


Graduation Ticket and Gown
hire booking site
Step-by-step guide for
Purchasing additional tickets

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



Step 1 – 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
United Kingdom
TW20 9PF

 **Student Ticket** **£0.00**
Qty: 1
Availability: In stock

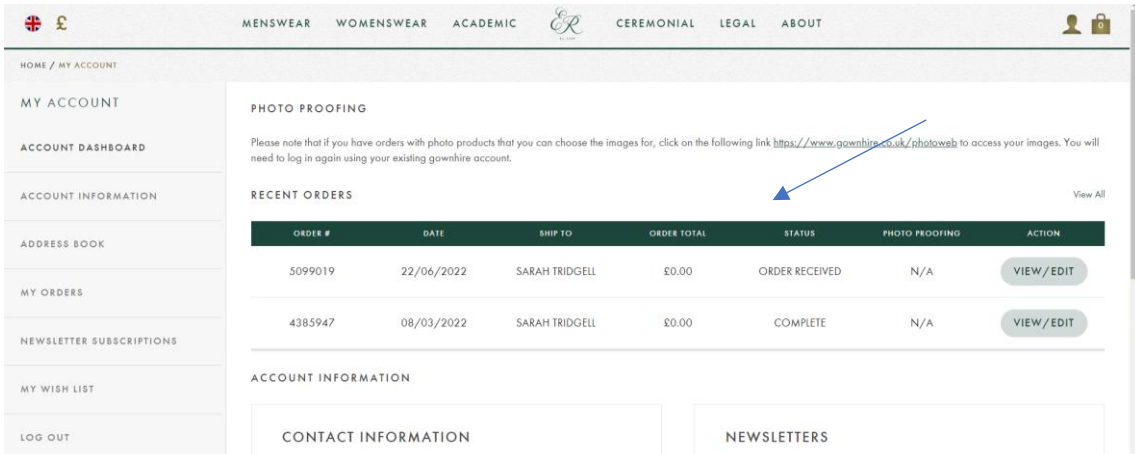
Subtotal: £0.00
Delivery: £0.00
VAT: £0.00
Total Amount: £0.00

Useful Links:
[Delivery and Returns](#) | [Terms and Conditions](#) | [Store Locations](#) | [Amend or Cancel your Order](#) | [Help/Contact Us](#)

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Step 2a- 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.

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



HOME / MY ACCOUNT

MY ACCOUNT

ACCOUNT DASHBOARD

ACCOUNT INFORMATION

ADDRESS BOOK

MY ORDERS

NEWSLETTER SUBSCRIPTIONS

MY WISH LIST

LOG OUT

PHOTO PROOFING

Please note that if you have orders with photo products that you can choose the images for, click on the following link <https://www.gownhire.co.uk/photo/web> to access your images. You will need to log in again using your existing gownhire account.

