Booking a Latrobe City Libraries Event or Program



We are moving to a new events and program booking system for events taking place from 1 July. You can find the new system by scanning the QR code or visiting www.latrobe.vic.gov.au/libraryevents. Events are no longer on Eventbrite. Before you start, you must have an email address and preferably a mobile phone number. If you don't have a mobile, you can enter a home phone number. If you need help, please visit your local library branch.

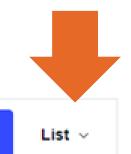


1. Viewing programs and events

Search for events

Visit www.latrobe.vic.gov.au/libraryevents or scan the QR code to view the calendar of events. There are several options to view all programs and events. Click on the drop-down arrow next to the Find Events tab to select your preferred view.

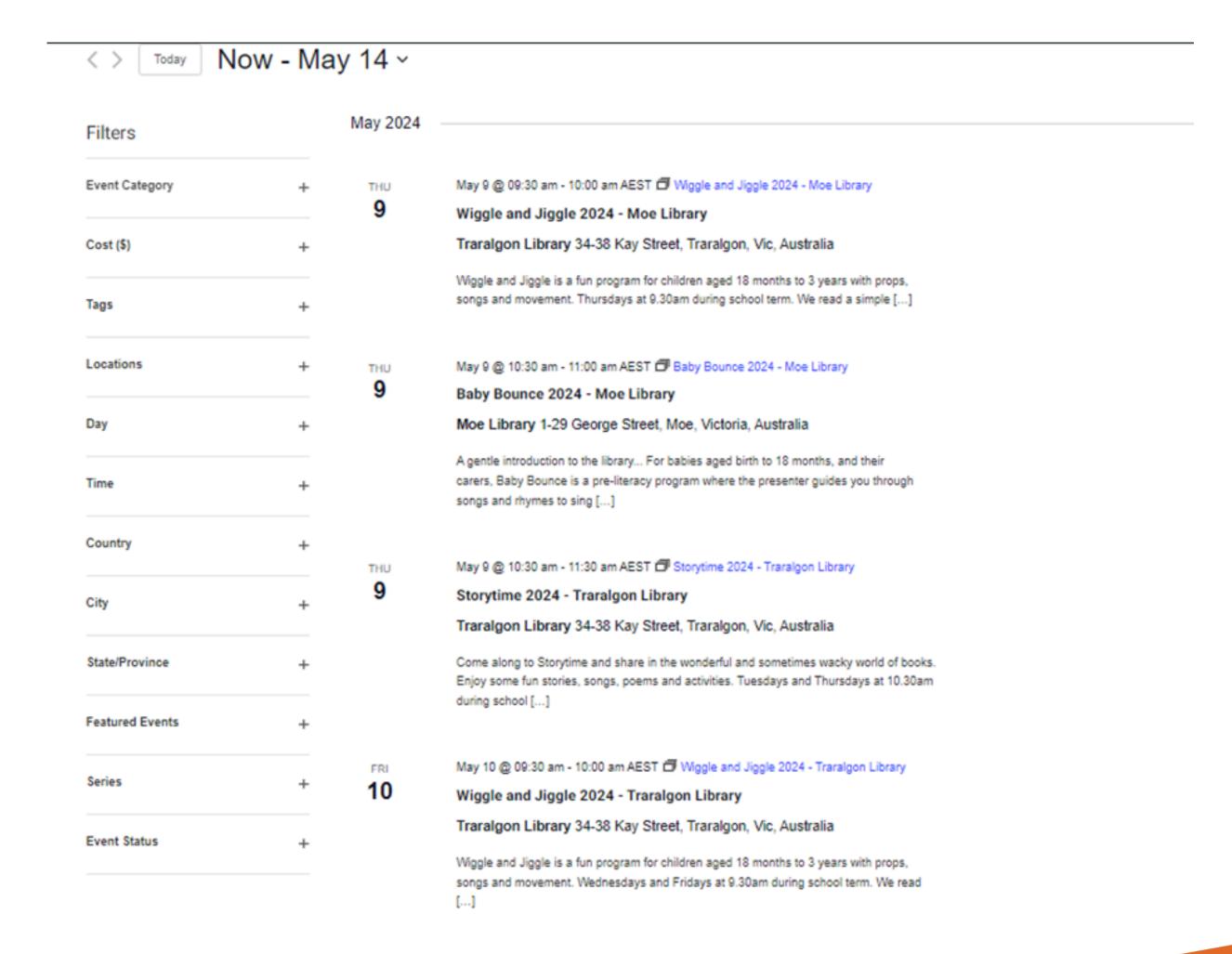
In a location



Find Events

You can choose from: List | Month | Day | Photo | Week | Map

For example, list view enables you to see events listed between dates you select.

