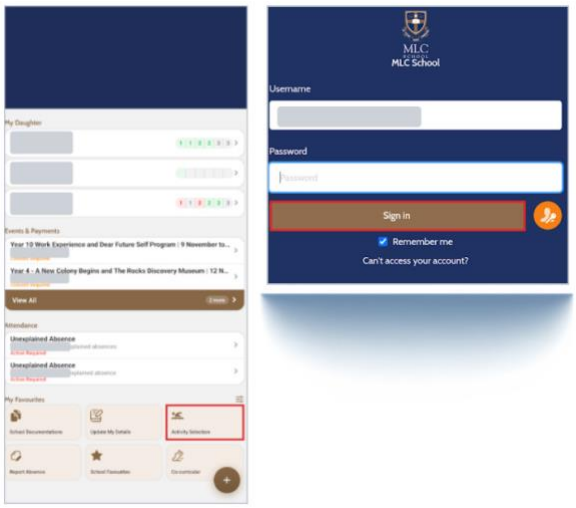
Activity Selections Using the MLC School App

Select and pay for your daughters' co-curricular activities in Clipboard, directly from the MLC School app. You can select one or more activities for all your daughters in one go.

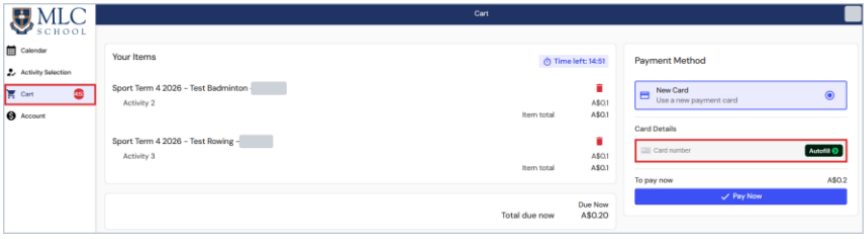
How to get there:

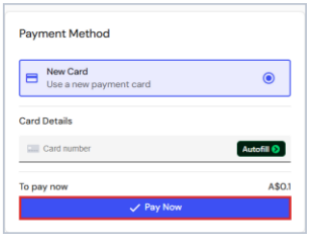
1. Open the MLC School App and sign in.
2. On the **Home** screen under **My Favourites,** tap **Activity Selection**
3. The first time, a sign-in screen opens. Enter your Compass username and password and tap **Sign in.**
4. Your details are then saved, so you will not need to sign in again next time.



To select activities and pay

5. Go to **Activity Selection**
6. Select all the activities you would like your daughter to enrol in, then tap **Save.** You can select multiple activities for all your daughters at once.
7. When you have finished, go to the **Cart** and review all your selected activities.
8. Enter your credit card details and tap **Pay Now**.

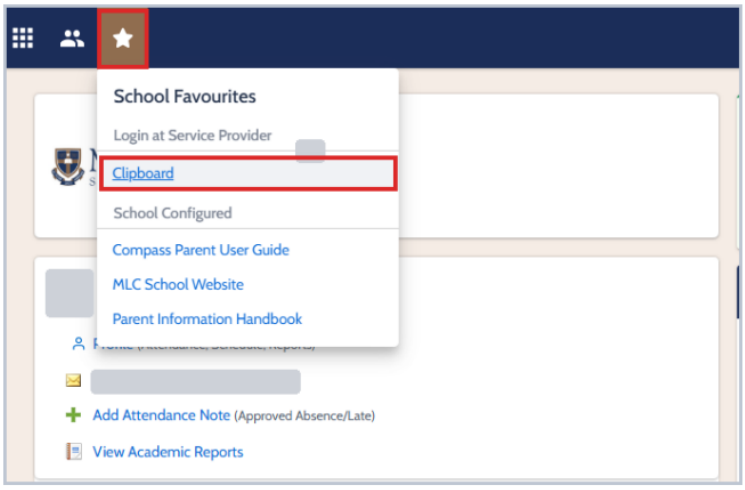




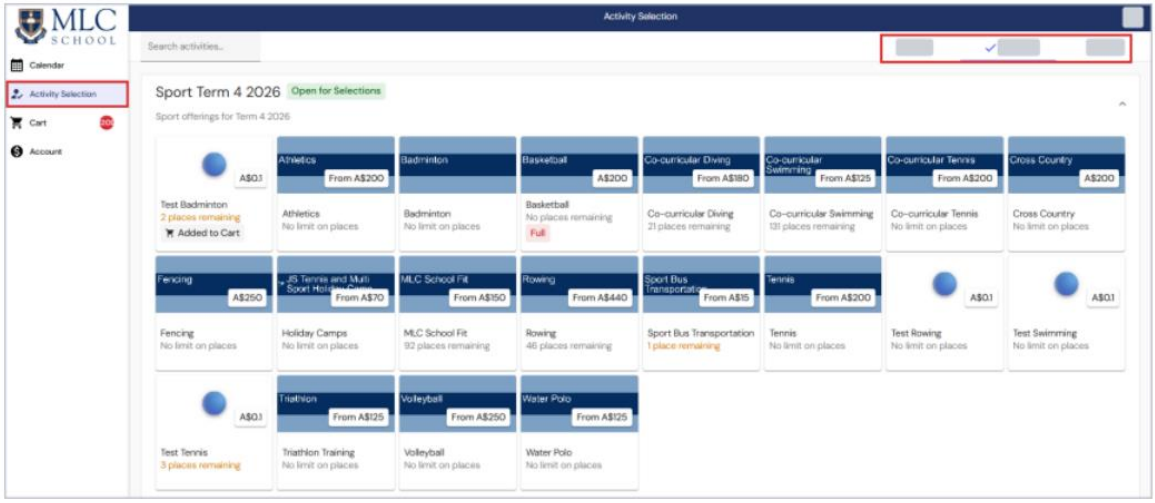
Activity Selections Using the Compass Portal

Co-curricular activities are selected and paid for in **Clipboard,** which opens from Compass. You can select one or more activities for all your daughters in one go, then pay for them together.

1. On the Compass home page, select the **School Favourites (star)** icon in the navigation bar.
2. Select **Clipboard.** Clipboard opens in a new page and you do not need to sign in again.

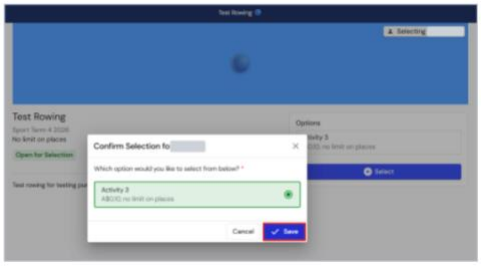


3. Select **Activity Selection** on the left, then select your daughter's name at the top right. Choose the activity you would like her to enrol in.



4. On the activity page, select **Select.**
5. Choose the option you want and select **Save.** Repeat steps 3 to 5 for any other activities or daughters.





6. Select **Cart** on the left to review your selections and the total due.
7. Under **Card Details,** enter your card number.
8. Select **Pay Now** to complete your payment.

