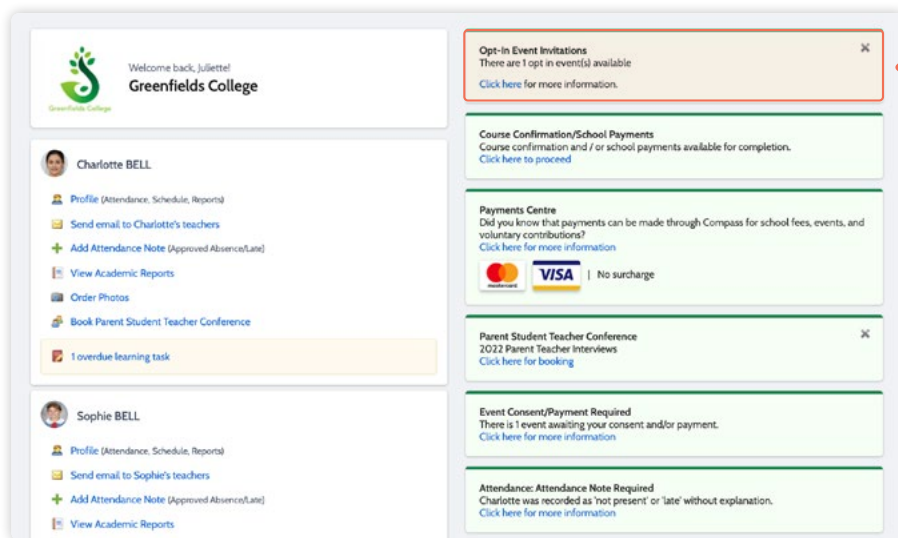


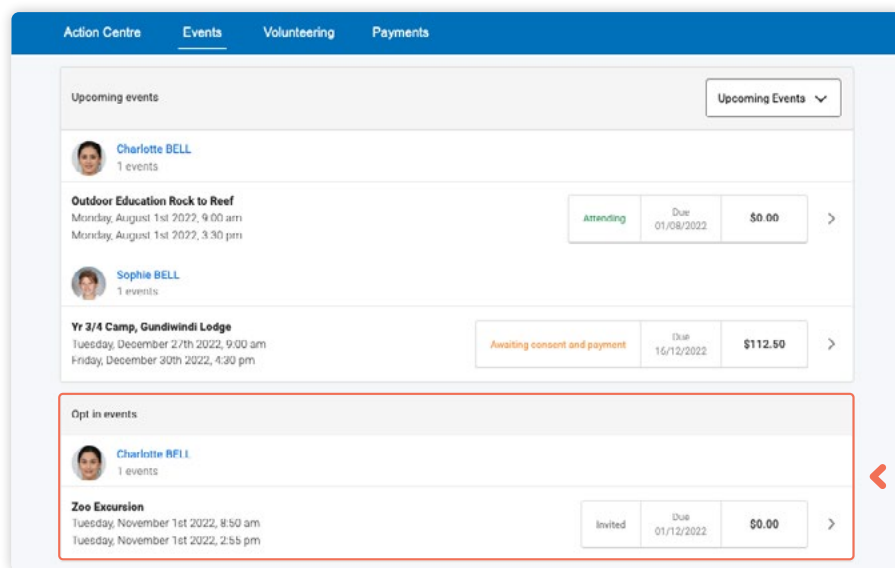
# How To: Opt into an Optional Event



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

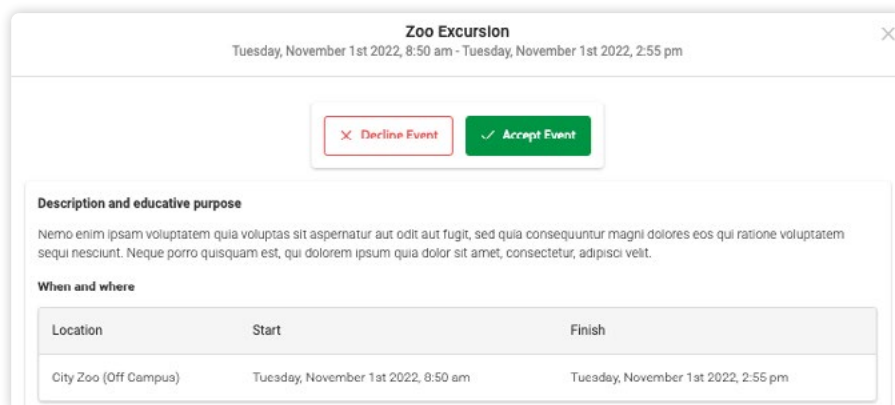
Anytime there is an optional event that your child has been invited to, an alert will show on your dashboard.

