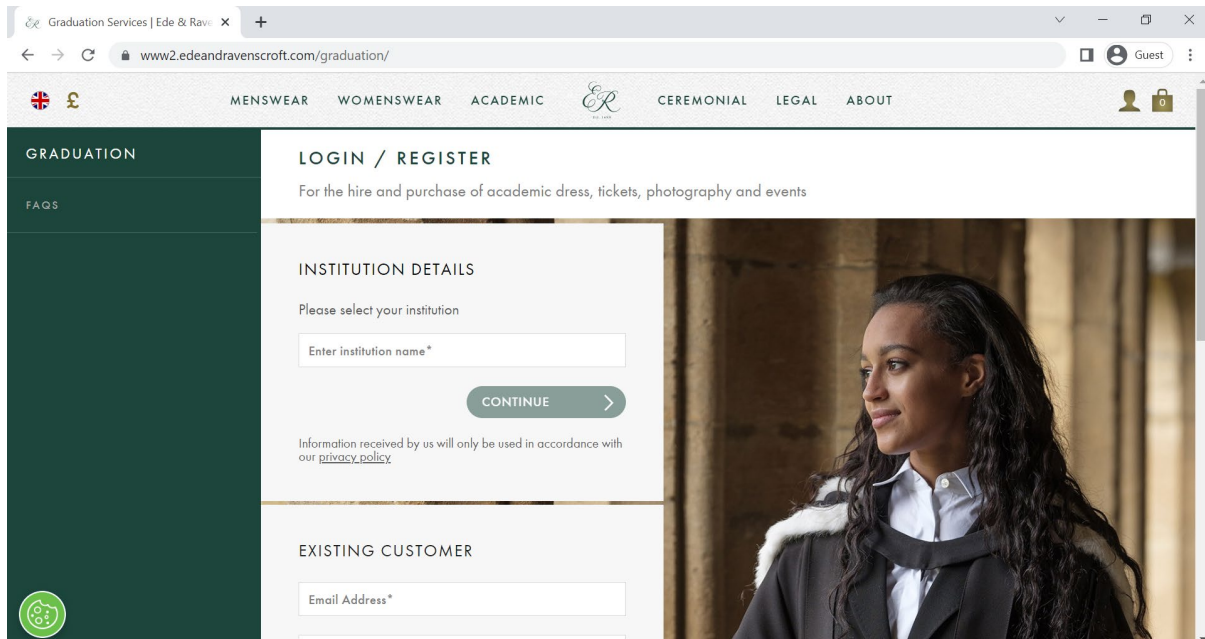


# Graduation ticket and gown hire booking site step-by-step guide for desktop

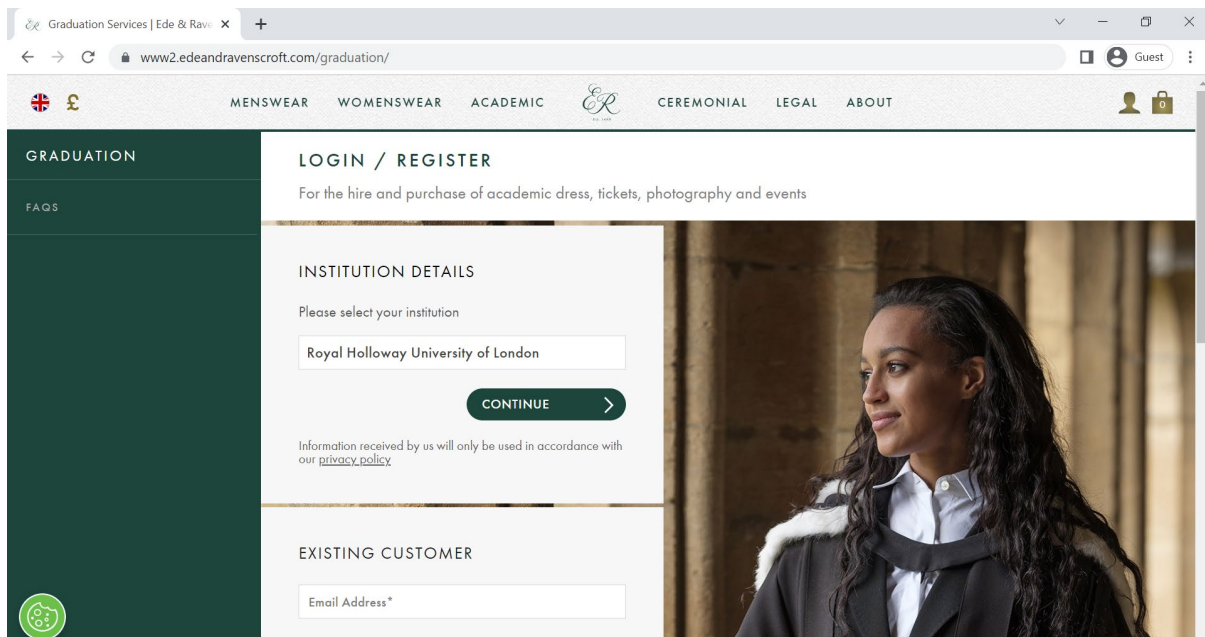
Please note that prices shown are for tutorial purposes  
only, and your prices may differ.



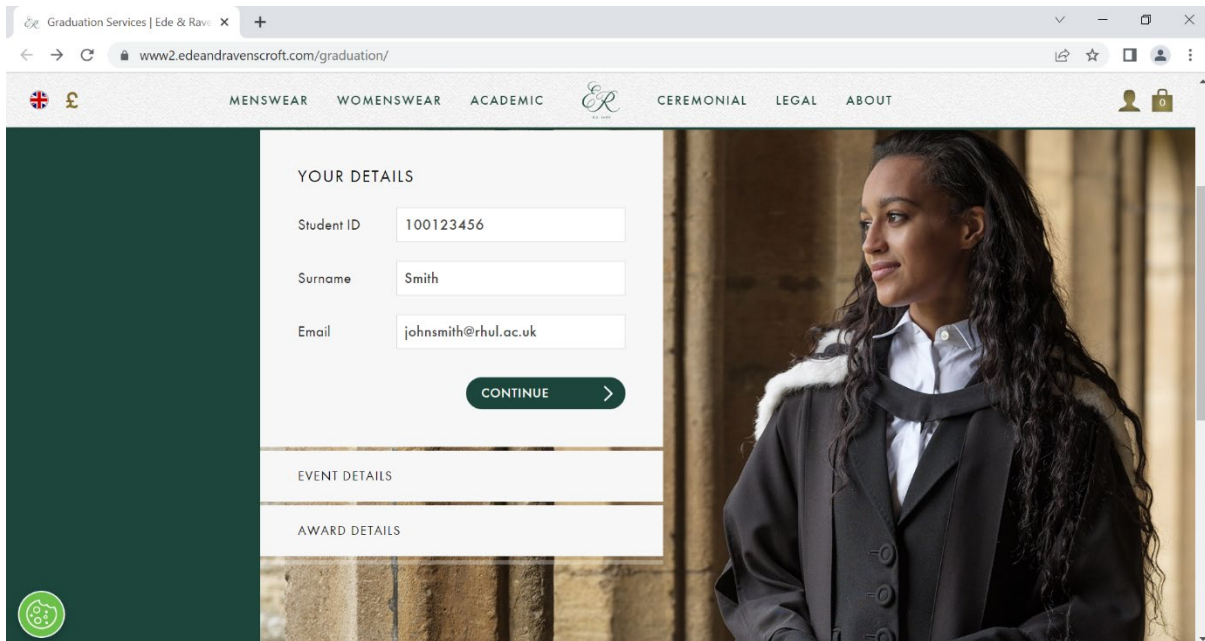
Step 1) Open the Ede and Ravenscroft booking site using link - <https://www2.edeandravenscroft.com/graduation/>



