



EVENTS FUNCTION IN TASS PARENT LOUNGE

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

The screenshot shows the Endeavour College Parent Lounge interface. The left sidebar contains a menu with items: Items to Action, Parent Lounge, Welcome, Academic Reports, **School Calendar Events** (circled in red), Today's Daily Notices, Events and Payments, and Extra Curricular. The main content area is titled 'PARENT LOUNGE' and includes a navigation bar with links: Parent Details, Student Details, Calendar, Accounts & Payments, and School Links. Below the navigation bar, there is a section for 'Today's Daily Notices' which states 'There are currently no Daily Notices available.' and a 'See All' button. The 'Events and Payments' section displays a table with one event: 'EVENT NAME (student)' (circled in red), which is 'Invited' and scheduled for 'Wed 12/03/2025 at 6:30pm (ends Sat 15/03/2025 at 8:45pm)'.

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**.

The screenshot shows the Endeavour College Parent Lounge interface with the event details for 'EVENT NAME (student)'. The event is 'Invited' and scheduled for 'Wed 12/03/2025 at 6:30pm (ends Sat 15/03/2025 at 8:45pm)'. The interface includes fields for 'Venue / Supplier' (location) and 'Teacher' (Teacher name). On the right side, there are sections for 'Terms & Conditions', 'Medical Details', 'Cost', 'Accept / Decline', and 'Options'. The 'Options' section lists two items: '1: The 27 Club' at 'The Fantail' in Gluttony, Rymill Park for \$27.00, and '2: Ballads by Candlelight' - with The Idea of North, one of Au for \$35.00. The 'Accept' and 'Verify' buttons are circled in red.

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.

The screenshot shows a form with the following sections:

- Terms & Conditions**: A document icon and a checked checkbox labeled "Accept".
- Medical Details**: A plus icon in a red box and a checked checkbox labeled "Verify".
- Cost**: A text box containing "\$0.00".
- Accept / Decline**: A dropdown menu is open, showing "Accept" (highlighted in blue) and "Decline".
- Options**: A table with two rows:

	Option Description		
1.	Option Description	☐	
2.	Option Description	☐	\$35.00

5. Once accepted, click **Proceed to Payment**

The screenshot shows the same form with updates:

- Accept / Decline**: The dropdown menu is now closed, showing "Accept".
- Options**: The table is updated with two rows, both with checked checkboxes and costs:

	Option Description		
3.	Option Description	☒	\$27.00
4.	Option Description	☒	\$35.00
- Buttons**: The "Expand All" button is now "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

Event/Payment Selected	Options	Student Name	Teacher	Cost
Event name	option description	NAME		AUD \$0.00
Event name	option description	NAME		AUD \$27.00
Event name	option description	NAME		AUD \$35.00
PAYMENT TOTAL				AUD \$62.00
*Email for Receipt				
< Back				Pay Now

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.

The page will expire at 12:18:46

Confirmation

Please check that the details below are correct.
Click the 'Previous' button to change these details.

Parent Code



Email for Receipt



Amount to Pay

AUD 62.00

Click 'Pay Now' to proceed to the secure payment page.
Do not use the 'Back' button in your browser.

[Pay Now](#)

8. If you wish to 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.