RECENT ORDERS View All

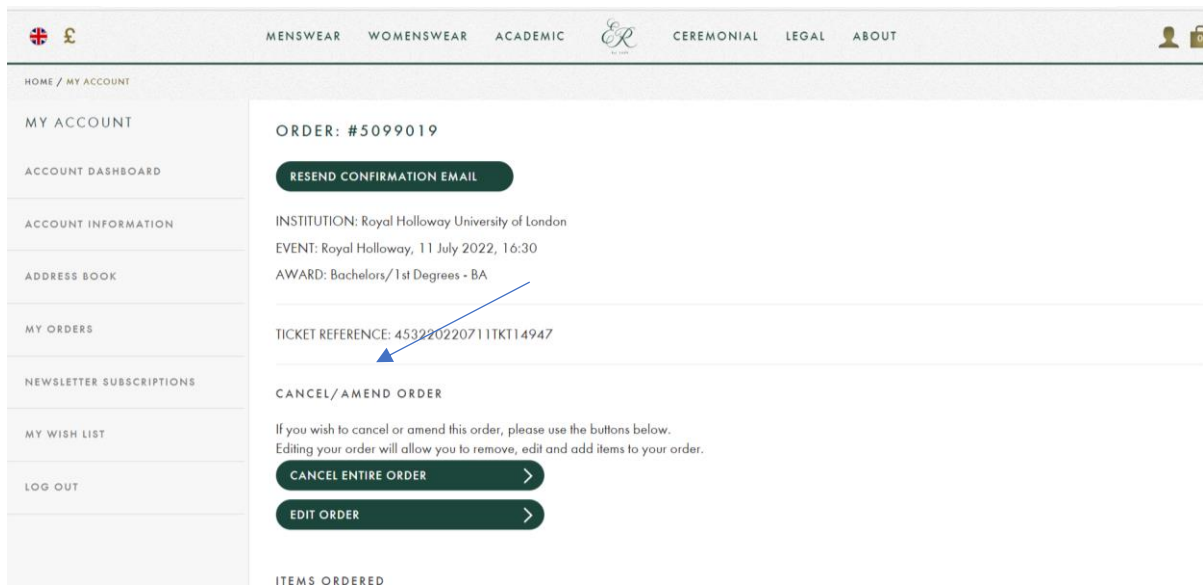
ORDER #	DATE	SHIP TO	ORDER TOTAL	STATUS	PHOTO PROOFING	ACTION
5099019	22/06/2022	SARAH TRIDGELL	£0.00	ORDER RECEIVED	N/A	VIEW/EDIT
4385947	08/03/2022	SARAH TRIDGELL	£0.00	COMPLETE	N/A	VIEW/EDIT