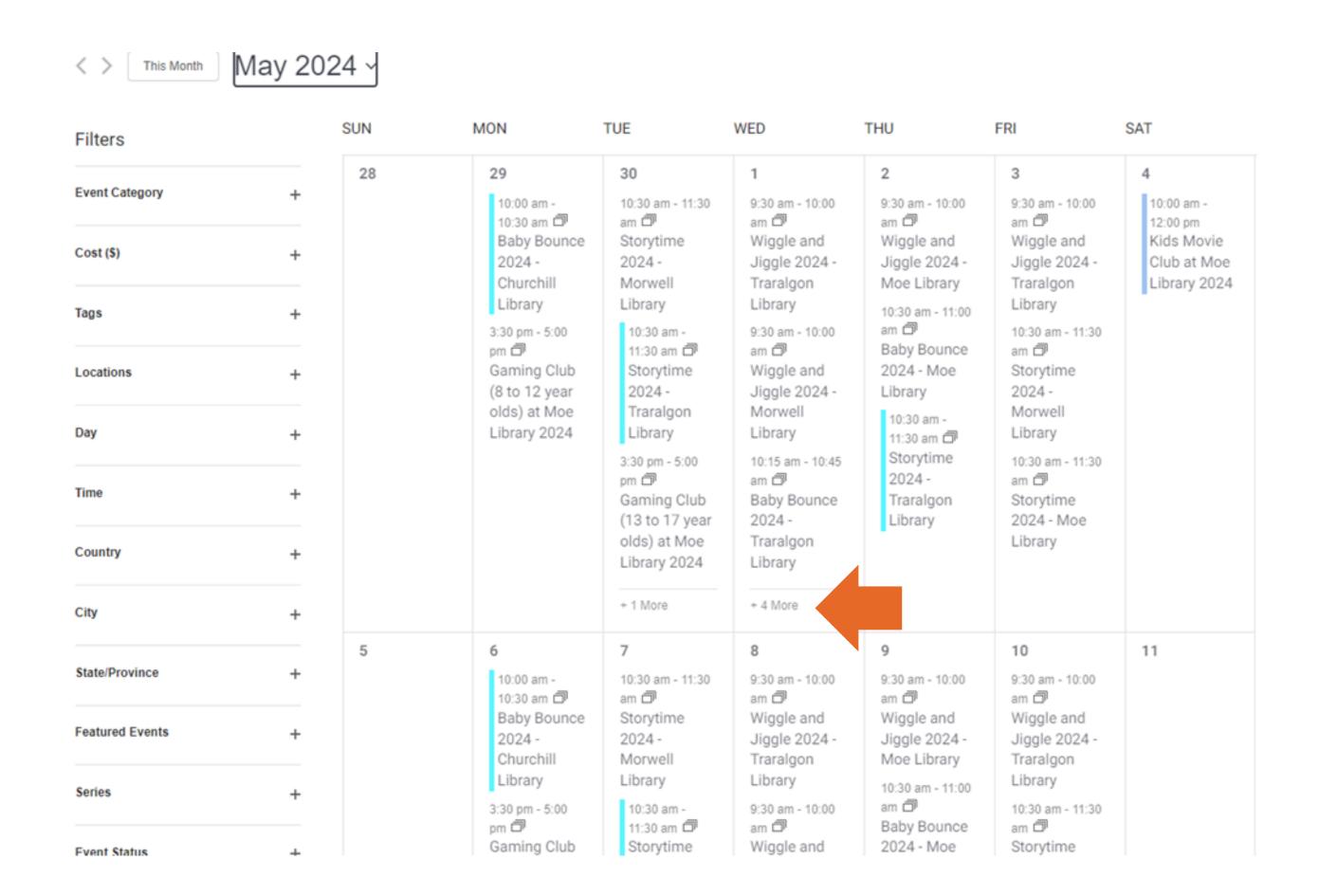




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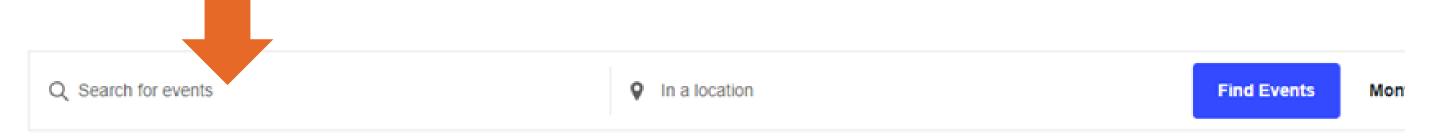


This is Calendar View. As there are many programs and events some are not shown. There is a + button to click to see the other events.

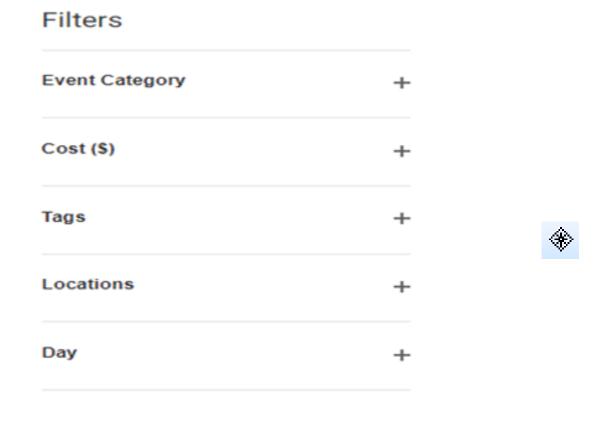


2. Searching for programs and events

There is a search function to use to search for event titles or type of event, location etc.



