



## Compass Guide for Parents

No. 6

### Events and Excursions

Give consent for events like excursions  
Make payments for events.

## 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. You will also usually get an email from the school.

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**  
msp photography. 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	>
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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.



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	>

## How To: Opt in to an Optional Event

Sometimes the school will offer optional events. *These may have attendee limits* and work on the first in first served basis. **This is not common at BEPS, but may occur occasionally.**

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

The screenshot shows the 'Compass' portal for Mrs Sable BROOKS. On the left, there are user profiles for Stephen CORNFOOT and Euan ABERCROMBIE, each with a list of actions like 'Profile', 'Send email to teachers', and 'Add Attendance Note'. On the right, under 'My News', there are several alerts. The 'Opt-In Event Invitations' alert is highlighted with a red box. It states: 'There are 1 opt in event(s) available. Click here for more information.' Other alerts include 'Order your MSP school photos', 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. At the bottom, there is a notice for 'Magic High's School Fete'.

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.

The screenshot shows the 'Events' page for Euan ABERCROMBIE. The page has a navigation bar with 'Action Centre', 'Events', 'Volunteering', and 'History'. Under the 'Event' section, there is a profile for Euan ABERCROMBIE with '1 events'. The event listed is 'Melbourne Zoo' on Wednesday, December 16th 2020, from 8:30 am to 3:25 pm. The event status is 'Awaiting consent and payment', the due date is '09/12/2020', and the amount is '\$50.00'. At the bottom left, there is a button labeled '+ 1 opt-in event' which is highlighted with a red box.

From the list, click into any events you want your child to attend.

The screenshot shows the 'Events' tab in an 'Action Centre'. At the top, there are navigation tabs: 'Action Centre', 'Events', 'Volunteering', and 'History'. Below this, there's a section for 'Upcoming events' with a dropdown menu set to 'Upcoming Events'. The user profile for 'Euan ABERCROMBIE' is shown with '2 events'. Two events are listed: 'Remote Expo- Future Careers' (Attending, Due 18/08/2020, \$0.00) and 'Melbourne Zoo' (Awaiting consent and payment, Due 09/12/2020, \$50.00). Below these is a section titled 'Opt in events' (highlighted with a red box). Under this section, the user profile for 'Euan ABERCROMBIE' shows '1 event': 'Rock to Reef 2021 (50 available spaces)' (Invited, Due 23/10/2020, \$200.00). A red arrow points from the 'Opt in events' header to the 'Rock to Reef 2021' event.

You will see the event details and have the option to decline or accept the invitation.

The screenshot shows the details for the 'Rock to Reef 2021' event. At the top, the event title is 'Rock to Reef 2021' with a close button (X). Below the title, the dates are 'Monday, March 15th 2021, 8:00 am - Saturday, March 20th 2021, 5:00 pm'. There are two buttons: 'Decline Event' (with a red X icon) and 'Accept Event' (with a green checkmark icon). Below the buttons is a section titled 'Description and educative purpose' with the text: 'Outdoor Education students will complete the Rock to Reef experience.' Underneath is a section titled 'When and where' containing a table with columns 'Location', 'Start', and 'Finish'. The table lists six dates from Monday, March 15th to Saturday, March 20th, 2021, all at 'Rock to Reef (Off Campus)'. Below the table is a section titled 'Additional details' with a note: 'Please Note: - Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on student file.- If this event has a cost and you would like to use your child's CSEF please contact the Money Elves at the office.' There are also sections for 'Dress code' (Neat casual clothing with enclosed footwear.) and 'Transportation'.

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).

Event Name	Status	Due Date	Amount
Remote Expo- Future Careers	Attending	18/08/2020	\$0.00
Melbourne Zoo	Awaiting consent and payment	09/12/2020	\$50.00
Rock to Reef 2021 (50 available spaces)	Awaiting consent and payment	23/10/2020	\$200.00

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.*