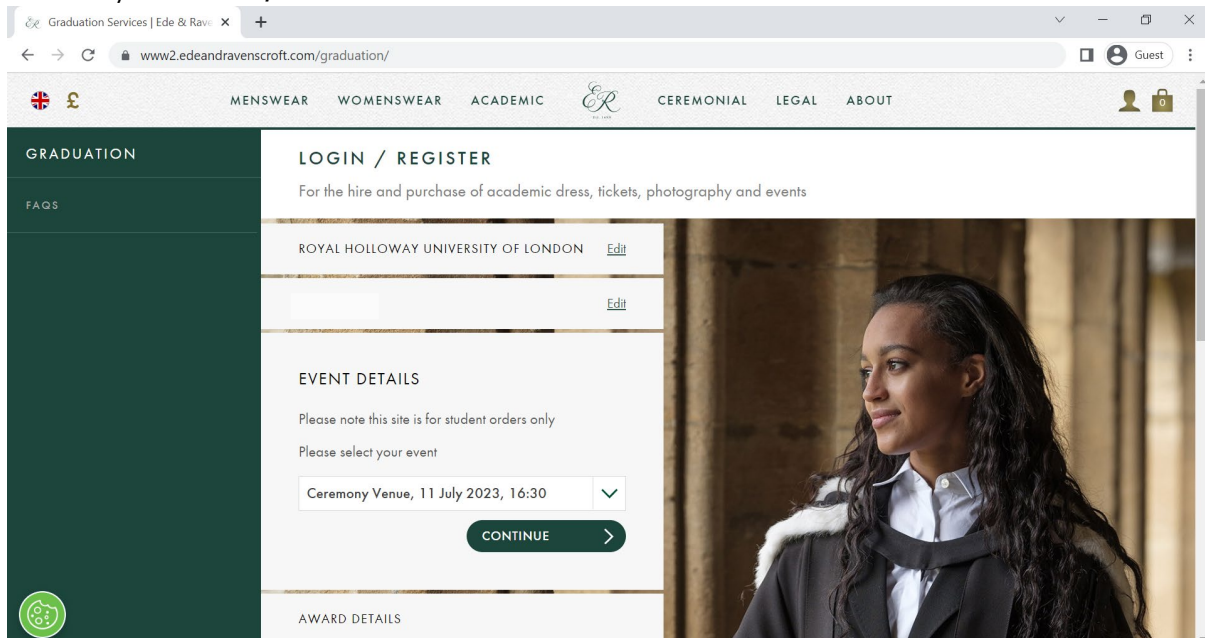
Step 2) Search for and select Royal Holloway University of London in the 'Please select your institution' box, then click 'Continue'



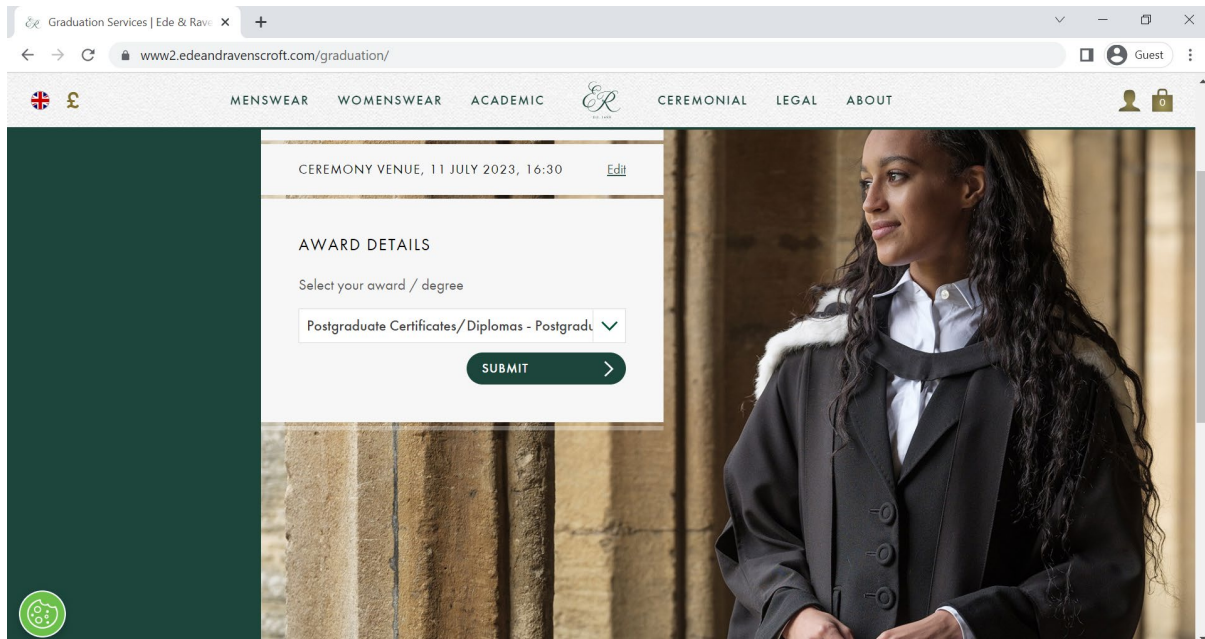
Step 3) Enter your Student ID, surname, and email address into the boxes, and click 'Continue'



