



# Making and Cancelling an Event

## Making an event booking

To make a booking convenors (or a person they delegate) have to complete the form

<https://www.gsv.org.au/event-request-form#no-back>

This form is found on the Convenors tab on the GSV website in the folder Useful Tools for Convenors: <https://www.gsv.org.au/useful-tools-for-convenors> and is only accessible to those who have been given access to the Convenors tab.

Normally this form is completed once a year, unless your group changes its dates or adds an extra event in which case you will need to complete another copy of the form.

When you have filled in the form it is sent to Stuart and he will confirm your booking by email and send you the Zoom link.

Note that Zoom links are usually reset annually between December and January meetings so as to minimise the chance of unwanted interruptions.

## Cancelling an event booking

If a Convenor decides to cancel an event an email should be sent to

- a) the Education Manager (David Down) [education@gsv.org.au](mailto:education@gsv.org.au)
- b) GSV office (Linda Farrow) [gsv@gsv.org.au](mailto:gsv@gsv.org.au)
- c) Events Coordinator (Stuart Minetti) [gsvsupport@gsv.org.au](mailto:gsvsupport@gsv.org.au)

Registrants will need to be informed and Linda can create a mailing list from the event system data.

## Events Page Links

You can check the current events listed for your group here

1. AI for Genealogy: <https://www.gsv.org.au/upcoming-events-ai-for-genealogy>
2. British India: <https://www.gsv.org.au/upcoming-events-british-india>
3. Convicts and Transportation: <https://www.gsv.org.au/convicts-and-transportation-discussion-circle>
4. Counties of Northern England (CONE): <https://www.gsv.org.au/upcoming-events-cone>
5. DNA Study Group: <https://www.gsv.org.au/upcoming-events-dna-study-group>
6. Early English: <https://www.gsv.org.au/upcoming-events-early-english>
7. England and Wales: <https://www.gsv.org.au/upcoming-events-england-and-wales>
8. Family History Toolbox: <https://www.gsv.org.au/upcoming-events-family-history-toolbox-discussion-circle>
9. GSV Writers <https://www.gsv.org.au/upcoming-events-gsv-writers>
10. International Settlers Group (ISG): <https://www.gsv.org.au/upcoming-events-isg>
11. Irish Ancestry Discussion Circle (IADC): <https://www.gsv.org.au/upcoming-events-iadc>

12. London and South-East Counties: <https://www.gsv.org.au/upcoming-events-london-and-south-east-counties>
13. Midlands and East Anglia: <https://www.gsv.org.au/upcoming-events-midlands-and-east-anglia>
14. Scottish Discussion Circle: <https://www.gsv.org.au/upcoming-events-scottish>
15. SWERD: <https://www.gsv.org.au/upcoming-events-swerd>
16. Victoria and Tasmania: <https://www.gsv.org.au/upcoming-events-victoria-and-tasmania>
17. Welsh Research: <https://www.gsv.org.au/upcoming-events-welsh-research>

An explanation of how these pages work can be found in the document [Discussion Circle Events - 16 Nov 2023](#)

## Checking event registrations

If you wish to see who has registered for an event, use these links. You must be **logged in to the GSV website** for these links to work:

1. AI for Genealogy: <https://www.gsv.org.au/event-registrations-ai-genealogy-discussion-circle>
2. British India: <https://www.gsv.org.au/event-registrations-british-india-discussion-circle>
3. Convicts and Transportation  
<https://www.gsv.org.au/event-registrations-convicts-and-transportation>
4. Counties of Northern England (CONE): <https://www.gsv.org.au/event-registrations-counties-northern-england-discussion-circle-cone>
5. DNA Genetic Genealogy Study Group: <https://www.gsv.org.au/event-registrations-dna-study-group>
6. Early English: <https://www.gsv.org.au/event-registrations-early-english-discussion-circle>
7. England and Wales <https://www.gsv.org.au/event-registrations-england-and-wales>
8. Family History Toolbox: <https://www.gsv.org.au/event-registrations-family-history-toolbox-discussion-circle>
9. GSV Writers <https://www.gsv.org.au/event-registrations-gsv-writers>
10. International Settlers Group (ISG): <https://www.gsv.org.au/event-registrations-international-settlers-group-isg>
11. Irish Ancestry Discussion Circle (IADC): <https://www.gsv.org.au/event-registrations-irish-ancestry-discussion-circle-iadc>
12. London and South-East Counties: <https://www.gsv.org.au/event-registrations-london-and-south-east-counties-discussion-circle>
13. Midlands and East Anglia: <https://www.gsv.org.au/event-registrations-midlands-and-east-anglia-discussion-circle>
14. Scottish Discussion Circle (ScotDisC): <https://www.gsv.org.au/event-registrations-scottish-discussion-circle-scotdisc>
15. SWERD: <https://www.gsv.org.au/event-registrations-south-west-england-research-discussion-circle-swerd>
16. Victoria and Tasmania: <https://www.gsv.org.au/event-registrations-victoria-and-tasmania-discussion-circle>
17. Welsh Research <https://www.gsv.org.au/event-registrations-welsh-research-discussion-circle>

Further information about these pages can be found in the document :  
[Discussion Circle Events - 16 Nov 2023](#) (slightly out of date list but the other content is till OK)