

## CompassPay is here!

### When there is an excursion, what will happen?

Parents will receive an email with details of the upcoming excursion or “event”. Parents will then have to log into Compass to complete payment and consent, or for families with CSEF – consent. (You don’t have to update your details – this information is already within the system.)

### What type of card can I use?

**Credit** or **debit** Mastercard or Visa cards are able to be used in CompassPay.

### Will you receive confirmation of payment?

**YES.** You must have a valid registered email address in Compass and you will receive an email confirmation that your payment was processed.

### What if I can’t remember a transaction that appears on my statement?

Transactions will appear on your statement as ‘COMPASSPAY.COM’.

If you are unsure what a payment is for:

- Log in to Compass and go to the **My Payments** tab (under **Tools** menu); **OR**
- Go to [www.compasspay.com](http://www.compasspay.com) and enter the basic details of the transaction/credit card.

### Can I use my CSEF in CompassPay?

**YES.** You will be able to complete consent on CompassPay and the CSEF will then be processed.

The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

**School Calendar**  
View details of upcoming events, your child's timetable and other relevant school-wide activities.

**Your children**  
Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.

**Welcome to the Hogwarts P-12 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.

**Harry POTTER**

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task
- 1 learning task due in the next week

**My News**

- Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion. Click here to proceed
- Event Consent/Payment Required**  
There are 2 event(s) awaiting your consent and/or payment. Click here for more information
- Attendance: Attendance Note/Approval Required**  
Harry was recorded as 'not present' or 'late' without explanation. Click here for more information

**Wisdom!**  
Congratulations to our Quidditch Team winning the World Cup! 4 days ago by Seven's SHAPE

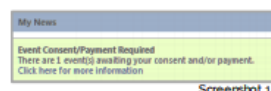
**Main Menu**  
Allows you to access other Compass and school resources. The tools icon allows you to update your contact details and change your password.

**Alerts**  
Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

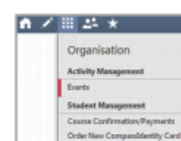
**News**  
Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

## Consent and Payments

1 From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the Organisation menu item (screenshot 2).



2 From the Events page a list of upcoming events and excursions will be displayed. Click the red 'Process Now' button to provide consent and/or payment (depending upon what the event requires).



3 An online payment/consent form will be displayed. Complete all highlighted relevant fields and click the 'Submit Details' button.

Note: If the event has a requirement for both consent and payment, these cannot be done separately. Should you need to provide payment or consent separately, please click 'Print Form (Offline)' to complete the process manually.