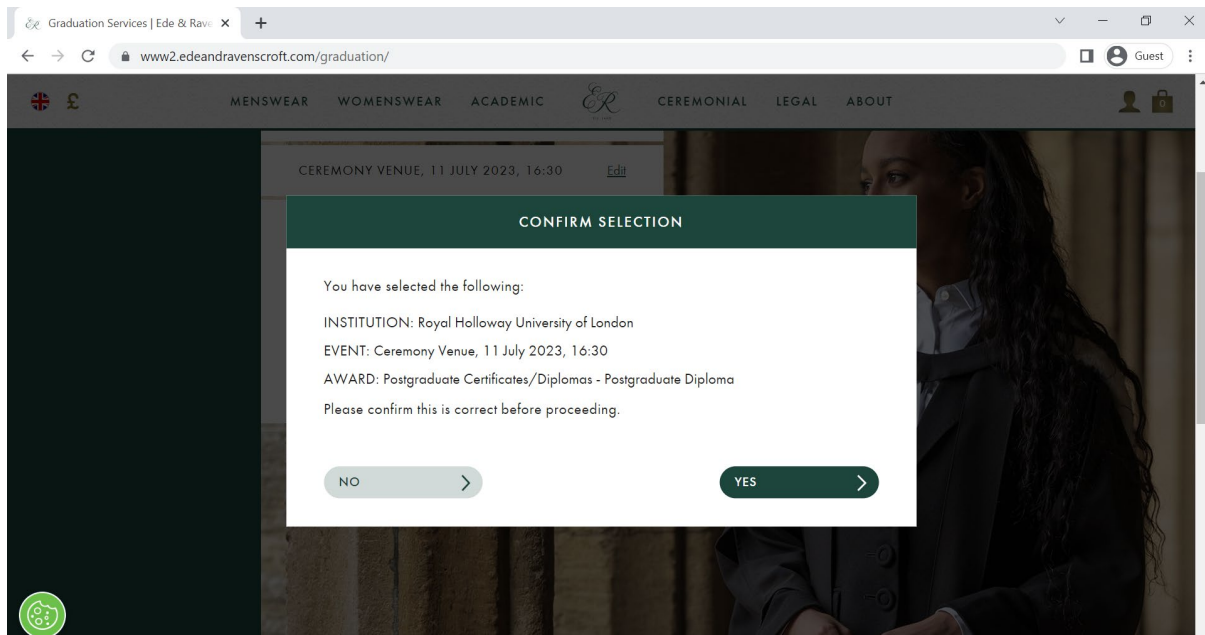
Step 4) The website will show your Event Details. Please confirm the date and time for your ceremony are correct, then select 'Continue'



Step 5) The website will show your award type. Confirm that this is correct and click 'Submit'

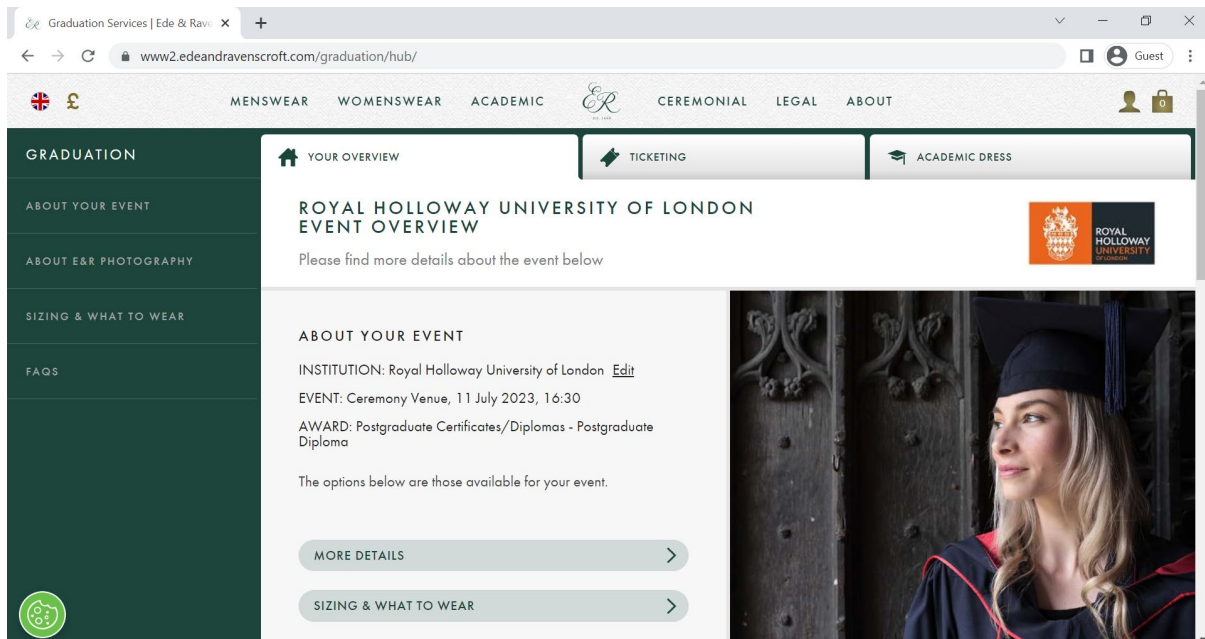


Step 6) The website will show the institution, event, and award details again. Confirm these are all correct and click 'YES'





Step 7) You will be taken to your graduation ceremony landing page. From here, please use the tabs at the top to go to 'Ticketing.' You can also scroll down from this landing page to find 'Ticketing' and 'Academic Dress'

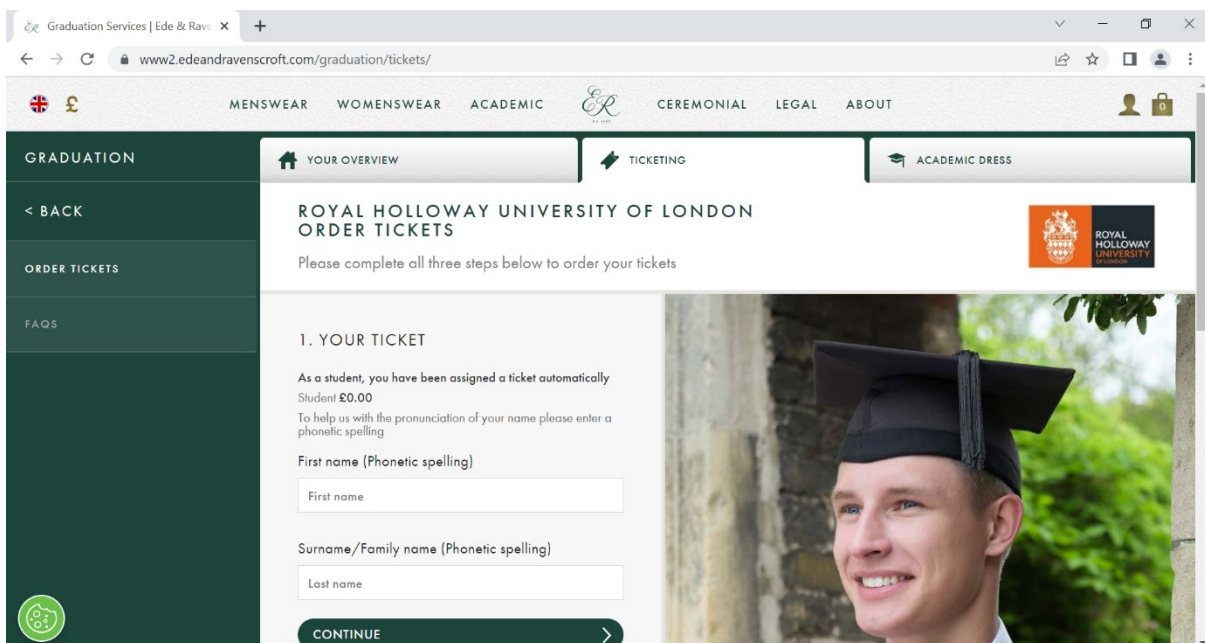


Step 8) Once you have opened 'Ticketing,' please type the phonetic spelling of your first name and last name in separate tabs, then click continue. NOTE: Please ensure to use phonetic spelling - write your names out according to how the letters and syllables are spoken, to help us with the pronunciation of your name.