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.

## How To: Opt in to an Optional Event (continued)

The screenshot shows the 'Events' tab in a parent portal. At the top, a green notification bar says 'Event accepted: You have accepted Zoo Excursion'. Below this, a section titled 'Upcoming events' lists two events for Charlotte BELL. The first event, 'Outdoor Education Rock to Reef', is marked as 'Attending'. The second event, 'Zoo Excursion', is marked as 'Awaiting consent' and is highlighted with a red border. The 'Zoo Excursion' event details are: Tuesday, November 1st 2022, 8:50 am to Tuesday, November 1st 2022, 2:55 pm.

Event	Status	Due	Amount
Outdoor Education Rock to Reef	Attending	01/08/2022	\$0.00
Zoo Excursion	Awaiting consent	01/12/2022	\$0.00

The screenshot shows the 'Events' tab for Sophie BELL. It lists two events. The first event, 'Outdoor Education Rock to Reef', is marked as 'Attending'. The second event, 'Zoo Excursion', is marked as 'Awaiting consent' and is highlighted with a red border. Below these, there is a section for 'Opt in events' which is currently empty, with a message 'There are no upcoming opt in events'.

Event	Status	Due	Amount
Outdoor Education Rock to Reef	Attending	01/08/2022	\$0.00
Zoo Excursion	Awaiting consent	01/12/2022	\$0.00

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).

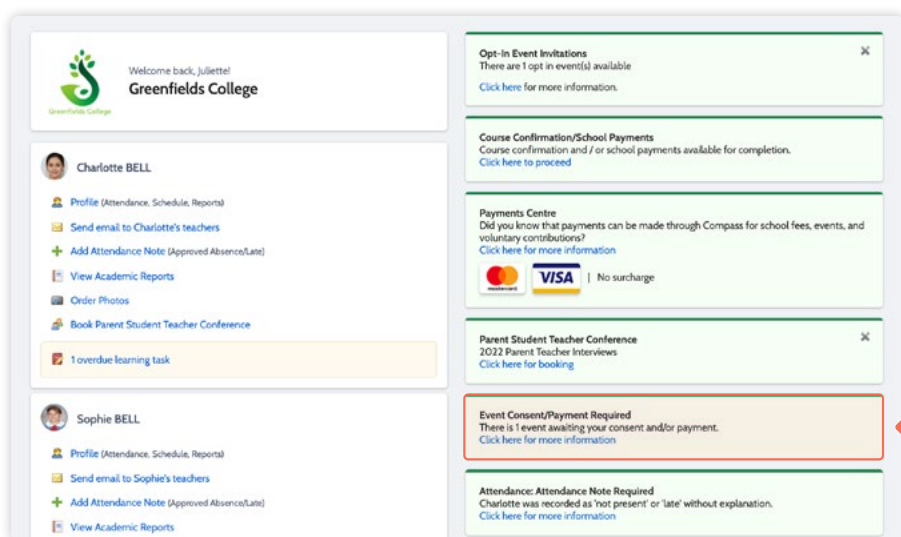
To secure your child's place, you will then need to click the event and proceed to **complete the consent/payment** per the usual event process.

When your child's status for the event shows as '**Attending**' they have a secured place.



