# DOBCEL Process for Organising a Professional Learning (PL) Session



#### To book a PL session

- 1. Complete the PL request form and email your Team Leader (TL) for approval
- 2. TL to forward the form to the EA to the DD: Catholic Education for approval of date
- 3. EA to the DD: Catholic Education will email approval or decline to the organiser and cc the TL
- 4. Once approved, the organiser is to contact a preferred venue to make a booking, including the following details:
  - a. Room set up
  - b. Catering (if venue does not offer catering, organiser is to source this from a preferred supplied)
  - c. AV requirements
  - d. Estimated number of attendees
- 5. When a venue has been secured, the organiser is to email the completed PL request form to <a href="mailto:reception@dobcel.catholic.edu.au">reception@dobcel.catholic.edu.au</a>
- 6. Reception staff will add the event to TryBooking and open registrations

# One week prior PL session

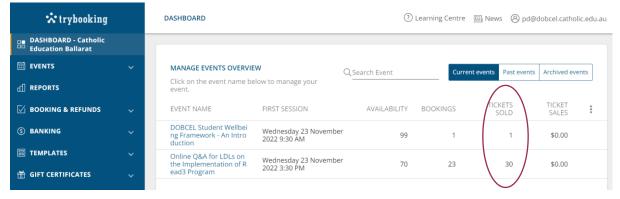
- 1. Registrations automatically close 7 days prior to the PL session
- 2. Check registration numbers and dietary requirements in TryBooking (instructions below)
- 3. Confirm numbers and dietary requirements with the venue and caterer

TryBooking log in details: www.trybooking.com.au

Login: pd@dobcel.catholic.edu.au

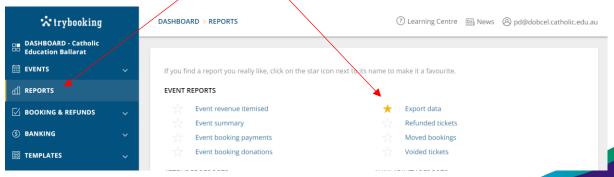
Password: flourish

## Quick view of attendee numbers



## For a list of attendees details including email address and dietary requirements

- 1. Click Reports in the left column
- 2. Choose the starred *Export Data* report



As partners in Catholic education and open to God's presence, we pursue fullness of life for all.