E.g., Joaquin Phoenix – Wah-KEEN FEE-niks

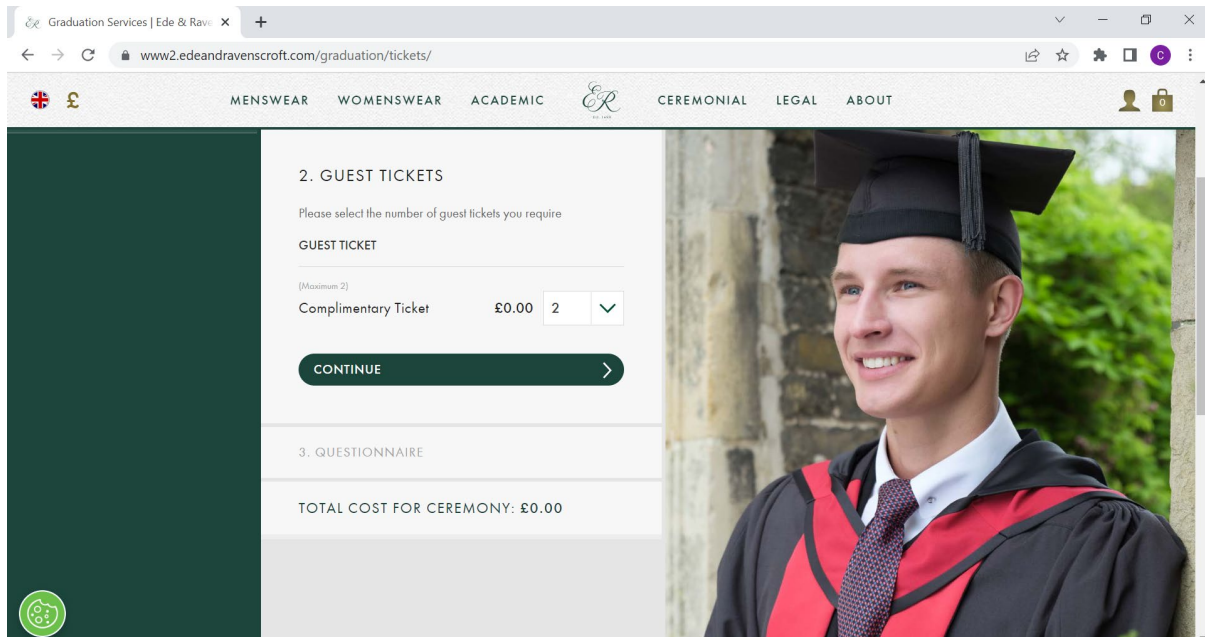
If your name rhymes with a common word, you can enter the phonetic spelling and add '(rhymes with WORD)'

E.g., Rachel Weisz – Ray-chul Vice (rhymes with mice)

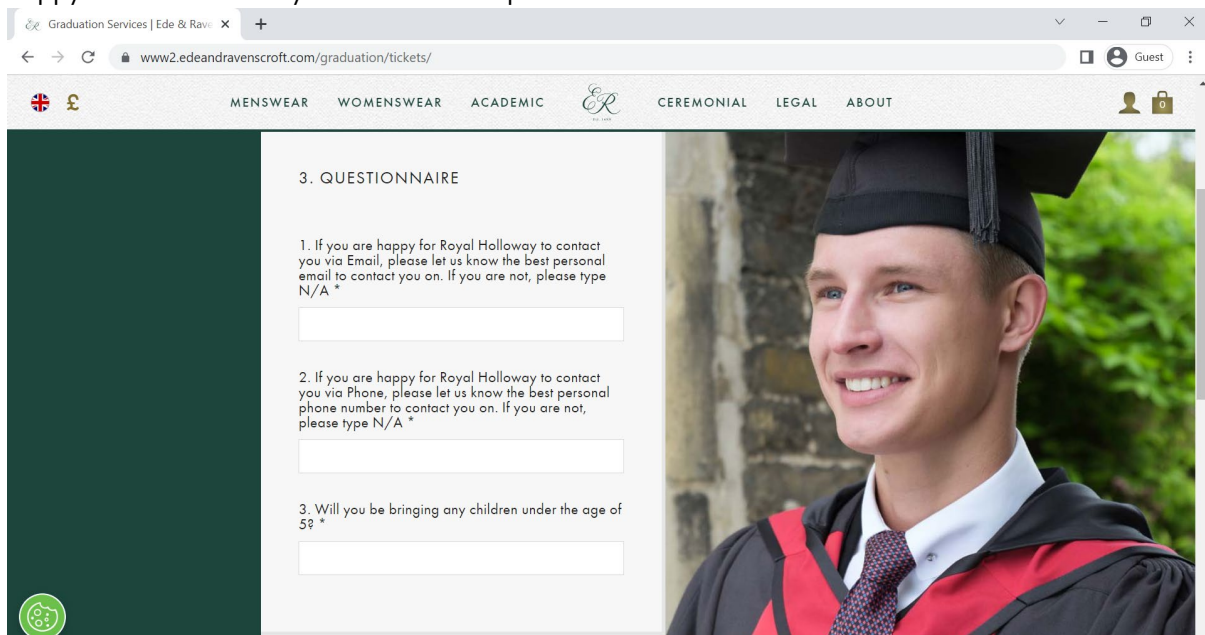


Step 9) Select either one (1) or two (2) complimentary guest tickets.

