

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

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 the link - <https://www2.edeandravenscroft.com/graduation/>

Please note that photography is not provided by Ede and Ravenscroft, this is a standard notification banner shown to anyone accessing the site

GRADUATION MENU

LOGIN / REGISTER

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 >

HELP

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



Navigation bar containing icons for a menu, United Kingdom flag, Pound Sterling symbol, Royal Holloway University of London logo (Est. 1689), a user profile icon, and a shopping cart icon.

INSTITUTION DETAILS

Please select your institution

Royal Holloway University of London

CONTINUE >

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

EXISTING CUSTOMER


Email Address*



Password*

Forgotten your password?

*Required

LOGIN >

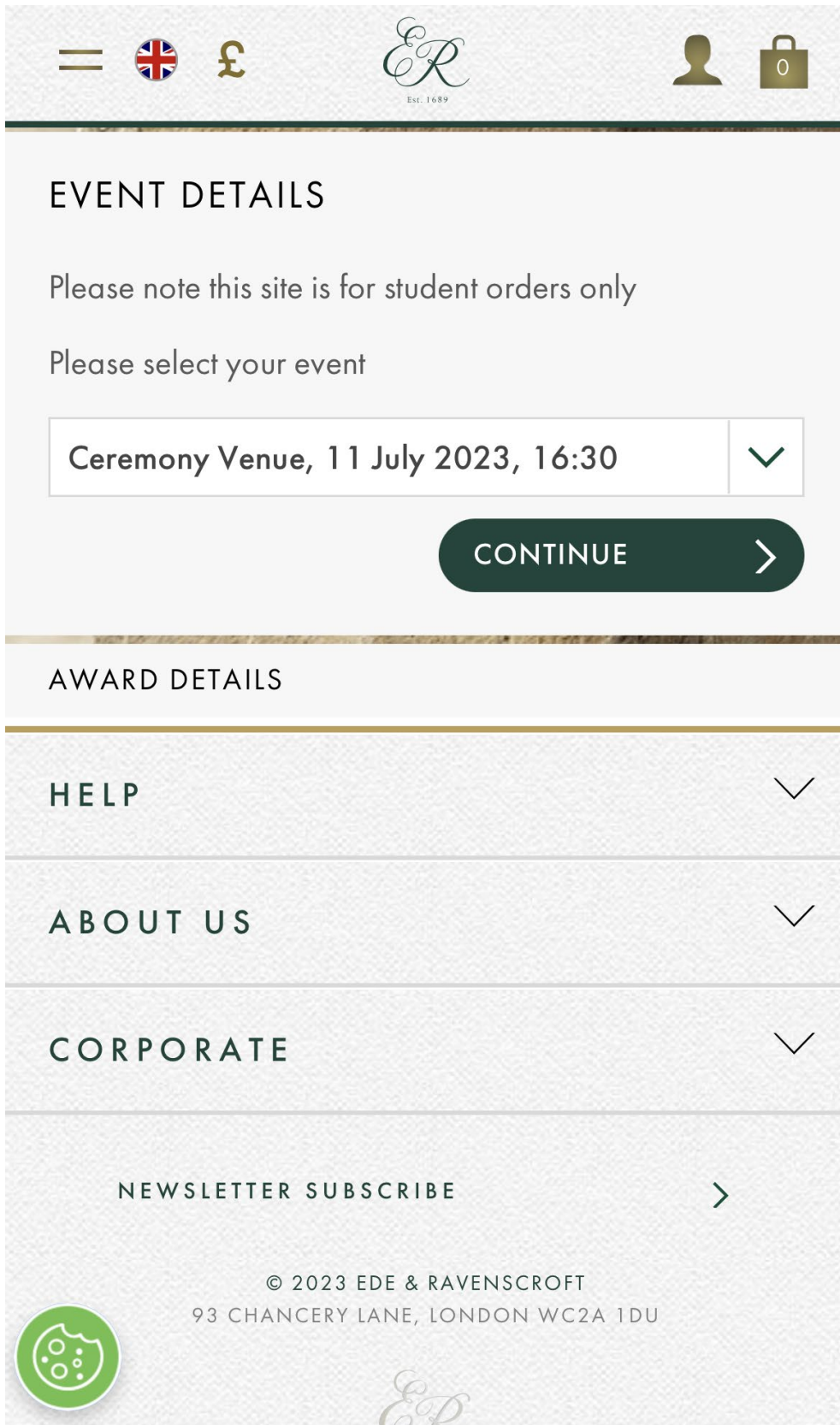
HELP 

