

## 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.

Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Stephen CORNFOOT**

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

**Euan ABERCROMBIE**

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

**Compass**

**My News**

- Order your MSP school photos**  
You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!
- Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion. Click here to proceed
- Parent Student Teacher Conference**  
2020 Parent Teacher Interviews  
Click here for booking
- Event Consent/Payment Required**  
There is 1 event awaiting your consent and/or payment. Click here for more information.
- Attendance: Attendance Note Required**  
Euan was recorded as 'not present' or 'late' without explanation. Click here for more information
- Magic High's School Fete**  
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)  
Aug 3rd by Sunil Stiney

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.

**Action Centre** Events Volunteering History

Event

**Euan ABERCROMBIE**  
1 events

**Melbourne Zoo**  
Wednesday, December 16th 2020, 8:30 am  
Wednesday, December 16th 2020, 3:25 pm

Awaiting consent and payment Due 09/12/2020 \$50.00 >

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


Payment

Visa Credit \*\*\*\*9333

Total amount \$50.00

Pay in full now

Process



\*\*\*\*9333


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	>