

A STEP-BY-STEP GUIDE TO BOOKING SESSIONS WITH THE COURT EDUCATION PROGRAM

Step One:

Access the link that was emailed to you: <https://bit.ly/3qISlsB>

Step Two:

Click on your preferred session type, choose the date and time. Make sure the time is also selected by clicking on it (see below for an example).

The screenshot displays a booking interface with two session options at the top:

- Supreme Court PM session - available ...
2 hours
Free
- Supreme Court AM session - available...
3 hours
Free

Below the sessions, the interface shows the selected date and time: "05 January, 9:00 am". A calendar for January 2023 is visible, with the 5th of January highlighted. A blue arrow points from the "9:00 am" time slot to the date "5" on the calendar. A note at the bottom states: "All times are in (UTC+10:00) Canberra, Melbourne, Sydney".

If a message appears stating there's no availability on that date, then please choose another date/time. If there's still nothing available than that session may have already booked out.

Step Three:

Fill in your details in the *Add your details* input box.

NOTE: please use a mobile phone number for ease of contact – especially for contact on the day of your visit.

Complete the required details in the *Provide Additional Information* area of the screen.

NOTE: *What Year Level* field is drop down selection, the other information fields are free text.

Add your details

Test Teacher

test@education.vic.gov.au

Please let us know if you have any special requests.
Thank you.

Use this space for any extra information you would
like the courts to be aware of, eg: wheelchair access

Provide additional information

School Name

Test school

Mobile Phone Contact

0447123456

No. of students participating (max. 25)

25

Year levels participating

Year 12



Step Four:

The Booking application will prompt you if there is any missing information – and once fully completed, you will see a pop-up window with a **Thank You** message.

Click **OK** and you will receive a Confirmation email to your nominated Inbox (as you have entered in the *Add the details* screen)

The screenshot shows a booking application form with a pop-up message. The form fields are:

- School Name: Test school
- Mobile Phone Contact: 0447123456
- No. of students participating (max. 25): 25
- Year levels participating: Year 12

The pop-up message reads: "Thank you for booking with us! You will get a confirmation message in email shortly" and includes an email icon and an "OK" button. A "Book" button is visible at the bottom of the form.

Step Five:

You will be returned to the Booking screen – where you can proceed to book a further session, reschedule or cancel the booking, if required.

The screenshot displays the 'Court Education Program' booking interface. At the top, there are logos for the Supreme Court of Victoria, MCV (Magistrates' Court of Victoria), and Juries Victoria. The main heading is 'Court Education Program'. Below this, it indicates an 'Upcoming booking for Test Teacher'. The booking details are: 'Supreme Court AM session - available Mon & Thurs', 'Free', and 'Thursday, 5 January 2023 9:00 am (3 hours)'. To the right of the booking details are three buttons: 'Reschedule', 'Cancel booking', and 'New booking'. A note at the bottom states 'All times are in (UTC+10:00) Canberra, Melbourne, Sydney'. The footer contains contact information: 'Courts Precinct, Melbourne Victoria | 0386002134 | <https://www.courts.vic.gov.au/resources/court-education-program> Terms and Conditions | The Policies and Practices of Court Education Program apply to the use of your data'.

Sample Confirmation email:

Hi Test Teacher,

Your booking is confirmed.

Booking details

Service Name Supreme Court AM session - available Mon & Thurs

When Thursday, 5 January 2023
9:00 AM - 12:00 PM
(UTC+10:00) Canberra, Melbourne, Sydney

Price Free

 **Reschedule**

Additional Information

Further details will be sent to you closer to the date of your scheduled session.

Your details

School Name

Test school

Mobile Phone Contact

0447123456

No. of students participating (max. 25)

25

Year levels participating

Year 12

You can also continue to access your booking from within the *Reschedule* button available within the Confirmation email.

ANY QUESTIONS: Please email courtseducation@supcourt.vic.gov.au