 **ABOUT US** 

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

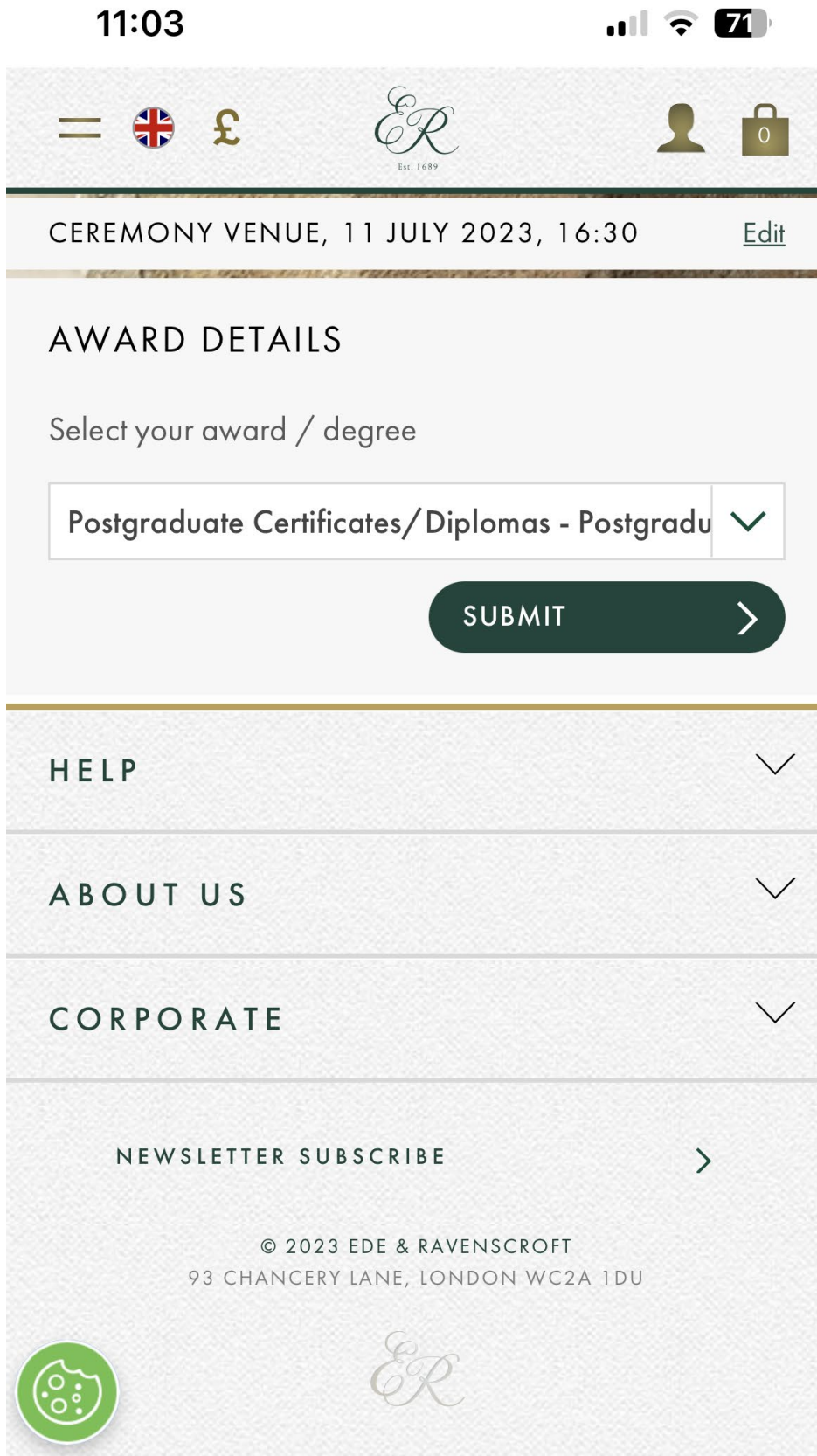
The screenshot displays a mobile application interface for a registration process. At the top, there is a navigation bar with a menu icon, a UK flag, a pound symbol (£), the 'ER' logo with 'Est. 1689' below it, a user profile icon, and a shopping bag icon with a '0' inside. The main content area is titled 'YOUR DETAILS' and contains three input fields: 'Student ID' with the value '123456789', 'Surname' with the value 'Smith', and 'Email' with the value 'Johnsmith@email.co.uk'. A dark green 'CONTINUE' button with a right-pointing chevron is positioned to the right of the email field. Below this section, there are four menu items: 'EVENT DETAILS', 'AWARD DETAILS', 'HELP', and 'ABOUT US', each with a downward-pointing chevron. At the bottom, there is a 'CORPORATE' menu item with a green circular icon containing a white gear and a rightward-pointing chevron.

