

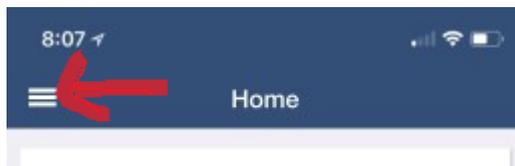
Compass: Event Payments & Consent

Getting Notified about Events

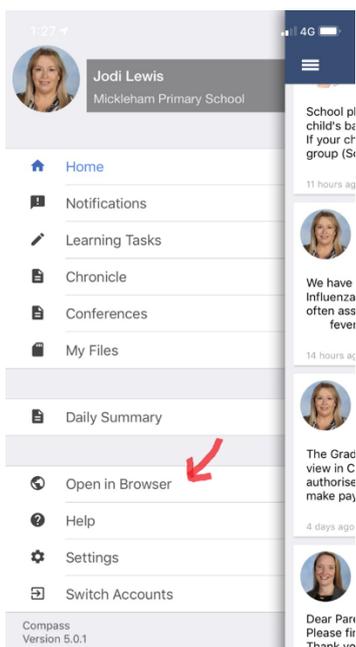
We are no longer sending home paper consent forms to all students by default. Parents will be notified about the event through Compass and will provide payment/consent also through Compass. This is all done electronically, with no paper required.

When an event is available to parents, we will usually send out a targeted news item and classroom teachers will talk to the students about it.

There is no access to events in the Compass app. you will need to log in to the Compass website to look at the event and provide payment/consent. This can be done from your phone by clicking on the 3 little lines (☰) in the top left-hand corner (sometimes called the [hamburger button](#)).



Then select the option to open Compass in your web browser.



When you log in to the website you will see a notification about the event at the top of your news feed on the right hand side.

Compass



My News

Parent Student Teacher Conference

Term 1 2019 - 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

Zaed was recorded as 'not present' or 'late' without explanation.

[Click here for more information](#)

School Photos

School photos have arrived today so please check your child's bag this afternoon for them.

When you click on the event notification you will see a list of events for that child (past, present and future).

The screenshot shows the Compass website interface. At the top, there is a navigation bar with icons for home, calendar, edit, grid, and users, and a user profile for "Mrs Rebecca MORELLI & Mr Adrian MORELLI". The main content area is titled "Events" and has a "Dashboard" sub-header. Below this is a section for "My Children's Events" which contains a table of events. The table has columns for "Event", "Date/Time", "Consent/Payment Options", and "Due".

Event	Date/Time	Consent/Payment Options	Due
Indonesian Day Attending: Adam MORELLI	Thursday, June 20 2019 - 08:55 AM to Thursday, June 20 2019 - 03:30 PM	Complete (See Details) Print Form (Offline)	13/06
Grade 5/6 Lake Nillahcootie Attending: Adam MORELLI	Tuesday, July 30 2019 - 09:00 AM to Friday, August 2 2019 - 03:30 PM	Complete (See Details) Print Form (Offline)	12/07
Indonesian Day Attending: Jacob MORELLI	Thursday, June 20 2019 - 08:55 AM to Thursday, June 20 2019 - 03:30 PM	Complete (See Details) Print Form (Offline)	13/06

If you click on the title of an event (listed on the left hand side, in blue) you will be able to see the full details of the event, including time, date, transport and educational purpose. See the article titled [#6 Event Introduction](#) for more information.

For events where you need to provide payment or consent, there are two big buttons: a red one for paying online through Compass, and a grey one for all other payment methods.

Date/Time	Consent/Payment Options	Due
Thursday, June 20 2019 - 08:55 AM to Thursday, June 20 2019 - 03:30 PM	Process Now (Online) Print Form (Offline)	13/06

Paying Online With Compass

You can provide payment and consent online with Compass by clicking the red button **Process Now (Online)**. It will open a form where you can:

- provide contact details specific for the event day (leave blank if there are none)
- provide any relevant medical information for the event day (leave blank if there are none)
- provide consent electronically
- enter your credit card or debit card details to make payment

Once you have completed this form you will receive an email from Compass confirming your payment. There is no need to provide any paperwork, your child will be able to attend the event.

Paying Offline (Cash, Cheque & CSEF)

If you want to pay with another method, then click the grey button **Print Form (Offline)**. It will provide you with a PDF you can print and send to school with your child.

This form is unique to this child and this event, so you will have to print each child's consent form for each event if you have more than one child/event.

If you want to use [CSEF \(Camps Sports & Excursions Funding\)](#) for this event, please write a note on the consent form to indicate this request. You can contact the office to get a balance of how much CSEF you have available.



Indonesian Day (20/06/2019)

Dear Parent/Guardian

An event, Indonesian Day, has been planned for Thursday, 20 June 2019. We are holding a day to celebrate Indonesian language and culture. Students will be involved in a variety of workshops including dance, art and music.

Venue: To be confirmed

Date/Time: Thursday, 20 June 2019 (8:55 AM to 3:30 PM)

Dress Code: Please wear sneakers as there may be dancing.

Staff member in charge: Anna HAINZ

Cost: \$6.00, due by Thursday, 13 June 2019

Consent: Required, due by Thursday, 13 June 2019

Consent/Payment can be provided online through your school's parent portal (https://micklehamps-vic.compass.education), or alternatively by returning the tear-off below to Classroom Teacher.

Please Note:

- If this event has a cost and you are in receipt of CSEF funding, the cost to you will be reduced by the amount of CSEF you have available. In some instances this will reduce your cost to \$0
- If you would prefer to use cash to pay for this event, you may collect a cash envelope from either your child's classroom or the office.
- Please remember that ALL cash envelopes must be returned to your child's classroom and that NO envelopes will be accepted at the office.

Please retain top section for your records.

Mickleham Primary School

Indonesian Day (20/06/2019)



8184

Consent/Payment Form for Adam MORELLI (MOR0001)

I give permission for Adam MORELLI 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 Adam MORELLI 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.



Details of allergies and/or medication currently being taken:

[Empty box for allergies and/or medication]

Emergency Phone Numbers:

Parent A Phone Number _____ Parent B Phone Number _____ Guardian Phone Number _____

Parent/guardian signature (consent/agreement): _____ Date: ____/____/____

Due 13/06/2019



Generated at 11/06/2019 - 10:54 AM

Once you have completed payment for the event, you will see a green notice at the top of the event indicating no more actions are required. This will appear immediately if you use the online option, or after the office has processed your form if you use the paper (offline) option.

Science Talent Search: Consent and Payment

[\[Print Receipt \]](#) [\[Back to Events \]](#)

Consent and Payment has been received.
No further action is required.

Event Details

I want to pay online, but I don't have a credit card

You can make payments with a debit card, which behaves exactly the same as a credit card but does not have a credit facility. The major banks all provide debit cards with no monthly fees.

I want to provide consent online, and use CSEF to pay

If you wish to do this, please notify the office and we will process your CSEF payment for you. Once this has been done, you will be able to provide consent online.