## Graduation Ticket and Gown hire booking site Step-by-step guide for <u>Purchasing additional tickets</u>

Please note that prices shown are for tutorial purposes only, and your prices may differ.



<u>Step 1 –</u> Click on your confirmation email, scroll down to the bottom, and click amend or cancel order. Alternatively sign in via Ede and Ravenscroft website.

20 Milton road		
egham		
Jnited Kingdom		
W20 9PF		
	Student Ticket	£0.00
	Oty: 1	
	Availability: In stock	
	Availability: III Stock	
15		
	Subtotal: £0.00	
	Delivery: £0.00	
	VAT: £0.00	
	Total Amount: £0.00	
	Useful Links:	
Delivery and Returns   Te	erms and Conditions   Store Locations   Amend or Cancel your Or	der   <u>Help/Contact Us</u>
	e 0000 Ede 0 Durana 8	
	Suzu Eue α Ravenscroπ	

<u>Step 2a</u>- If you click amend your booking via the email you will automatically be taken to your account. If you are logging in via the website, please click MY ACCOUNT.

<u>Step 2b</u>- Click on EDIT ORDER (on the right-hand side in the light green box).

<b>₽</b> £	MENSWEAR WOM	ENSWEAR ACADE	еміс 🧞 с	EREMONIAL LE	GAL ABOUT		1 🛍
HOME / MY ACCOUNT							
MY ACCOUNT	PHOTO PROOFING						
ACCOUNT DASHBOARD	Please note that if you have need to log in again using	orders with photo product your existing gownhire acc	s that you can choose the ima ount.	ges for, click on the follo	wing link <u>https://www.gown</u>	hire.co.uk/photoweb to ac	cess your images. You will
ACCOUNT INFORMATION	RECENT ORDERS						View All
ADDRESS BOOK	ORDER #	DATE	SHIP TO	ORDER TOTAL	STATUS	PHOTO PROOFING	ACTION
MY ORDERS	5099019	22/06/2022	SARAH TRIDGELL	£0.00	ORDER RECEIVED	N/A	VIEW/EDIT
NEWCIETTER CURCOUNTIONS	4385947	08/03/2022	SARAH TRIDGELL	00.02	COMPLETE	N/A	VIEW/EDIT
NEWSEETER SUBSCRIPTIONS							
MY WISH LIST	ACCOUNT INFORM	ATION					
LOG OUT	CONTACT IN	FORMATION		٢	<b>IEWSLETTERS</b>		

## Step 3 click Edit order

<b>⊕</b> £	MENSWEAR WOMENSWEAR ACADEMIC $\mathcal{H}$ CEREMONIAL LEGAL ABOUT	2 6
HOME / MY ACCOUNT		
MY ACCOUNT	ORDER: #5099019	
ACCOUNT DASHBOARD	RESEND CONFIRMATION EMAIL	
ACCOUNT INFORMATION	INSTITUTION: Royal Holloway University of London	
ADDRESS BOOK	EVENI: Koyal Holloway, 11 July 2022, 16:30 AWARD: Bachelors/1st Degrees - BA	
MY ORDERS	TICKET REFERENCE: 45322020711TKT14947	
NEWSLETTER SUBSCRIPTIONS	CANCEL/AMEND ORDER	
MY WISH LIST	If you wish to cancel or amend this order, please use the buttons below. Editing your order will allow you to remove, edit and add items to your order.	
LOG OUT	CANCEL ENTIRE ORDER	
	EDIT ORDER	
	ITEMS ORDERED	

## <u>Step 4</u> – Press CONTINUE

<del>\$</del> £	MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT	16
HOME / MY ACCOUNT		
MY ACCOUNT	ORDER: #5099019	
ACCOUNT DASHBOARD	RESEND CONFIRMATION EMAIL	
ACCOUNT INFORMATION	INSTITU EVENT	
ADDRESS BOOK	AWARE EDIT MODE	
MY ORDERS	IICKEI Note: Do not remove previously added items unless you no longer want them. You will not be charged for items already purchased.	
NEWSLETTER SUBSCRIPTIONS	CANCE EXIT EDIT MODE > CONTINUE >	
MY WISH LIST	If you w Editing your order will allow you to remove, edit and add items to your order.	
LOG OUT		
	ITEMS ORDERED	
	ITEM ITEM.TYPE SIZE PRICE OTY STATUS TRACKING SI	UBTOTAL

<u>Step 5</u> – Press CONTINUE SHOPPING (underneath your ticket selection, you may need to scroll down).