**\*Please note that prices shown are for tutorial purposes only**

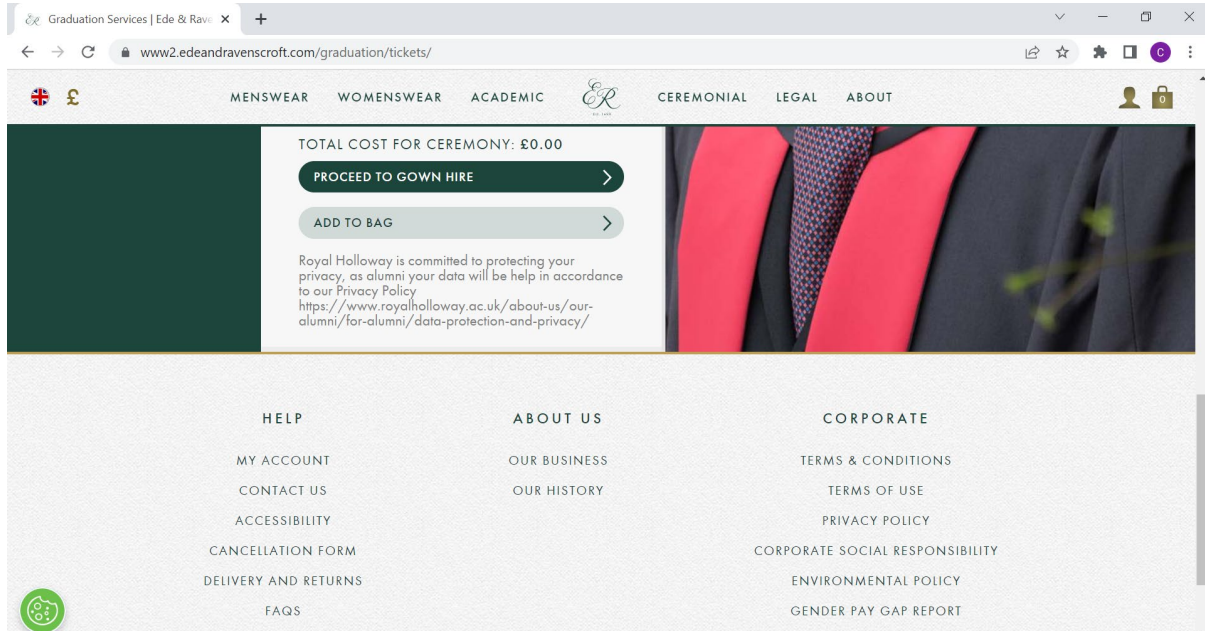


Step 10) Please fill out the questionnaire to inform us if you are bringing any children and if you are happy for us to contact you via email and phone

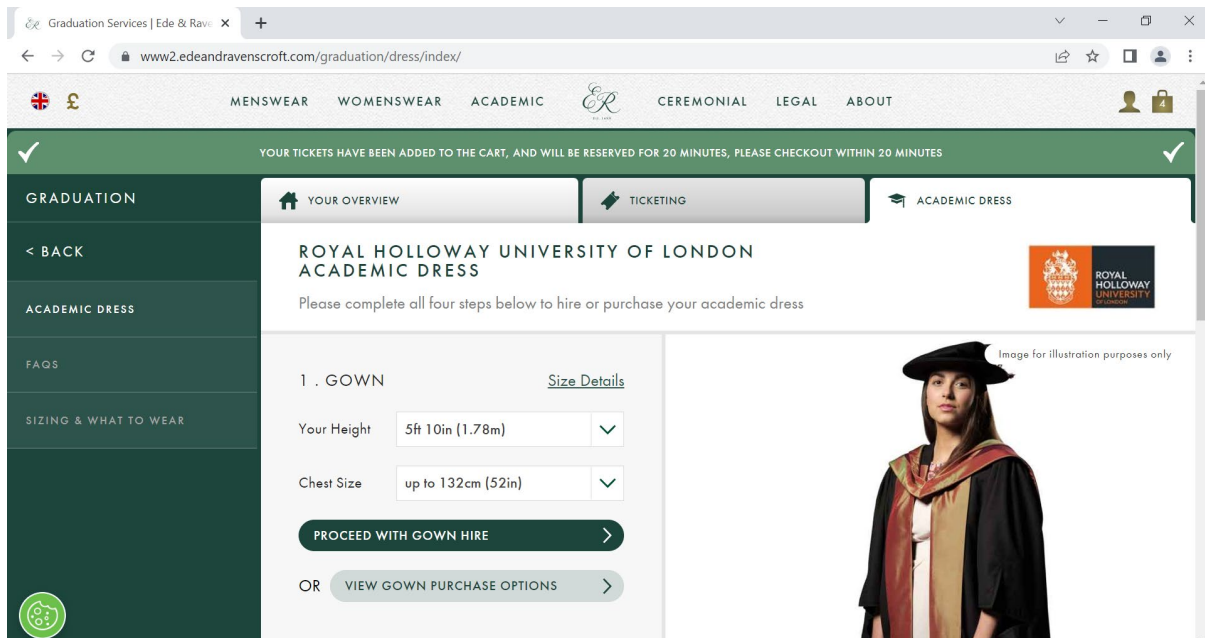


Step 11) Scroll down to where you can view your current total cost for the ceremony. Click 'Proceed to gown hire' to move onto the next stage\*. NOTE: your tickets will be saved in your basket at this stage and reserved for 20 minutes. Alternatively, you can click 'Add to bag' and progress to gown hire by clicking on the 'Academic dress' tab once the webpage has reloaded or you can proceed straight to checkout by skipping to Step 15.

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

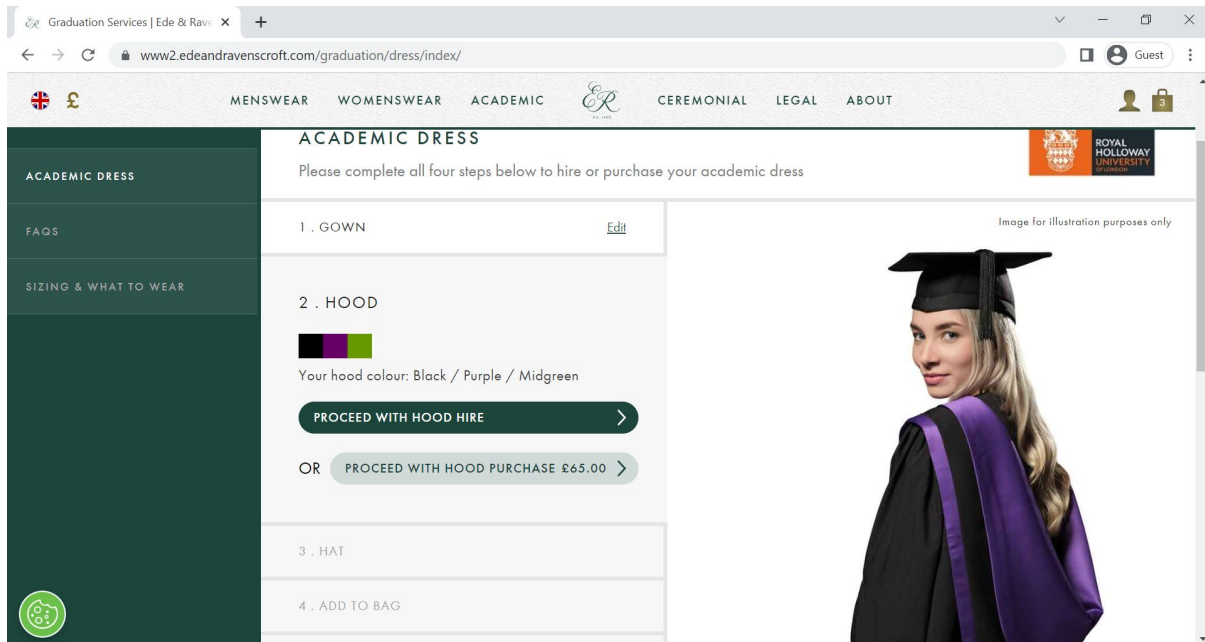


Step 12) Once you arrive at the Academic Dress page, please select your height and chest size. If you require information on how to measure these, please click 'Size Details.' Once these are selected, click 'Proceed with gown hire'\*

