How to Provide Consent/Payment for an Event on Compass

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.
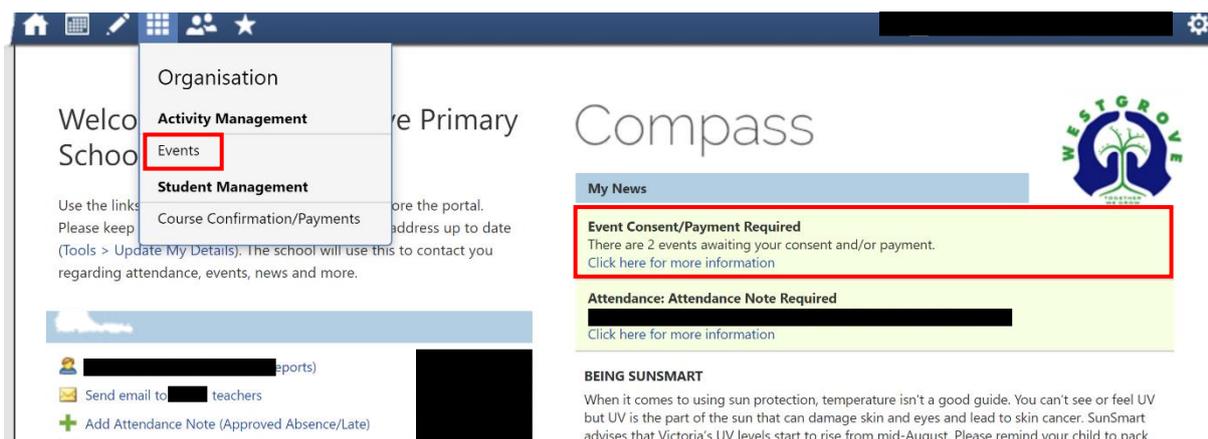
3. Select either the **red** '*Process Now*' button to process your payment/consent online, or the **grey** '*Print Form*' button to generate a permission/payment form (if applicable) to be handed in to the school's general office for processing.
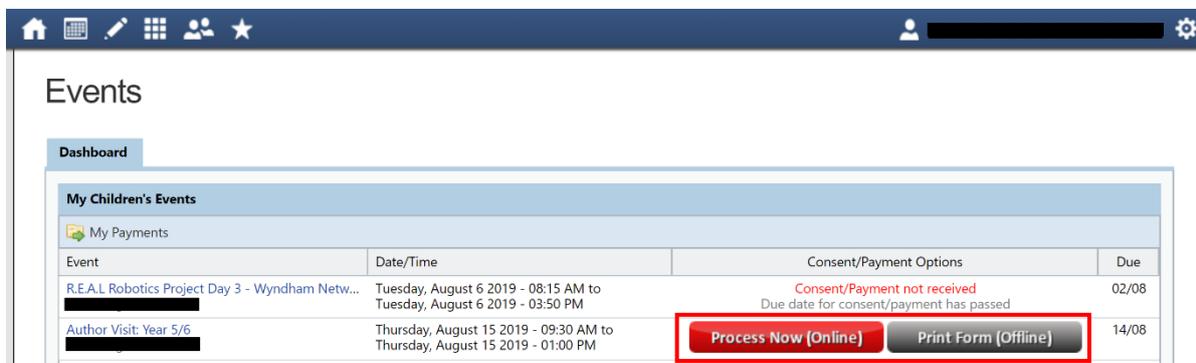
Please note: At the time of publishing, Events may only be approved/paid for in the browser version of Compass. To process payment on the mobile version of Compass, select "Open in Browser" from the Compass menu and follow the guide above.