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



The screenshot shows the top navigation bar with a menu icon, the UK flag, the pound symbol (£), the EDE & RAVENSCROFT logo (Est. 1689), a user profile icon, and a shopping bag icon with a '0' inside. Below the navigation bar is a section titled "EVENT DETAILS". The text reads: "Please note this site is for student orders only" and "Please select your event". A dropdown menu is open, showing the selected event: "Ceremony Venue, 11 July 2023, 16:30" with a downward arrow icon. Below the dropdown is a dark green button with the text "CONTINUE" and a right-pointing arrow. Below the "EVENT DETAILS" section is a section titled "AWARD DETAILS". Below "AWARD DETAILS" are three menu items: "HELP", "ABOUT US", and "CORPORATE", each with a downward arrow icon. Below these is a "NEWSLETTER SUBSCRIBE" button with a right-pointing arrow icon. At the bottom of the page, there is a copyright notice: "© 2023 EDE & RAVENSCROFT" and "93 CHANCERY LANE, LONDON WC2A 1DU". There is also a green circular icon with a white outline of a cookie and a bite taken out of it, and the EDE & RAVENSCROFT logo.

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'

CONFIRM SELECTION

You have selected the following:

INSTITUTION: Royal Holloway University of London

EVENT: Ceremony Venue, 11 July 2023, 16:30


AWARD: Postgraduate Certificates/Diplomas - Postgraduate Diploma

Please confirm this is correct before proceeding.

HELP

ABOUT US

CORPORATE



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'

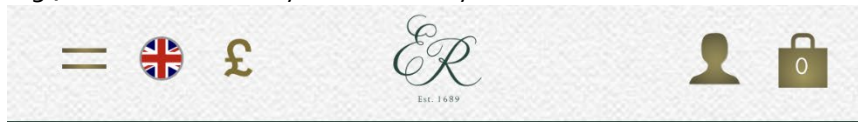


Step 8) Once you have opened 'Ticketing,' please type the phonetic spelling of your first name and last name in separate tabs, then click continue. NOTE: Please ensure to use phonetic spelling - write your names out according to how the letters and syllables are spoken, to help us with the pronunciation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



ROYAL HOLLOWAY
UNIVERSITY OF
LONDON
ORDER TICKETS



1. YOUR TICKET

As a student, you have been assigned a ticket automatically

Student £0.00

To help us with the pronunciation of your name please enter a phonetic spelling

First name (Phonetic spelling)

Surname/Family name (Phonetic spelling)

CONTINUE



2. GUEST TICKETS







3. QUESTIONNAIRE





TOTAL COST FOR CEREMONY: £0.00

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

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

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ORDER TICKETS



1. YOUR TICKET [Edit](#)


2. GUEST TICKETS


Please select the number of guest tickets you require

GUEST TICKET

(Maximum 2)


Complimentary Guest Ticket	£0.00
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CONTINUE 

