

Amending Your Gown Hire Step-by-Step Guide



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

1. Login to your account as an existing customer



MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL CONTACT

GRADUATION

FAQS

LOGIN / REGISTER

For the hire and purchase of academic dress, tickets, photography and events

INSTITUTION DETAILS

Please select your institution

CONTINUE

Information received by us will only be used in accordance with our [privacy policy](#)

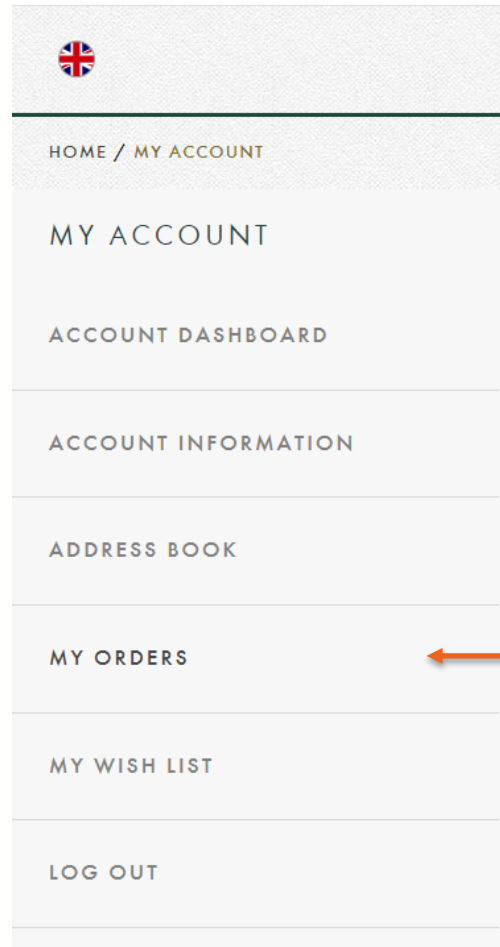
EXISTING CUSTOMER

Forgotten your password?

*Required

LOGIN

2. Head to 'My Orders' in your account dashboard



3. Click 'view/edit'



HOME / MY ACCOUNT

MY ACCOUNT

ACCOUNT DASHBOARD

ACCOUNT INFORMATION

MENSWEAR WOMENSWEAR ACADEMIC *ER* CEREMONIAL LEGAL CONTACT

ORDERS

ORDER #	DATE	SHIP TO	ORDER TOTAL	STATUS	ACTION
7351843	03/06/2024	DAVID MOORE	£0.00	ORDER RECEIVED	VIEW/EDIT



4. Scroll down and click 'Amend Hire/Photography Order'



CANCEL/AMEND ORDER

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.

AMEND HIRE/PHOTOGRAPHY ORDER >



AMEND TICKET ORDER >

CANCEL TICKET ORDER >

CANCEL ENTIRE ORDER >

5. Click 'Continue' to enter Edit mode



EDIT MODE

After editing your order, please remember to check out to confirm your changes.

Note: Do not remove previously added items unless you no longer want them. You will not be charged for items already purchased.

EXIT EDIT MODE



CONTINUE



6. In Edit mode, click 'Add more items'



The screenshot displays the 'EDITING YOUR ORDER' interface. At the top, there is a navigation bar with categories: MENSWEAR, WOMENSWEAR, ACADEMIC, and CEREMONIAL. Below this, a dark green banner contains the text 'EDITING YOUR ORDER' and a sub-note: 'For changes to be saved you will need to checkout.' Three buttons are visible: 'VIEW EVENT OVERVIEW', 'ADD MORE ITEMS', and 'CANCEL ORDER'. An orange arrow points to the 'ADD MORE ITEMS' button. On the left, a dark green sidebar menu includes 'GRADUATION', '< BACK', 'ORDER TICKETS', and 'FAQS'. The main content area shows 'YOUR OVERVIEW' and 'TICKETING' tabs, followed by the heading 'ROYAL HOLLOWAY UNIVERSITY OF LONDON ORDER TICKETS' and the instruction 'Please complete all three steps below to order your tickets'. The first step is '1. YOUR TICKET', with the text 'As a student, you have been assigned a ticket automatically' and 'Student £0.00'. A 'CONTINUE' button is located below this section.

7. Select the 'Academic Dress' tab (to the right of 'Ticketing'). On this page, please click through all the steps to add your gown, hat, and hood to the bag.



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EDITING YOUR ORDER

For changes to be saved you will need to checkout.

[VIEW EVENT OVERVIEW](#) >

[ADD MORE ITEMS](#) >

[CANCEL ORDER](#) >

[EXIT EDITING MODE](#) >

GRADUATION

[YOUR OVERVIEW](#)

[TICKETING](#) ✓

[ACADEMIC DRESS](#)

ABOUT YOUR EVENT

ABOUT E&R PHOTOGRAPHY

SIZING & WHAT TO WEAR

FAQS

ROYAL HOLLOWAY UNIVERSITY OF LONDON EVENT OVERVIEW

Please find more details about the event below



[PROCEED TO CHECKOUT](#) >

ABOUT YOUR EVENT



8. Once you have added all of your academic dress to your bag, click to proceed to checkout, and pay for your order. You will then receive a confirmation as below.



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The screenshot shows the checkout confirmation page of the Royal Holloway University of London online store. The page features a dark green navigation bar at the top with a Union Jack icon, and menu items for 'MENSWEAR', 'WOMENSWEAR', and 'ACADEMIC'. The 'ACADEMIC' menu item is highlighted. To the right of the navigation bar is the 'ER' logo with 'Est. 1899' below it. Below the navigation bar, the breadcrumb 'HOME / MY ACCOUNT' is visible. On the left side, there is a dark green sidebar menu with the following items: 'ACCOUNT DASHBOARD', 'ACCOUNT INFORMATION', 'ADDRESS BOOK', 'MY ORDERS', and 'LOG OUT'. The main content area displays the order number 'ORDER: 7351843' and a confirmation message: 'THANK YOU YOUR ORDER HAS BEEN PROCESSED'. Below this message, it states 'You will receive confirmation of your amended order. It may take' followed by a dark green button with the text 'VIEW MY ORDERS' and a right-pointing chevron icon.