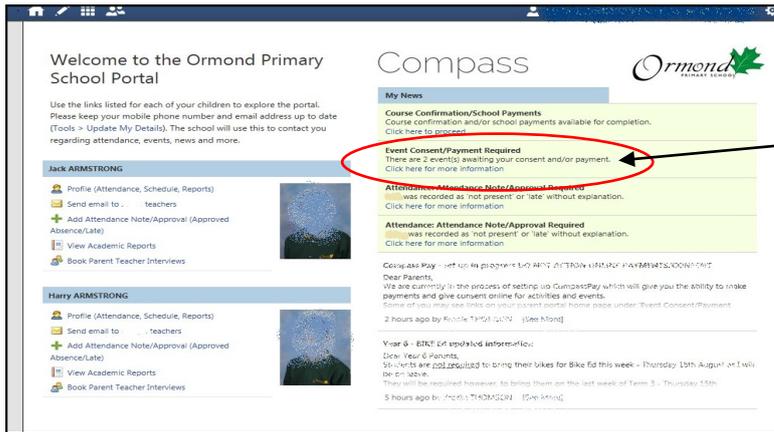


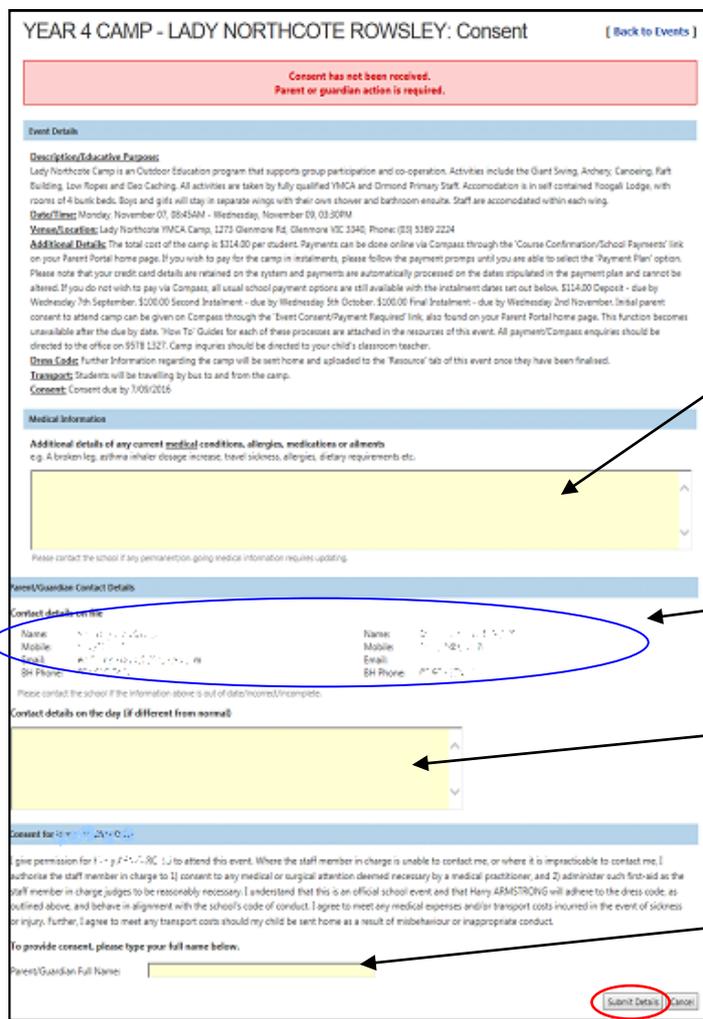
# Parent Consent for Events/Excursions via Compass

## Parent Instructions



On your Compass Parent Portal home screen,

**Step 1** - In your 'Event Consent/Payment Required' Notification - click on 'Click here for more information'



This contains all the details and requirements of the event/excursion etc. just as if it was the paper notice.

**Step 2** -

Enter any additional/current information that may be applicable and the teacher should be aware of. If nothing to add, move on to the next step.

**Step 3 - Part A**

Check that all Parent/Guardian contact information is correct and up to date.

**Step 3 - Part B**

Make any necessary amendments to the Parent/Guardian contact information.

**Step 4** -

Type in your (Parent/Guardian) name - this is your electronic signature.

**Step 5** - Click 'Submit Details'

### \*\*Please Note\*\*

If a payment is required for a specific event/excursion (other than Camps) an extra section will appear on this page for you to enter your credit card details so payment and consent can be processed in one action. Camp payments appear differently so parents have the option of a Payment Plan.