3. QUESTIONNAIRE

TOTAL COST FOR CEREMONY: £0.00

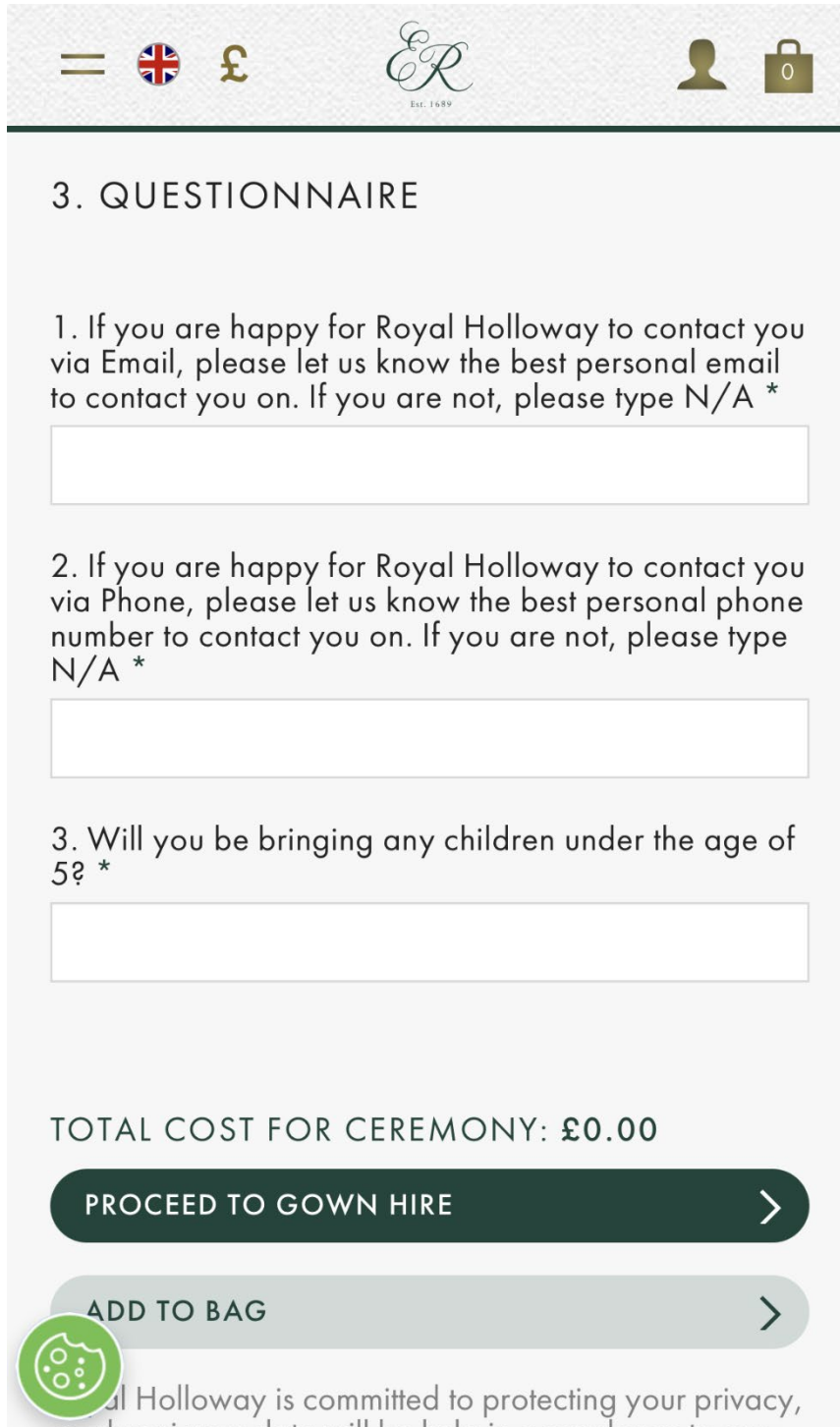
HELP 



ABOUT US 

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. 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.



The screenshot shows the top navigation bar with a menu icon, the UK flag, the pound symbol (£), the Royal Holloway logo (ER Est. 1689), a user profile icon, and a shopping bag icon with a '0' inside. Below the navigation bar is the section header "3. QUESTIONNAIRE".

1. If you are happy for Royal Holloway to contact you via Email, please let us know the best personal email to contact you on. If you are not, please type N/A *

2. If you are happy for Royal Holloway to contact you via Phone, please let us know the best personal phone number to contact you on. If you are not, please type N/A *

3. Will you be bringing any children under the age of 5? *

TOTAL COST FOR CEREMONY: £0.00

PROCEED TO GOWN HIRE >

ADD TO BAG >

Royal Holloway is committed to protecting your privacy, and your data will be held in accordance to our

Step 11) 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'*

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

ROYAL HOLLOWAY
UNIVERSITY OF
LONDON
ACADEMIC DRESS

ROYAL HOLLOWAY
UNIVERSITY
OF LONDON

1 . GOWN [Size Details](#)

