

BOOKING INSTRUCTIONS

EACH TABLE SEATS 10 PEOPLE ONLY.

A. IF YOU WISH TO ORGANISE A TABLE FOR 10, THE PROCESS IS AS FOLLOWS:

- Nominate a **'Table Captain'**.
- Each Table Captain, once appointed, must advise Ms Sophie Musci (Upper School Office) ***no later*** than ***Tuesday 30th April*** of their name via email: upperschooloffice@scotch.vic.edu.au

When bookings open on **Sunday 5th May 7.00pm**, each person on the table will need to book and pay on-line. To do this;

- Go to the School website, log-in through the **'Parent Portal'** select **'Events & Bookings'**, then select **'Cardinal Dinner Dance 2024'**.
- You will be directed to the **'Trybooking'** website. Follow the instructions, find your allocated **Table Captain's name** which will appear at the bottom of an alphabetical list, and complete the booking.
- Please remember to include any ***dietary requirements*** for all bookings i.e. for yourself and your partner, if applicable.

*****Please note that if parents are booking on your behalf, remind them to book in YOUR NAME and NOT IN THEIR NAME.***

OR

B. FOR INDIVIDUAL BOOKINGS OR FOR GROUPS OF LESS THAN 10

- Go to the School website, log-in through the **'Parent Portal'** select **'Events & Bookings'**, then select **'Cardinal Dinner Dance 2024'**.
- You will be directed to the **'Trybooking'** website. Follow the instructions then select a table, one which is labelled **'No Table Captain'**, and complete your booking.
- Tables with less than 10 will be combined.