

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

DIOCESE  
OF  
BALLARAT  
CATHOLIC  
EDUCATION  
LIMITED



CATHOLIC EDUCATION BALLARAT

### 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 supplier)
  - 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 [reception@dobcel.catholic.edu.au](mailto:reception@dobcel.catholic.edu.au)
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](http://www.trybooking.com.au)

Login: [pd@dobcel.catholic.edu.au](mailto:pd@dobcel.catholic.edu.au)

Password: flourish

### Quick view of attendee numbers

**trybooking** DASHBOARD Learning Centre News pd@dobcel.catholic.edu.au

**DASHBOARD - Catholic Education Ballarat**

**EVENTS** **REPORTS** **BOOKING & REFUNDS** **BANKING** **TEMPLATES** **GIFT CERTIFICATES**

**MANAGE EVENTS OVERVIEW** Search Event **Current events** **Past events** **Archived events**

Click on the event name below to manage your event.

EVENT NAME	FIRST SESSION	AVAILABILITY	BOOKINGS	TICKETS SOLD	TICKET SALES	
DOBCEL Student Wellbeing Framework - An Introduction	Wednesday 23 November 2022 9:30 AM	99	1	1	\$0.00	
Online Q&A for LDLs on the Implementation of Read3 Program	Wednesday 23 November 2022 3:30 PM	70	23	30	\$0.00	

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

**trybooking** DASHBOARD > REPORTS Learning Centre News pd@dobcel.catholic.edu.au

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**EVENTS** **REPORTS** **BOOKING & REFUNDS** **BANKING** **TEMPLATES**

If you find a report you really like, click on the star icon next to its name to make it a favourite.

**EVENT REPORTS**

☆ Event revenue itemised	★ Export data
☆ Event summary	☆ Refunded tickets
☆ Event booking payments	☆ Moved bookings
☆ Event booking donations	☆ Voided tickets

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