Your Height

5ft 10in (1.78m) ▼

Chest Size

up to 132cm (52in) ▼

PROCEED WITH GOWN HIRE >

OR

VIEW GOWN PURCHASE OPTIONS >

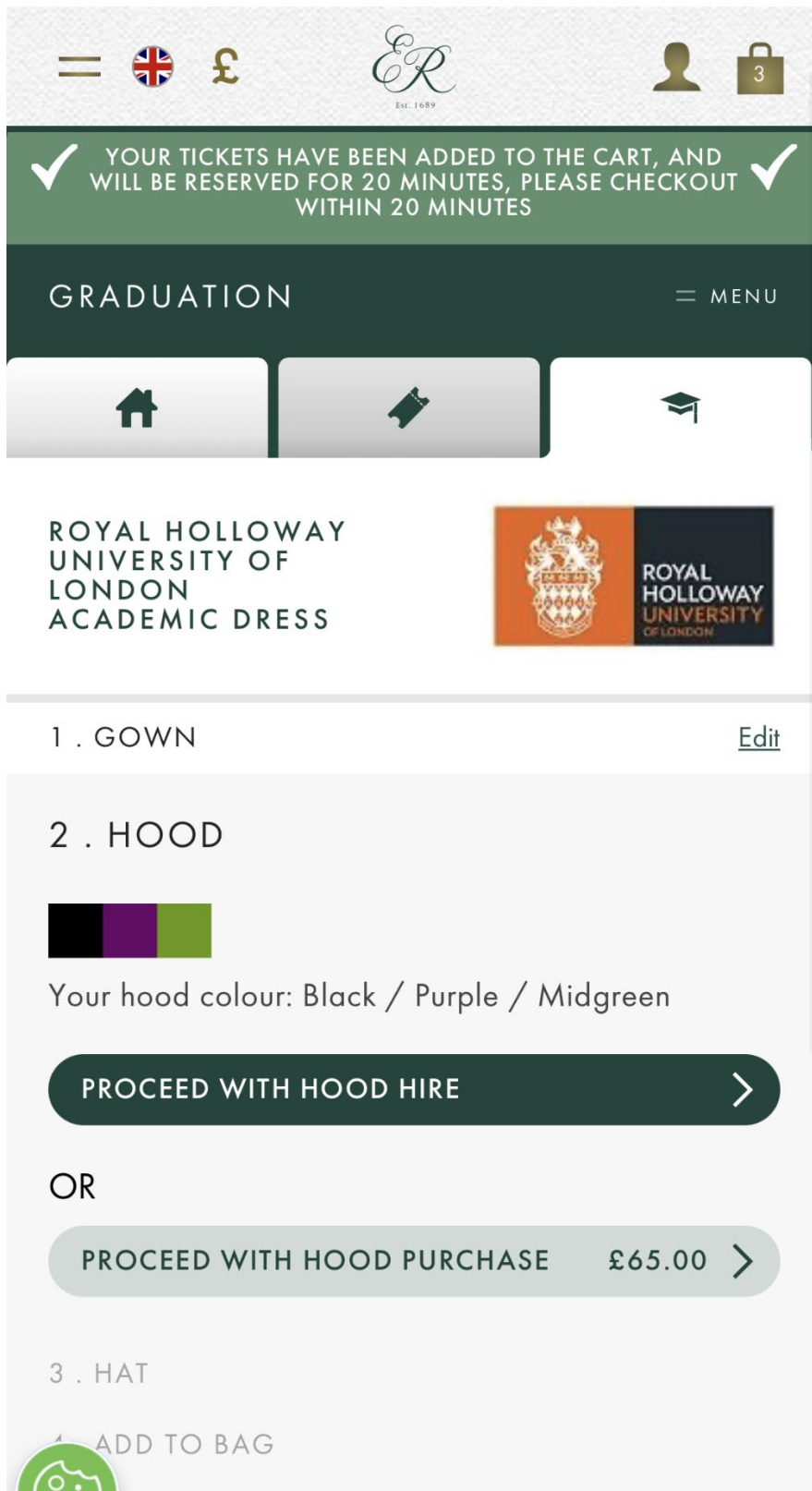
2 . HOOD

3 . HAT

4 . ADD TO BAG

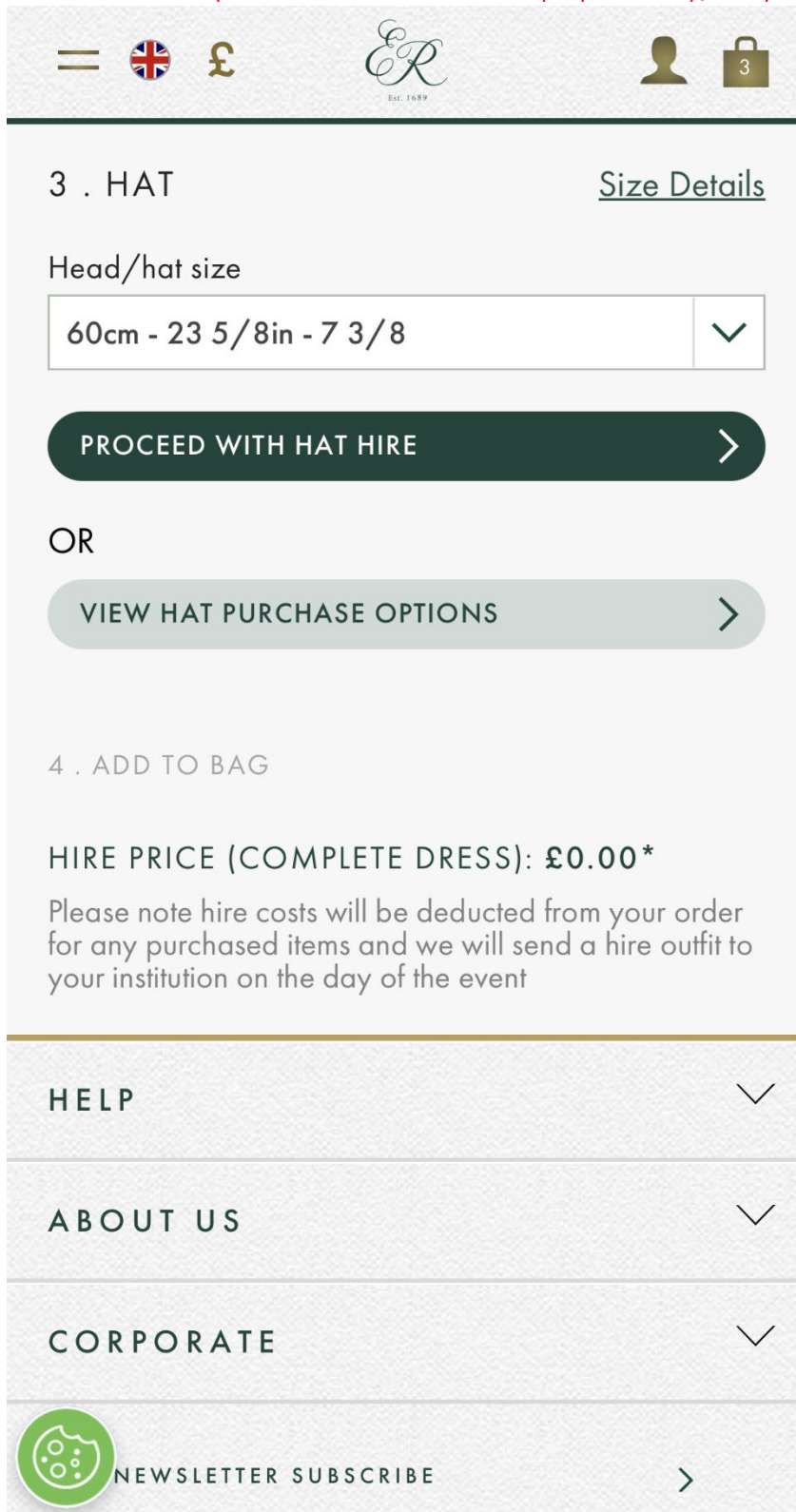
Step 12) On the hood section, please click 'Proceed with hood hire'*

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



Step 13) 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'*

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



The screenshot shows a mobile application interface. At the top, there is a navigation bar with a menu icon, a UK flag, a pound symbol, a logo with 'ER' and 'EST. 1889', a user profile icon, and a shopping bag icon with the number '3'. Below the navigation bar, the text '3 . HAT' is displayed on the left, and 'Size Details' is on the right. A dropdown menu for 'Head/hat size' is open, showing the selected size '60cm - 23 5/8in - 7 3/8'. Below the dropdown are two buttons: a dark green button labeled 'PROCEED WITH HAT HIRE' and a light grey button labeled 'VIEW HAT PURCHASE OPTIONS'. Below these buttons, the text 'OR' is displayed. Further down, the text '4 . ADD TO BAG' is shown. Below that, the text 'HIRE PRICE (COMPLETE DRESS): £0.00*' is displayed, followed by a paragraph: 'Please note hire costs will be deducted from your order for any purchased items and we will send a hire outfit to your institution on the day of the event'. At the bottom of the page, there are four menu items: 'HELP', 'ABOUT US', 'CORPORATE', and 'NEWSLETTER SUBSCRIBE', each with a downward arrow icon. The 'NEWSLETTER SUBSCRIBE' item has a green circular icon with a white outline of a person's head and shoulders.

Step 14) 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'

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The screenshot shows a shopping cart interface. At the top, there is a navigation bar with a currency selector (GBP), a logo for 'ER' (Established 1689), a user profile icon, and a shopping bag icon containing the number '3'. Below the navigation bar, the cart items are listed: '2 . HOOD' and '3 . HAT', each with an 'Edit' link. The main section is titled '4 . ADD TO BAG'. It contains a text box for 'Special Requests?' and a checkbox for retaining robes for up to one week after the event for an additional fee of £25.00. A large green button labeled 'ADD TO BAG' with a right-pointing arrow is positioned below the checkbox. The 'HIRE PRICE (COMPLETE DRESS): £0.00*' is displayed, followed by a note that hire costs will be deducted from the order and a hire outfit will be sent to the institution on the day of the event. At the bottom, there is a green circular icon with a white 'P' and a downward-pointing chevron.