<del>\$</del> £	MENSWEAR	WOMENSWEAR ACADEMI	c 🥐 ceremoni	AL LEGAL ABOUT		1 🛍
		E For changes t	DITING YOUR ORDER	out.		
	IEW EVENT OVERVIEW	> ADD MORE ITEMS	CANCEL ORDER	> EXIT EDI		
		знс	PPING BAG (1 ITEMS)			
ITEM			QTY	SUBTOTAL	PROCEED TO CHECKOUT	>
	STUDENT TICKET				ORDER SUMMARY	
	<u>Edit Tickets</u>		1	£0.00 ×	TOTAL	£0.00
1 13					ORDER TOTAL	£0.00
Continue Shopping				Update Shopping Cart	PREVIOUS ORDER TOTAL	£0.00
	ION				BALANCE TO PAY	£0.00

<u>Step 6</u> – Click YOUR GRADUATION HUB

			CANCEL ORDER	> EXIT EDIT		
TEM					PROCEED TO CHECKOUT	
	STUDENT TICKE	CONTINUE SHOPPING			ORDER SUMMARY	
	Edit Lickets	YOUR GRADUATION HUB	> ACADEMIC HOME PAGE	>	TOTAL	£0.00
1 13		CANCEL			ORDER TOTAL	£0.00
Continue Shopping			Updat	<u>a Shopping Cart</u>	PREVIOUS ORDER TOTAL	£0.00
DELIVERY INFORM	ATION				bill ince to this	
Dispatch times displayed a					(TAX	£0.00)

<u>Step 7</u> – This will take you to the below landing page

<b>₽</b> £	MENSWEAR WOMEN	SWEAR ACADEMIC CEREMONIAL LEGAL ABOUT	67% — + Reset
		For changes to be saved you will need to checkout.	
		MORE ITEMS CANCEL ORDER EXIT EDITING MO	DE >
GRADUATION	A YOUR OVERVIEW	🔶 TICKETING	ACADEMIC DRESS
ABOUT YOUR EVENT	ROYAL HOLLOWAY UNIVERSITY OF LONDON EVENT OVERVIEW		and with series
ABOUT E&R PHOTOGRAPHY	Please find more details about the event below		
SIZING & WHAT TO WEAR	Due to ongoing global supply chain and delivery issues we are very sorry that p update this notice as soon as we can.	atography orders will take longer to reach you. Despatch of your photography products may take	up to 12 weeks after image selection. We are working hard to resolve the issues and will
FAQS			
			PROCEED TO CHECKOUT
	ABOUT YOUR EVENT INSTITUTION: Royal Holloway Lavenity of London Edg DVENT: Royal Holloway, 11 July 2022, 16:30 AWARD: Bochelony,1 to Degrees - BA The options below are flose available for your event.		
	MORE DETAILS SIZING &	WHATTO WEAR	
	~	ARRANGE YOUR GRADUATION	
	TICKETING	✓ ACADEMIC DRESS	

Step 8 – Scroll down to TICKETING and click CONTINUE SHOPPING



## Step 9 – Press CONTINUE



<u>Step 10</u>- Under guest tickets (on your account). There will be an option to book an additional Purchased Ticket. This not shown on the below account.



<u>Step 11</u> – Select your aditional ticket and proceed to check out (the system will ask you complete the survey questoins again).



<u>Step 12</u>- Review your shopping basket (clicking the bag icon in top right) then press PROCEED TO CHECKOUT. Please ensure you checkout to finalise your order. You will be charged the balance amount for any additional tickets (previous items will appear on your screen when checking out – please do not remove these – you will only pay the balance due, not the full order again).



<u>Step 13</u>- Once you have imputed your payment details and confirmed your order you will receive the below message. You will shortly receive a confirmation email. Please note this could take up to 15 - 30 minutes to update in your account.

<b>₽</b> £		MENSWEAR	WOMENSWEAR	ACADEMIC	ER.	CEREMONIA
HOME / MY ACCOUNT						
	ORDER: 5099019					
ACCOUNT DASHBOARD	THANK YOU YOUR ORDE	R HAS BEEN PROCESSED				
ACCOUNT INFORMATION	You will receive confirmation o	f your amended order. It may take 5-1	0 minutes for your ame	ended order to app	pear in My A	ccount.
ADDRESS BOOK	VIEW MY ORDERS >					
MY ORDERS						
GRADUATION ORDERS						
NEWSLETTER SUBSCRIPTIONS						
LOG OUT						