

Compass Quick Reference Guide – Ordering School Photos This reference guide is how to order school photos the Compass app



1. From the Compass dashboard click MSP banner or click the three lines then order photos

Ē	Add Attendance Note
msp photography	Photos are now available to order throught the Compass App Click here to place your order today!

2. Select order 2021 photographs



- **3.** This will open a new window for you to select the photo package you would wish to purchase. The child's photos you are ordering can be seen at the top *"Displaying photo packs for"*
- **4.** On selection of a pack you will be directed to optional extras that can be added to the pack. Select required and click continue.
- 5. This will direct you back to the dashboard and you will be able to add orders for additional children. This is done by clicking "*Start ordering now*". Repeat the process of selecting pack and optional extras

6. If group photos are required, this will become available after the first child's photo order is entered. This will be available under the child's photo by clicking "Order more"

+ A A A A A A A A A A A A A A A A A A A	7.00 +	
Subtotal	\$117.00	
Order more		

7. Select the family photo package from the options provided.

NOTE: FAMILY PHOTOS MUST BE ORDER PRIOR TO PHOTO DAY VIA THE APP

8. Your order and be see and managed from the cart located at the bottom of the screen



9. You are able to close the App and return to it prior to paying. On return you will have the option to proceed to checkout