Step 15) 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, and then click 'Proceed to checkout'*


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

The screenshot shows a shopping bag interface with a dark green header. At the top, there are icons for a menu, a UK flag, a pound symbol, the ER logo (Est. 1989), a user profile, and a shopping bag icon with the number 6. The main header of the bag says "SHOPPING BAG (6 ITEMS)" with a "Close" link. Below this, three items are listed:


- Undergraduate Gown hire**: Qty: 1
- Black Flexible Mortarboard Hat hire**: Qty: 1
- University of Royal Holloway London PGrad Hood hire**: Qty: 1

Below the items, it says "3 more items in bag" with a "View" link. At the bottom of the bag, it displays "TOTAL: £0.00" and a large "PROCEED TO CHECKOUT" button with a right arrow. Below the bag, there are two buttons: "MORE DETAILS" and "SIZING & WHAT TO WEAR", both with right arrows. At the very bottom, there is a dark green banner with a green circular icon containing a graduation cap and the text "ARRANGE YOUR GRADUATION".

Step 16) 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'



ROYAL HOLLOWAY
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LONDON
QUESTIONNAIRE




QUESTIONNAIRE


Your academic institution requests you answer the following questions:

1. Please do let us know of any adjustments that need to be made for you to attend your graduation? I.e., Wheelchair user, hard of hearing. If this does not apply, please type N/A *

2. Please do let us know of any adjustments that need to be made for your guests to attend your graduation? I.e., Wheelchair user, hard of hearing. If this does not apply, please type N/A *

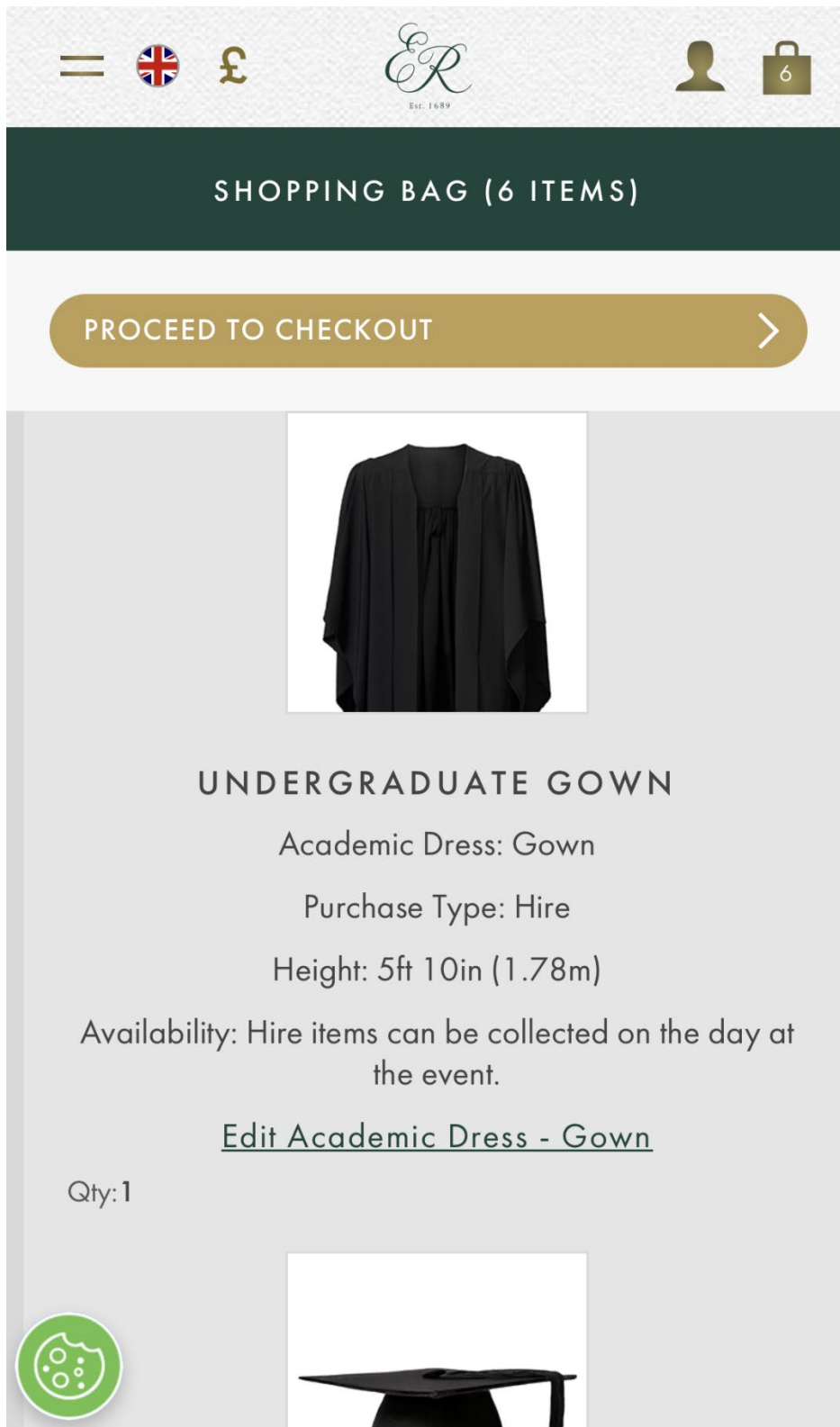
3. Please let us know how many cars you are planning to bring on campus. This is to help us gauge the number of spaces required on campus per day. *

