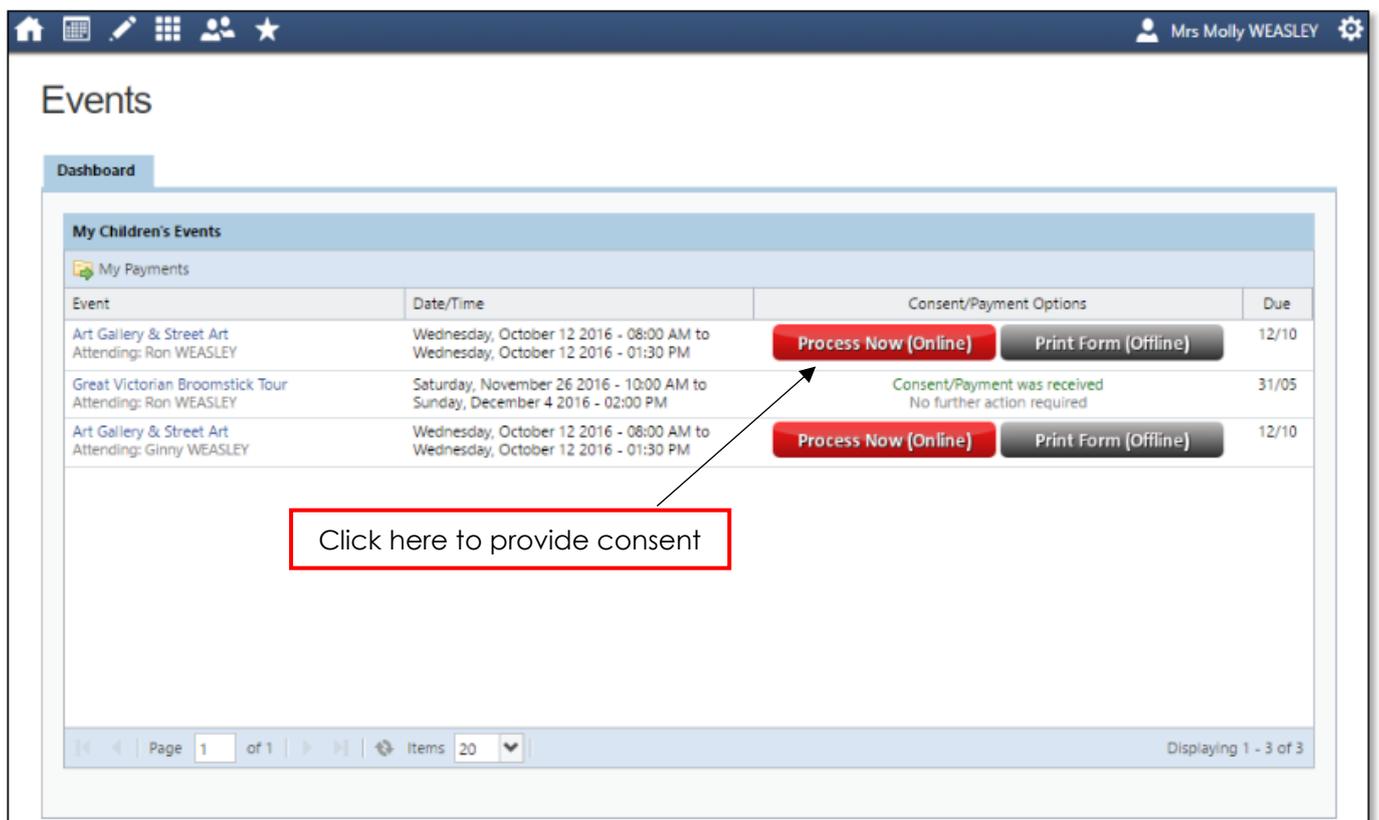
Events

Displays any events that your child/ren are attendees for, for example: sports events or excursions.



How to consent for an event

You will receive a notification on your Compass homepage along with an email notification when there is an event that requires your approval. To provide the consent required, click the notification. This will take you to the Events page, where you can see all events that require your consent, and those that are upcoming that you have already consented to.



From this page you can consent to any events, or complete the process offline by printing the consent form and handing it in to the school. By clicking the "Process Now (Online)" option, you will be prompted to enter

information regarding emergency contact details as well as any updated medical information that is not already on the student's file.

If you do not want to consent online

If you do not want to provide online consent for your child to participate in the event, please use the 'Print Form' button and print, sign and return your form to the Administration Office.

The screenshot shows the 'Events' dashboard for Mrs Molly WEASLEY. It features a table titled 'My Children's Events' with columns for Event, Date/Time, Consent/Payment Options, and Due. The table lists three events: 'Art Gallery & Street Art' (attending: Ron WEASLEY), 'Great Victorian Broomstick Tour' (attending: Ron WEASLEY), and another 'Art Gallery & Street Art' (attending: Ginny WEASLEY). The first and third events have 'Process Now (Online)' and 'Print Form (Offline)' buttons. The second event shows a status of 'Consent/Payment was received' and 'No further action required'. A red box highlights the 'Print Form (Offline)' button for the first event, with an arrow pointing to it and the text 'Click here to print a hard copy of the consent form.'

Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10

How to pay for an event

At this stage, Surf Coast Secondary College are not using online payments through Compass. If your child's event has a cost associated with it, this will be listed in the event description section.

Families are able to make payments for events using the following methods:

- Cash, Cheque or EFTPOS at the Administration Office
- Credit Card over the Phone (03 5261 6633)
- BPay (BPay information and your personalised reference number can be found on your College statement)
- Direct Credit to the College's Account (BSB 313 140 ACCOUNT # 12031136).
 - Please note that if you are making a payment via direct credit it is very important that you put your child's name in the reference, that way our Finance Team can easily allocate the money to the correct account.

Have questions or need assistance?

If you have any questions or require assistance in completing the online consent process please don't hesitate to contact our Administration Team on 03 5261 6633 during office hours (8am – 4pm, Monday – Friday).