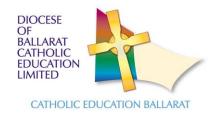
LOG IN DETAILS HAVE BEEN UPDATED, SEE BELOW.

Professional Learning guidelines



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.

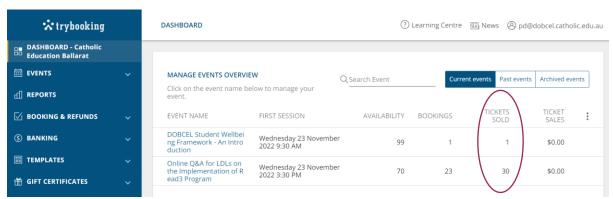
TryBooking log in details:

www.trybooking.com.au

Login: pd@dobcel.catholic.edu.au

Password: Rainbow!1234

Quick view of attendee numbers:



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)