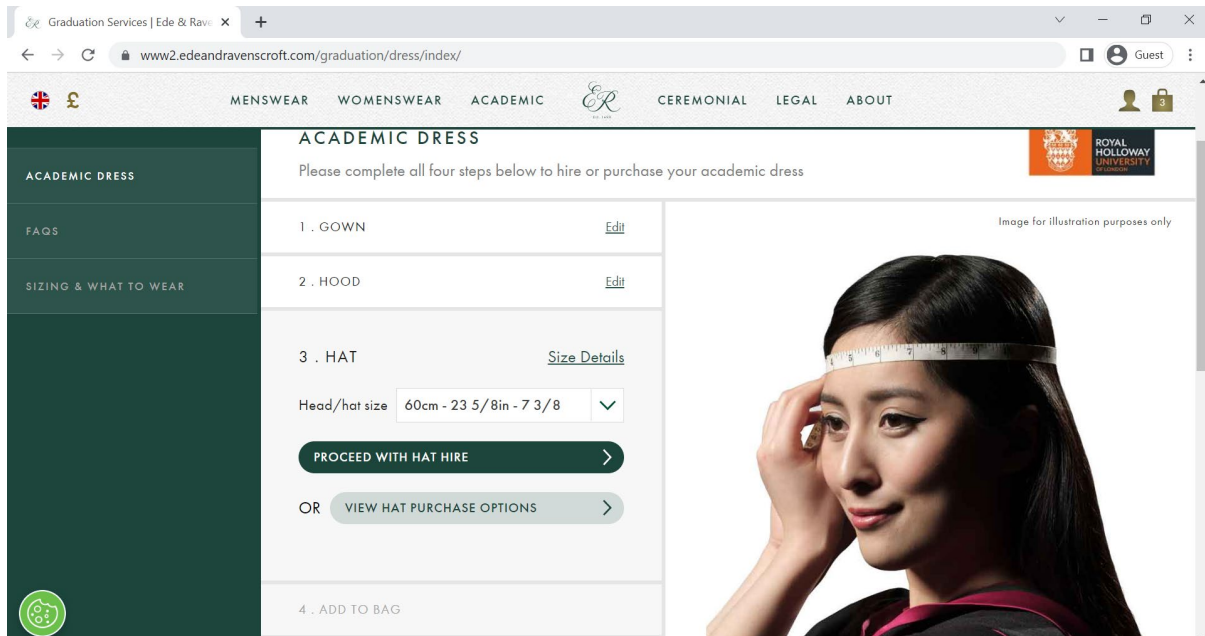




Step 13) On the hood section, please click 'Proceed with hood hire'\*



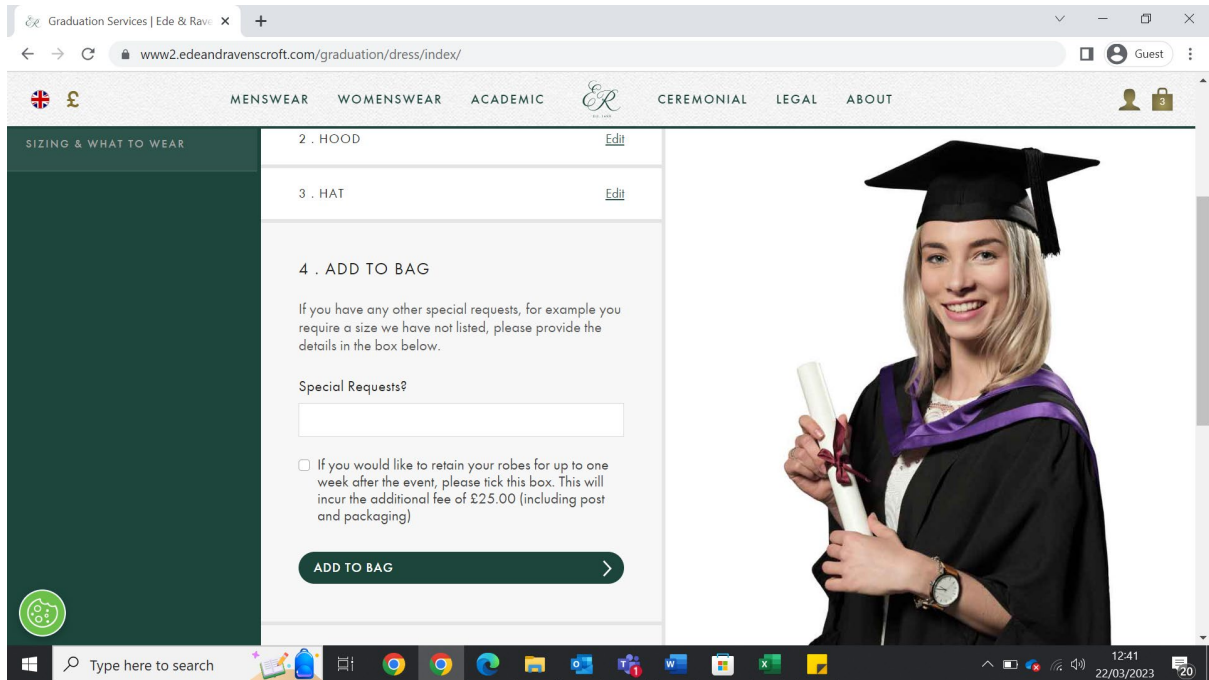
Step 14) Please select your head/hat size. This is the circumference of you head. If you require information on how to measure this, please click 'Size Details.' Once you have selected a size, click 'Proceed with hat hire'\*





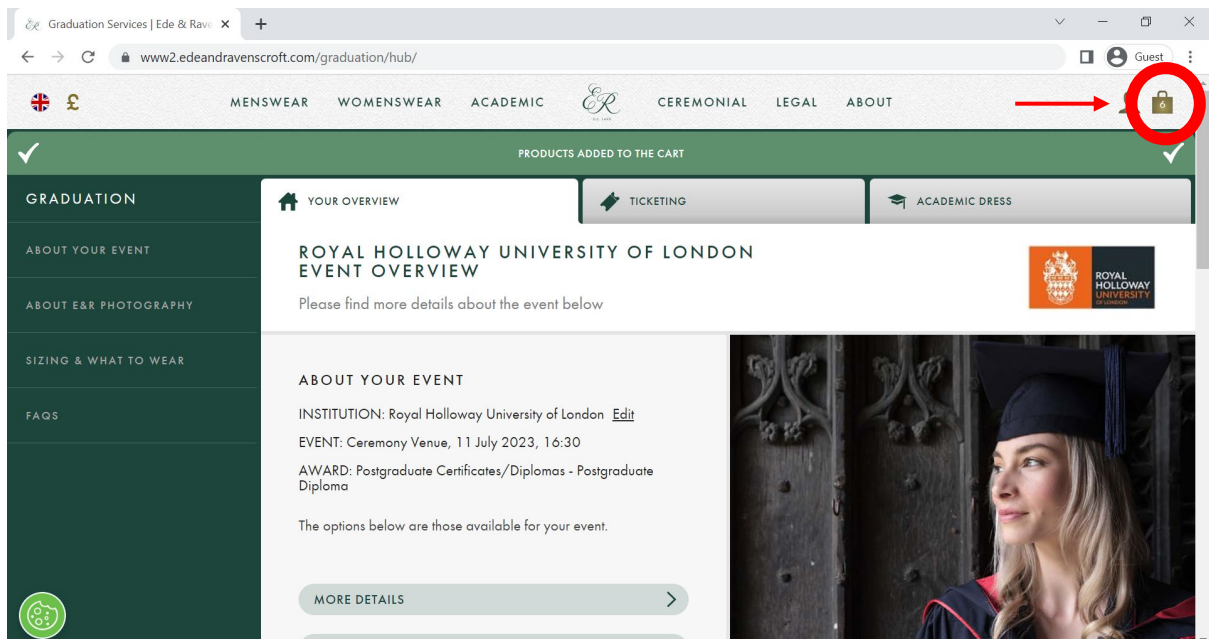
Step 15) If you have any special requests regarding your gown and hat hire, please enter them in the special requests box. If you do not have any special requests, please leave this box empty. Then, click 'add to bag'\*