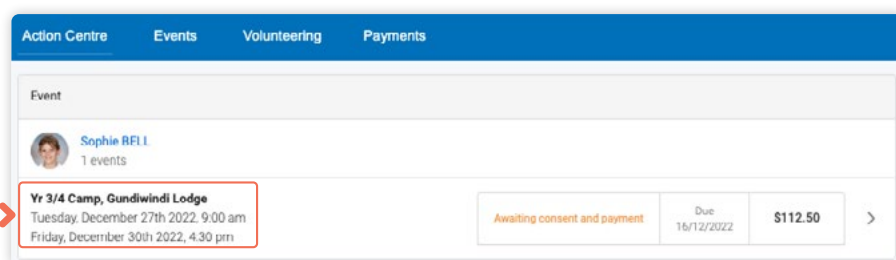
**IMPORTANT:** If you do not proceed to process the **consent/payment** before 11:59pm on the day you accepted the invitation, your child will no longer be considered an attendee of the event. Their status will revert back to 'invited' and you would need to re-accept the invitation to secure their place 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.*

# How To: Consent and Pay for an Event



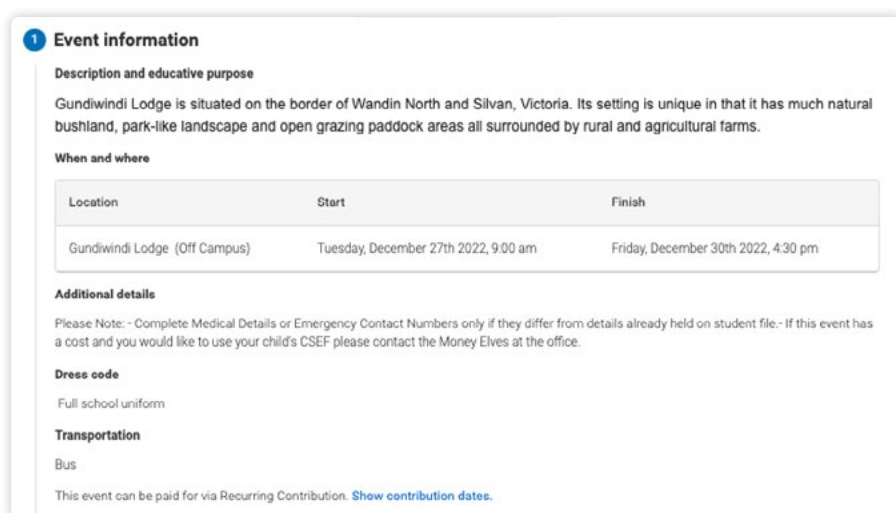
If your child has an upcoming event that requires your **consent and/or payment**, you will see an alert on your homescreen.

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.

## How To: Consent and Pay for an Event (continued)

**2 Administrative questions**

**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.

**Parent / guardian contact details**

**Contact Details on file**

Ms Juliette BELL

Mobile: +61498987525  
Email: parent@compass.education

Please contact the school if any of this contact information requires updating.

**Contact details on the day (if different from normal)**

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. If they do not have any additional medical conditions, you can leave this field blank.

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.

# How To: Consent and Pay for an Event (continued)

## 4 Consent and payment method

I give permission for Sophie BELL 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 Sophie BELL 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.

### Contact tracing:

Some excursion venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives. Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required. Parents/carers/guardians are advised that, when required, the school will be providing excursion venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number. Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 78-day period.

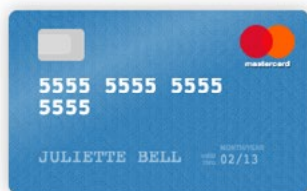
To provide consent, please type your name in full

Juliette Bell

## 5 Confirm and pay

### Payment Method

New credit card



5555 5555 5555 5555

Juliette Bell

02 / 13

999

☐ Save this card

### Payment

Total amount

\$112.50

☒ Pay in full now

☐ Pay in Recurring Contributions

Process

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/>.

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.

[Action Centre](#) [Events](#) [Volunteering](#) [Payments](#)

**Event accepted**  
You have accepted Zoo Excursion.

**Upcoming events** Upcoming Events

**Charlotte BELL**  
2 events

**Outdoor Education Rock to Reef**  
Monday, August 1st 2022, 9:00 am  
Monday, August 1st 2022, 3:30 pm  
Attending Due 01/08/2022 \$0.00 >

**Zoo Excursion**  
Tuesday, November 1st 2022, 8:50 am  
Tuesday, November 1st 2022, 2:55 pm  
Awaiting consent Due 01/12/2022 \$0.00 >

**Sophie BELL**  
1 events

**Yr 3/4 Camp, Gundiwindi Lodge**  
Tuesday, December 27th 2022, 9:00 am  
Friday, December 30th 2022, 4:30 pm  
Awaiting consent and payment Due 16/12/2022 \$112.50 >