



MANIFOLD HEIGHTS PRIMARY SCHOOL NO. 4224
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Dear Parents & Guardians,

Shortly we will commence using CompassPay to simplify payments and permission forms for all future events. We will advertise on Compass when this function is up and running. Qkr!, Cash, Eftpos and Bpay payments will still be available.

The CompassPay procedures will not only ensure all events can run smoothly, safely and effectively it will also have the following benefits for both parents and teachers:

- No more lost or misplaced notes/permission slips
- More efficient communication for parents regarding events
- A quick and easy way for parents to consent and pay for an event at anytime from anywhere. ***CompassPay is a secure payment portal and will not store any payment information you enter.***

When there is an event, what will happen?

The event permission note will be sent home. You will also receive an email with details of the upcoming event if your email address is up to date in Compass. You will then have to log into Compass to complete payment and consent. (You do not have to update your details – this information is already within the system.) When you have consented and paid via Compass the permission note does not have to be sent back to school.

What type of card can I use?

Credit or Debit Mastercard or Visa cards can 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 and enter the basic details of the transaction/credit card.

Please contact Jessie at the office if you have any further questions about CompassPay.

Consent and Payments

1

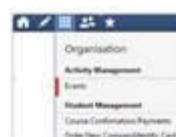
From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the 'Organisation' menu item (screenshot 2).



Screenshot 1

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).



Screenshot 2

3

An online payment/consent form will be displayed. Complete all highlighted 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.

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.



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.