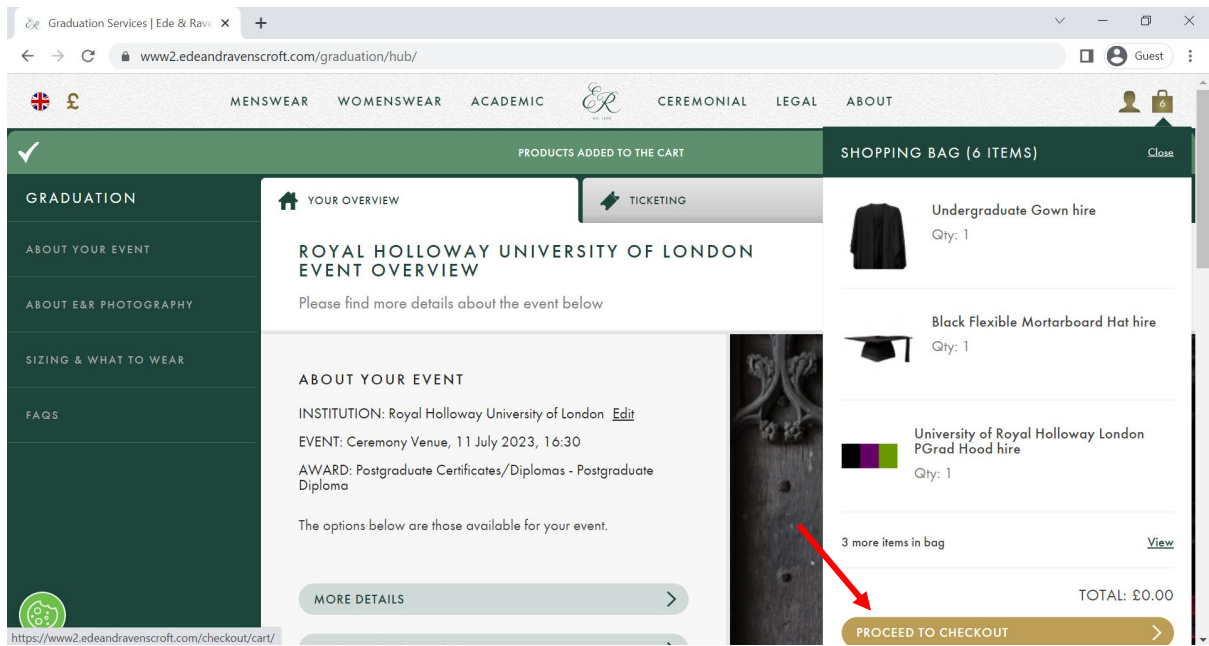
\*Please note that prices shown are for tutorial purposes only, and your prices may differ.



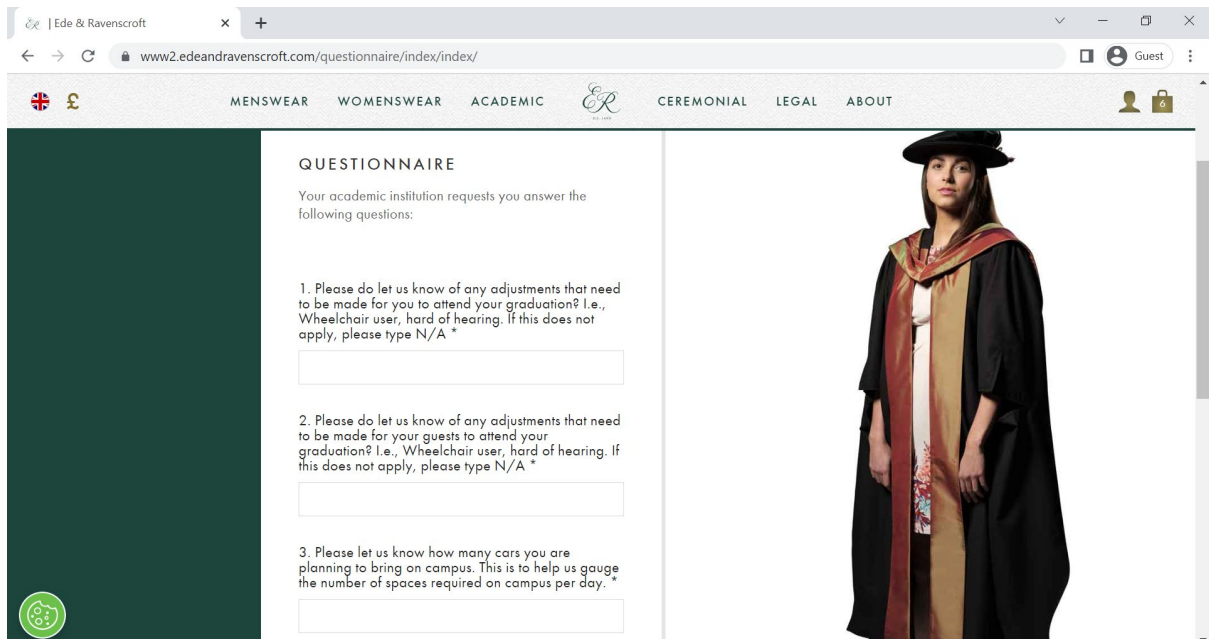
Step 16) Once you have added your products to the bag, you will return to the landing page and a banner will inform you that the products have been added. Click on the shopping bag in the top right-hand corner to open your bag, then click 'Proceed to checkout'\*

