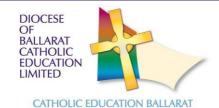
DOBCEL Process for Organising a Professional Development- (PD) Session



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 supplied)
 - 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

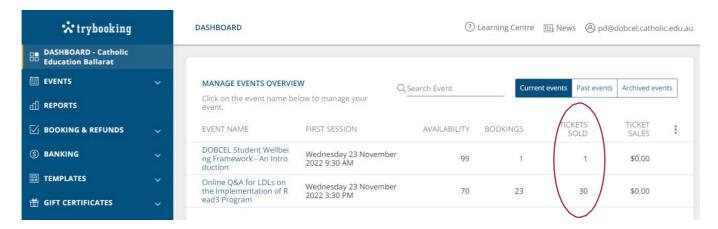
- 1. Registrations close 7 days prior to the Face-to-Face event or 3 days if it's Online PD Session.
- 2. Check registration numbers and dietary requirements in Trybooking (instructions below).
- 3. Confirm numbers and dietary requirements with the venue and caterer.

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



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

