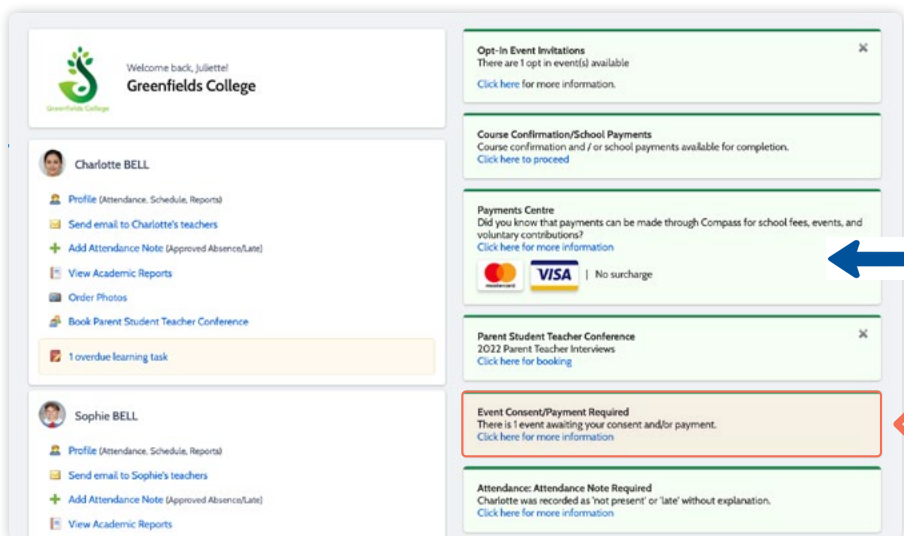
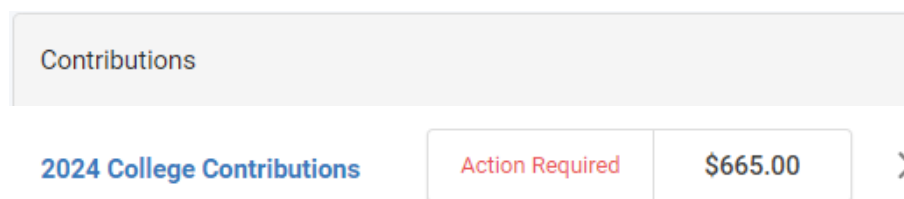


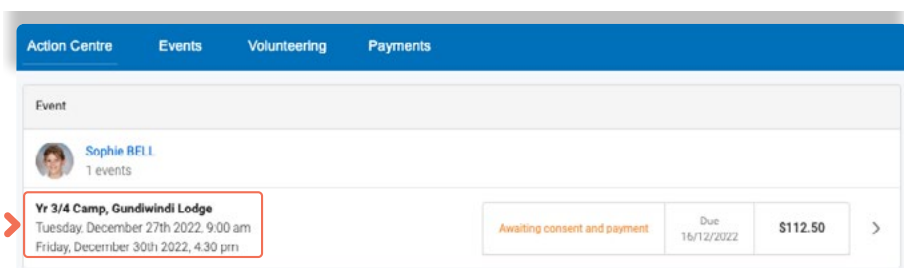
How To: Make College Contributions and Consent for Events



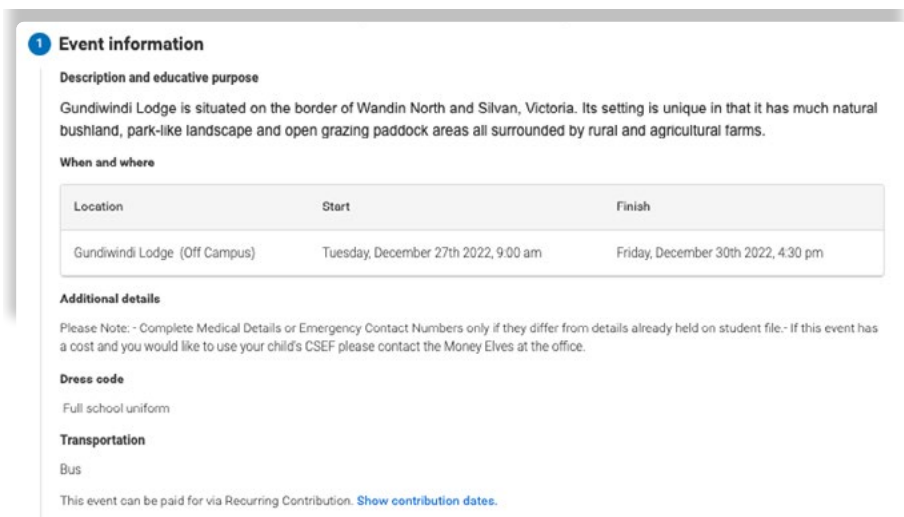
Click the Payments Centre and it will take you to **Action Centre** - where you can make payments to College Contributions.



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'**).