SUBMIT 



16

Step 17) 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'



The image shows a shopping bag interface. At the top, there is a navigation bar with a menu icon, a UK flag, a pound symbol (£), the 'ER' logo with 'Est. 1689' below it, a user profile icon, and a shopping bag icon with the number '6'. Below this is a dark green banner that reads 'SHOPPING BAG (6 ITEMS)'. Underneath the banner is a gold button with the text 'PROCEED TO CHECKOUT' and a right-pointing arrow. The main content area features a white-bordered image of a black undergraduate gown. Below the image, the text reads: 'UNDERGRADUATE GOWN', 'Academic Dress: Gown', 'Purchase Type: Hire', and 'Height: 5ft 10in (1.78m)'. There is also a note: 'Availability: Hire items can be collected on the day at the event.' Below this is a link: '[Edit Academic Dress - Gown](#)'. The quantity 'Qty: 1' is shown to the left of the bottom image. At the bottom left, there is a green circular icon with a white outline of a cookie. At the bottom right, there is a white-bordered image of a black mortarboard cap.

Step 18) You will be prompted to create an account before you can enter your payment details. Please click 'Create an account' to progress



NEW CUSTOMER

Creating an account has many benefits:

- Track order history
- Check out faster

[CREATE AN ACCOUNT](#)

REGISTERED CUSTOMER

If you have an account, sign in with your email address.

Password *

[Forgot Your Password?](#)

[SIGN IN](#)

[HELP](#)



[ABOUT US](#)



[CORPORATE](#)



Step 19) Please enter you details, create a password, and then click 'Create an account'



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

Mr 

First Name *

John

Last Name *

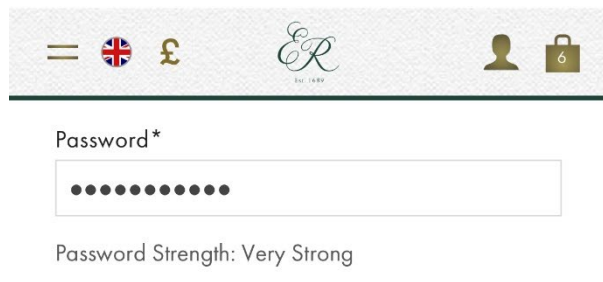
Smith

ACCOUNT DETAILS

Email*



[Empty email input field]



Password*

.....

Password Strength: Very 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.

* Required

CREATE AN ACCOUNT >



[Empty email input field]

Step 20) Please enter your payment details and payment information

[Back](#) CHECKOUT

PAYMENT DETAILS

Please enter your billing address and preferred method of payment below

BILLING ADDRESS

No Payment Information Required

Address Search

TW20 0EX

State/Province

Surrey

Title

Mr

First Name *

John

Last Name *

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 *


01234567891

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

ENTER PAYMENT INFORMATION >

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

PLACE ORDER >

 ORDER SUMMARY [Edit](#)

Step 21) 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.

I confirm that I have read and accepted the Ede & Ravenscroft Terms and Conditions of supply.

PLACE ORDER



ORDER SUMMARY

[Edit](#)

University of London PhD (Post 1998) Gown hire

Black Bonnet Hat hire

University of London PhD Hood hire

Student Ticket £0.00

Complimentary Ticket x2 £0.00

TOTAL £0.00



ORDER TOTAL

£0.00