

- **1.** Login to Compass via;
 - the web address https://westgrps-vic.compass.education/ OR
 - the link found on our school's website http://www.westgrps.vic.edu.au/



2. Access Events in the Organisation tab (grid icon) or from your notifications on the right.



3. Select either the **red** '*Process Now*' button to process your payment/consent online, or the **grey** '*Print Form*' button to generate a permission/payment form (if applicable) to be handed in to the school's general office for processing.

	✓ ⅲ ᆇ ★		±	
vents				
Dashboard				
My Children's Events				
🙀 My Payments				
Event	Date/Time	Consent/Payment Options		Due
R.E.A.L Robotics Project Day 3 - Wyndham Netw	Tuesday, August 6 2019 - 08:15 AM to Tuesday, August 6 2019 - 03:50 PM	Consent/Payment not received Due date for consent/payment has passed		02/08
Author Visit: Year 5/6	Thursday, August 15 2019 - 09:30 AM to	Process Now (Online)	Print Form (Offline)	14/08

Please note: At the time of publishing, Events may only be approved/paid for in the browser version of Compass. To process payment on the mobile version of Compass, select "Open in Browser" from the Compass menu and follow the guide above.