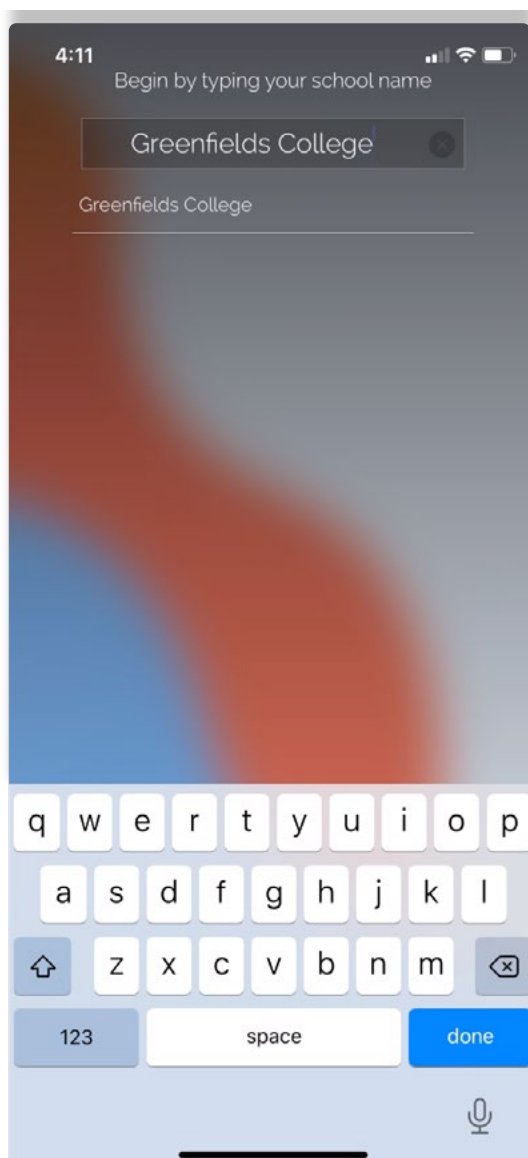
On the **'Action Centre'** tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

Click the event you wish to action.

You will see the details of the event.

The Compass School Manager App

Using the Compass School Manager App



You can use the [Compass app to action tasks](#).

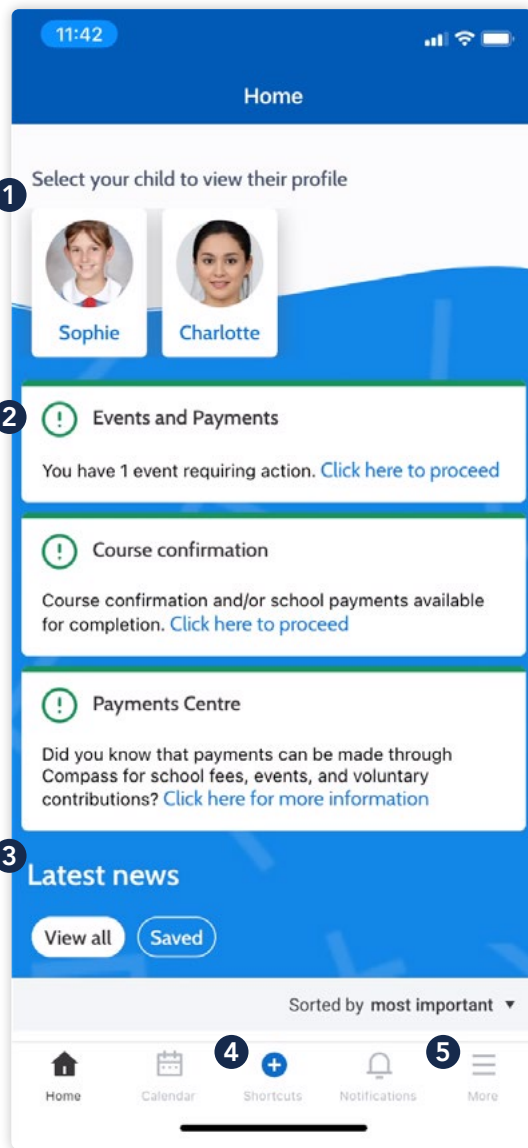
The app is available to download for free from the Apple App Store or the Google Play store.



Once installed and opened for the first time, you will be prompted to choose which school your child attends.

After selecting the school, you will be required to enter your log in details which are the same details you use to log in to your Compass parent portal.

The App Home Page



When logged in, you will see:

1 Profiles

Each of your children who attend the school will appear at the top of the screen. Click their image to go to their profiles.

Within the profile you can access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports.

2 Alerts

Notifications of items that require your action.

3 Newsfeed

Scroll through to view the latest posts from your school.

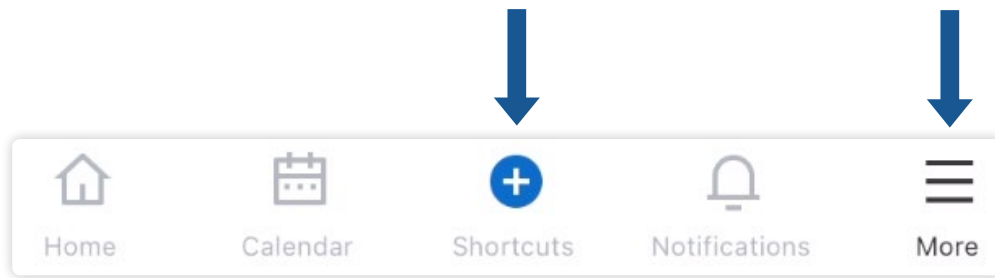
4 Shortcuts


The shortcuts button allows you to perform quick actions such as adding an attendance note or paying for an event.


5 More


Gives you access to additional actions – see next page.

Menu Icons (App)




 The House icon can be clicked at any time to take you back to the **Home screen** in Compass.

 The **Calendar** icon will take you to view the available Schedules i.e. school events, your child's schedule etc.

 The 'Plus' icon will give you access to **'Shortcuts'**, such as paying for an Event, and **adding an Attendance note**.

 The bell icon opens your **Notifications**. This contains a list of all notifications received.

 The hamburger menu icon gives you access to the **More menu**. **Conferences, Events, Canteen**, and much more can be found in this menu.