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



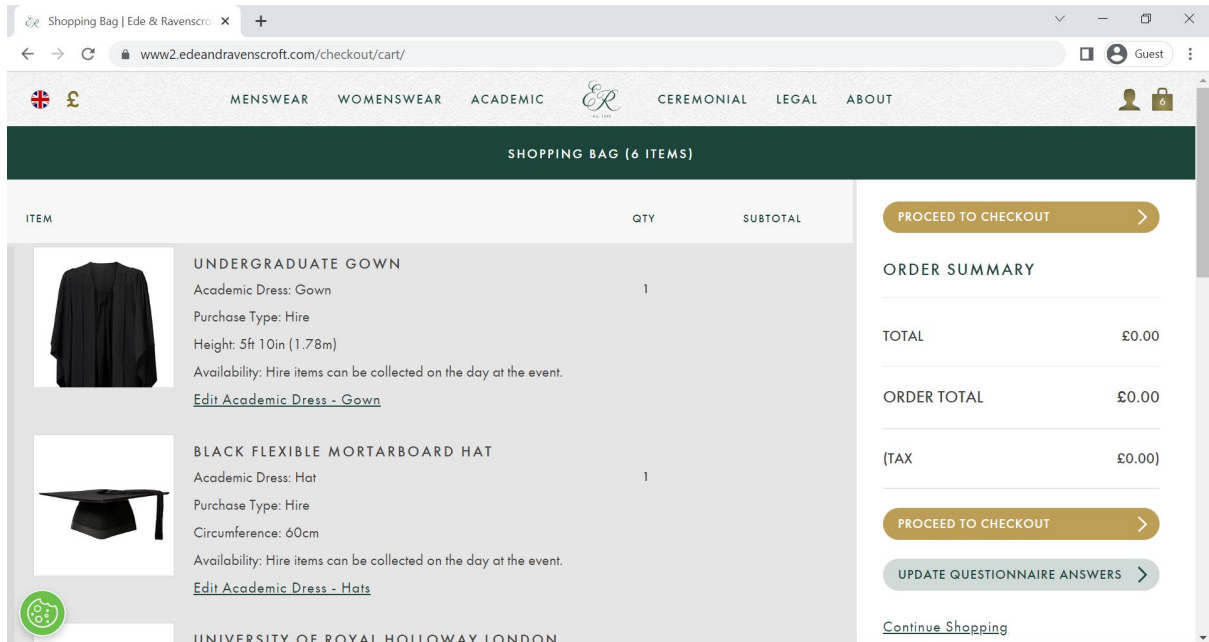


Step 17) You will be prompted to answer a questionnaire relating to any adjustments that may be needed for you or your guests to attend your graduation. Additionally, you will be asked how many cars you are planning to bring on campus. Please complete this form and then click 'Submit'

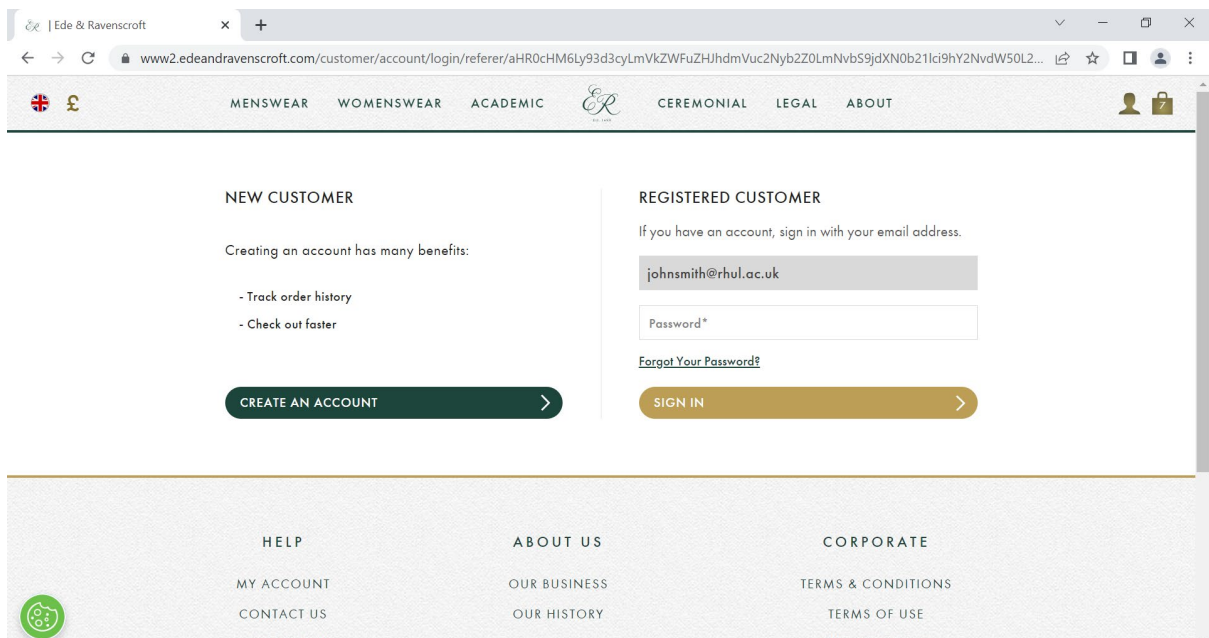


Step 18) Review your order, ensuring that all items are in your bag and that your hire options are the correct measurements. If your measurements are incorrect, please click 'Edit Academic Dress.' If everything is correct, please click 'proceed to checkout'\*

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



Step 19) You will be prompted to create an account before you can enter your payment details. Please click 'Create an account' to progress



Step 20) Please enter you details, create a password, and then click 'Create an account'

www2.edeandravenscroft.com/customer/account/create/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

Back CREATE AN ACCOUNT

Please enter your name, email address and a password to create an account

### YOUR DETAILS

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

Title

First Name \*

Last Name \*

### ACCOUNT DETAILS

Email \*

www2.edeandravenscroft.com/customer/account/create/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

### ACCOUNT DETAILS

Email \*

Password \*

Password Strength: Strong

Confirm Password \*

- We may use your information to notify you (by email or post) about important changes to this website and new Ede & Ravenscroft Group products, services and special offers. Please tick here if you would like to receive this information
- We may pass your information to carefully selected and trustworthy third parties so they can notify you (by email or post) about products, services and special offers. Please tick here if you would like to receive this information
- Please tick here to indicate that you would like to receive notifications from your academic institution

If you change your mind and would rather not receive this email, please send an email to [privacypolicy@edeandravenscroft.com](mailto:privacypolicy@edeandravenscroft.com)

\* Required

CREATE AN ACCOUNT >



Step 21) Please enter your payment details and payment information\*

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

Checkout | Ede & Ravenscroft x +  
www2.edeandravenscroft.com/checkout/  
Back to Shopping Bag CHECKOUT

### PAYMENT DETAILS

Please enter your billing address and preferred method of payment below

#### BILLING ADDRESS

No Payment Information Required

Address Search

State/Province

Title

First Name \*

Checkout | Ede & Ravenscroft x +  
www2.edeandravenscroft.com/checkout/

**VERY IMPORTANT:**  
Please enter your mobile number (\* international dialling code if applicable). We will only use this number to send you information about your order.

Phone Number \*

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

I confirm that I have read and accepted the Ede & Ravenscroft [Terms and Conditions](#) of supply.

Step 22) Please check the box to confirm that you have read and accepted the terms and conditions and click 'Place order'\*

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

