

LOG IN DETAILS HAVE BEEN UPDATED, SEE BELOW.

Professional Learning guidelines

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

Complete the Professional Learning request form and send to your Team Leader for approval

Team Leaders will then forward on for approval of the date.

Once the date has been approved, you will be required to call / email your preferred venue to make your booking

Once venue has been confirmed, email your completed request form to reception@dobcel.catholic.edu.au to have your event added to TryBooking and have your registrations opened.

Please note, TryBooking have a limit on characters so please ensure you stay within the character limit indicated on the request form.

If you haven't already done so, discuss your requirements with your venue – room set up, catering, estimate number of attendees etc

If not offered by the venue, arrange catering if required

One week prior to face-to-face event (registrations close)

Check your registration numbers and dietary requirements in TryBooking (instructions below) and confirm these numbers and requirements with the venue and caterer.

TryBooking log in details:

www.trybooking.com.au

Login: pd@dobcel.catholic.edu.au

Password: **Rainbow!1234**

Quick view of attendee numbers:

DASHBOARD - Catholic Education Ballarat

EVENTS

REPORTS

☒

BOOKING & REFUNDS

BANKING

TEMPLATES

GIFT CERTIFICATES

DASHBOARD

MANAGE EVENTS OVERVIEW

Click on the event name below to manage your event.

EVENT NAME

DOBCEL Student Wellbeing Framework - An Introduction

FIRST SESSION

Wednesday 23 November 2022 9:30 AM

AVAILABILITY

99

BOOKINGS

1

TICKETS SOLD

1

TICKET SALES

\$0.00

Search Event

Current events

Past events

Archived events

Online Q&A for LDLs on the Implementation of Read3 Program

Wednesday 23 November 2022 3:30 PM

70

23

30

\$0.00

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

Run a report to show registration details

To run a report and view attendee registration details, click Reports in the left column and then choose the starred *Export Data* report.

This will give you a list of all details your attendees have provided during the registration process (including email address and dietary requirements)

The screenshot shows the trybooking dashboard interface. On the left is a dark blue sidebar with the trybooking logo and a menu with options: DASHBOARD - Catholic Education Ballarat, EVENTS, REPORTS (highlighted with a yellow bar), BOOKING & REFUNDS, BANKING, and TEMPLATES. The main content area has a breadcrumb trail 'DASHBOARD > REPORTS' and user links for Learning Centre, News, and a user profile. Below this is a message: 'If you find a report you really like, click on the star icon next to its name to make it a favourite.' Under the heading 'EVENT REPORTS', there are two columns of report names, each preceded by a star icon. The first column contains 'Event revenue itemised', 'Event summary', 'Event booking payments', and 'Event booking donations'. The second column contains 'Export data' (which has a yellow star icon), 'Refunded tickets', 'Moved bookings', and 'Voided tickets'.

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