You can also search by filters displayed on the left side of the page:



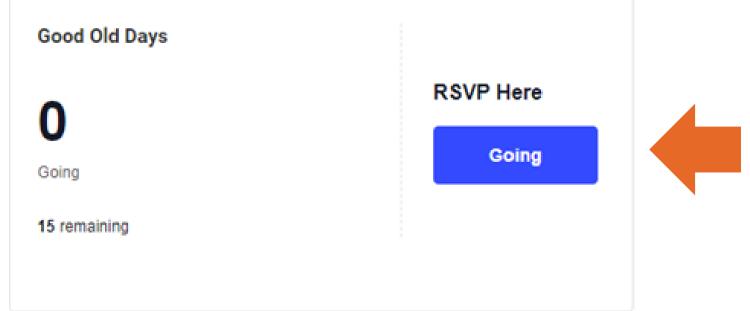


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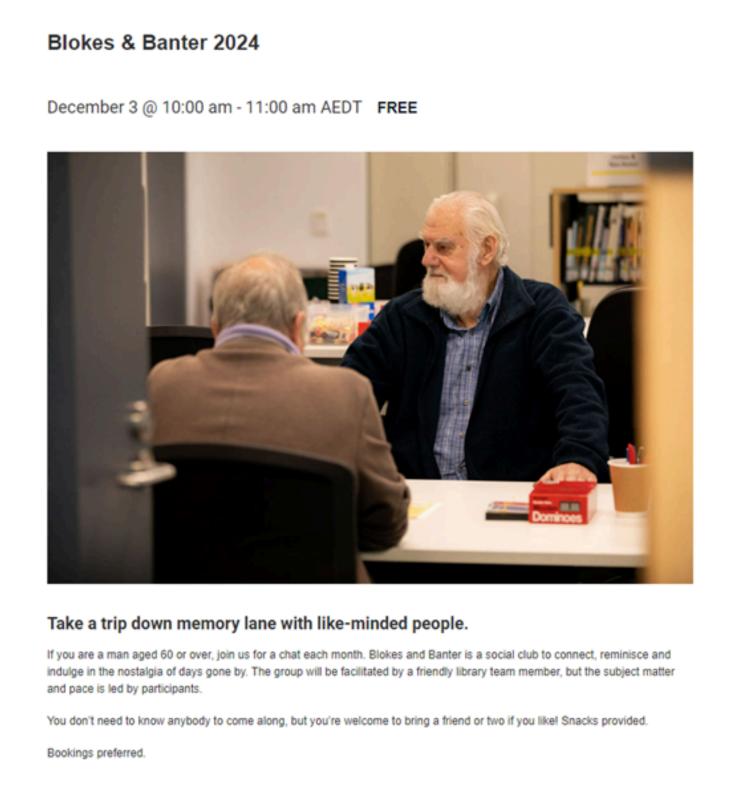


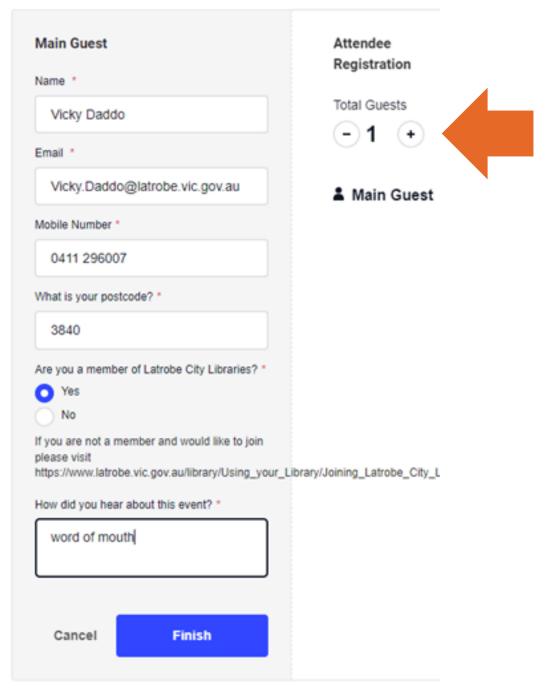
4. Booking a program or event

To book a place, find your event in the calendar and click on the title. It will open a screen showing the event details. On the right-hand side there is an 'RSVP' button. On a mobile or device, scroll to see the RSVP button.



- Click 'going.'
- Add your personal details and answer the demographics questions. You can also add more guests at this point.
- Hit 'finish'.
- If you book for more than one person, the other guest's details must also be added.
- The 'RSVP' will be sent to your email address.





5. Children's programs and other frequently occurring events

As children's programs are programmed so frequently, there is no function to 'book' a spot. Instead, you can view the details of the program and add a session to your personal calendars, if they like (Google, Outlook or Apple calendars).