

## **EVENTS FUNCTION IN TASS PARENT LOUNGE**

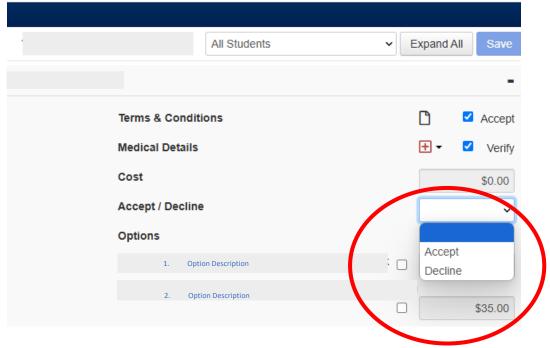
1. On TASS Parent Lounge <a href="https://tass.endeavour.sa.edu.au/parentlounge">https://tass.endeavour.sa.edu.au/parentlounge</a>, click on **Events and Payments**. You will be able to see all available events. Click on the name of the event.



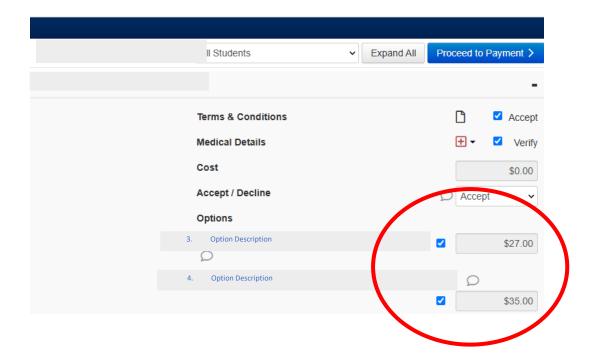
- 2. This screen will display the details of the event. Please click on and read the **Terms and Conditions** document attached. Click **Accept.**
- 3. Please check your child's **Medical Details** and update as necessary. Click **Verify**.



**4.** Once you have accepted both the Terms and Conditions and the Medical Details, please select **Accept** from the drop-down list. If there are options related to this excursion/event, please select all that apply.

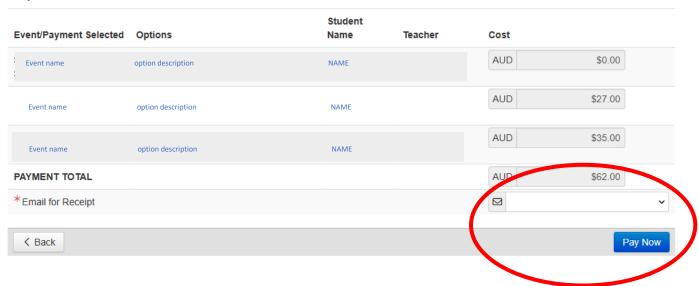


5. Once accepted, click Proceed to Payment

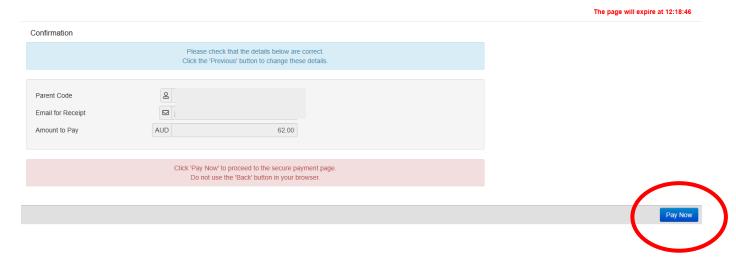


**6.** A summary of your payment will be displayed. Please enter your **email for receipt**. Click **Pay Now** and follow the payment prompts.

## **Payment Details**



7. This confirmation screen will appear. Enter your email address and select **Pay Now**. Then enter your card details. A receipt will be emailed to you once your purchase has been confirmed.



- **8.** If you wish the decline the event, select Decline and click save. Please then email the event organiser to discuss your child's absence.
- 9. If you require any further assistance with this, please contact the College on 8368 3311 and someone will be able to assist you.