

DOBCEL Process for Organising a Professional Development- (PD) Session

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OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

To book a PD session

1. Complete the PD 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 PD request form to reception@dobcel.catholic.edu.au
6. Reception staff will add the event to Trybooking and open registrations.

One-week prior PD session

1. Registrations close 7 days prior to the Face-to-Face event or 3 days if it's Online PD 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 (the password needs to be typed in, not copied and pasted)

Login: pd@dobcel.catholic.edu.au

Password: Rainbow!1234

Quick view of attendee numbers

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 Custom report
3. Create a new report and choose the Custom form questions from the Field group* drop down menu

REPORTS

You can access and download reports about your events and account here.

Commonly used	Event reports	Accounting reports	Marketing reports	Fundraising reports	Other reports
Event revenue itemised A breakdown of ticket sales, donations and fees for an event.	Event summary A summary of sales by session times showing number of tickets sold, revenue raised, and availability.	Custom report (Export data) Create and build fully customised reports (including custom and sub questions) and ready to be exported in a spreadsheet.			
Attendee list report Create a door list, ticket holder list or booking list with tickets purchased, contact details, sections and seats booked.	Availability A summary of how many tickets are sold, reserved, and still available per section or by ticket type.				