ACCOUNT INFORMATION

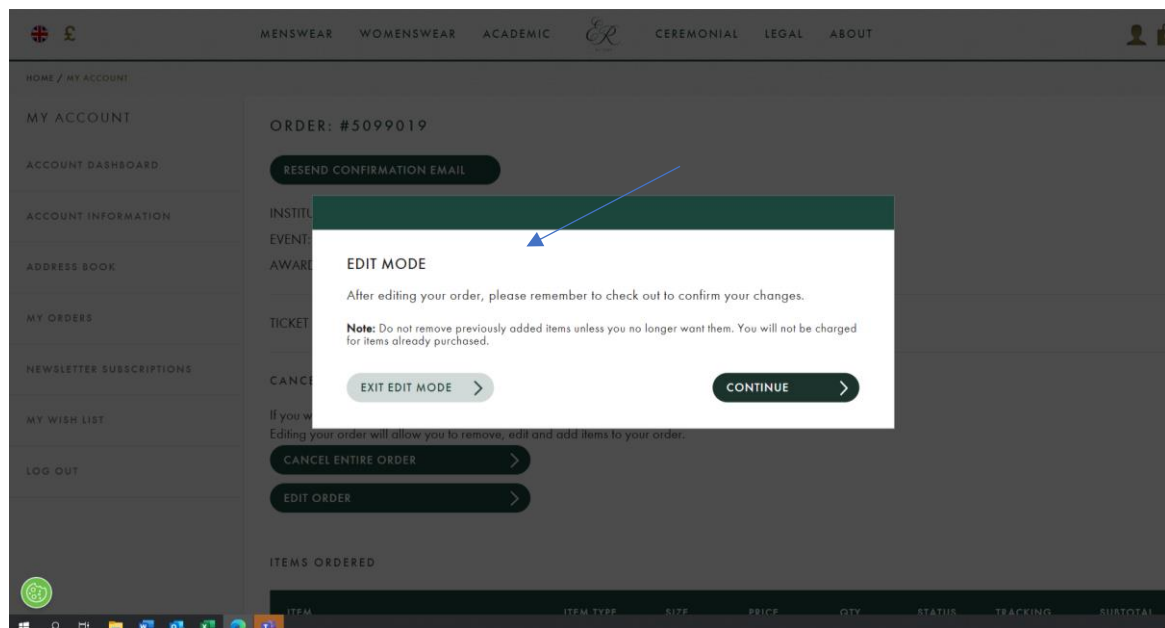
CONTACT INFORMATION

NEWSLETTERS

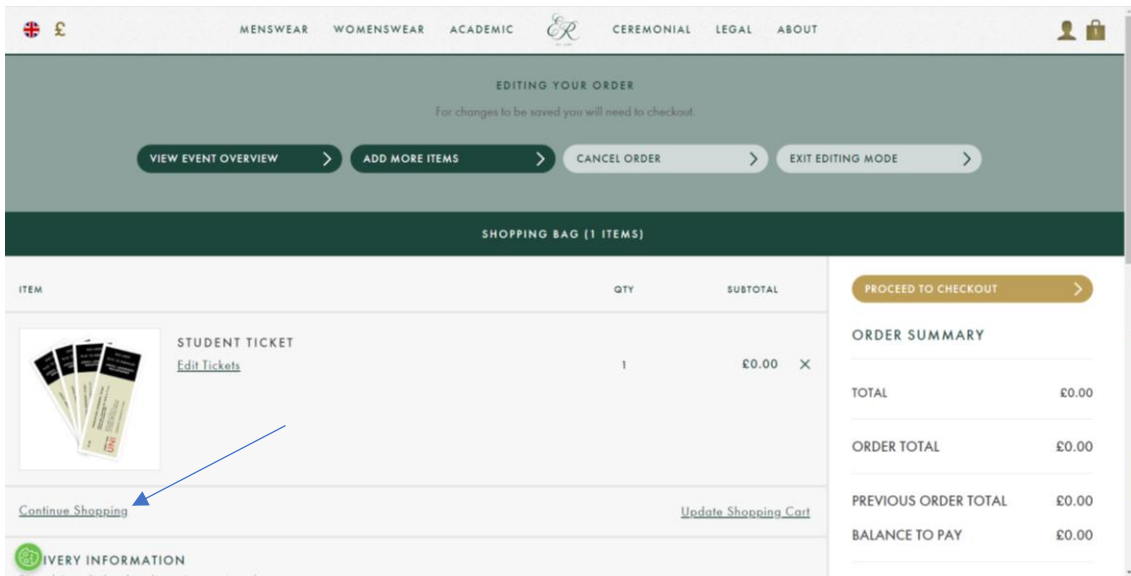
Step 3 click Edit order



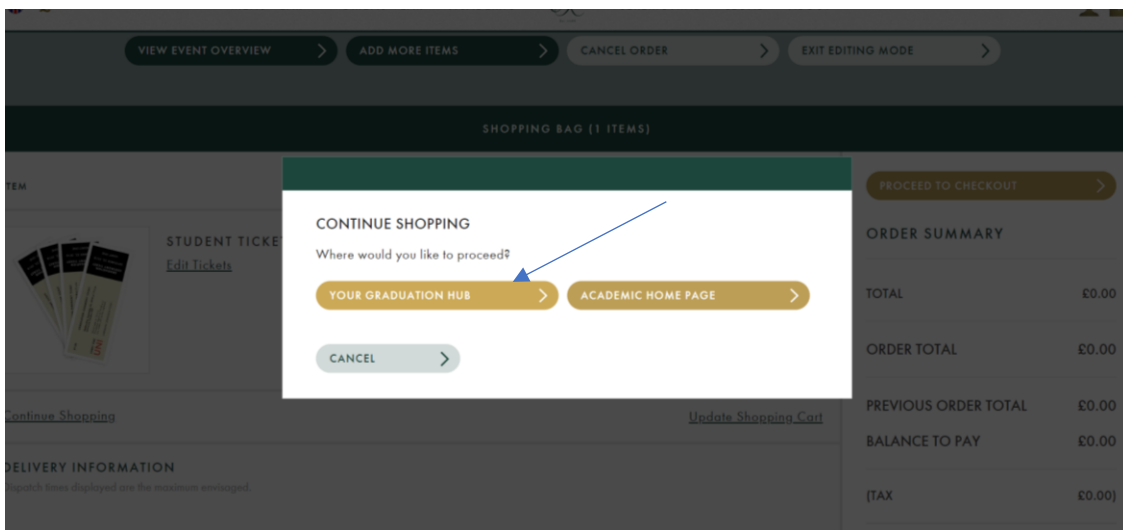
Step 4 – Press CONTINUE



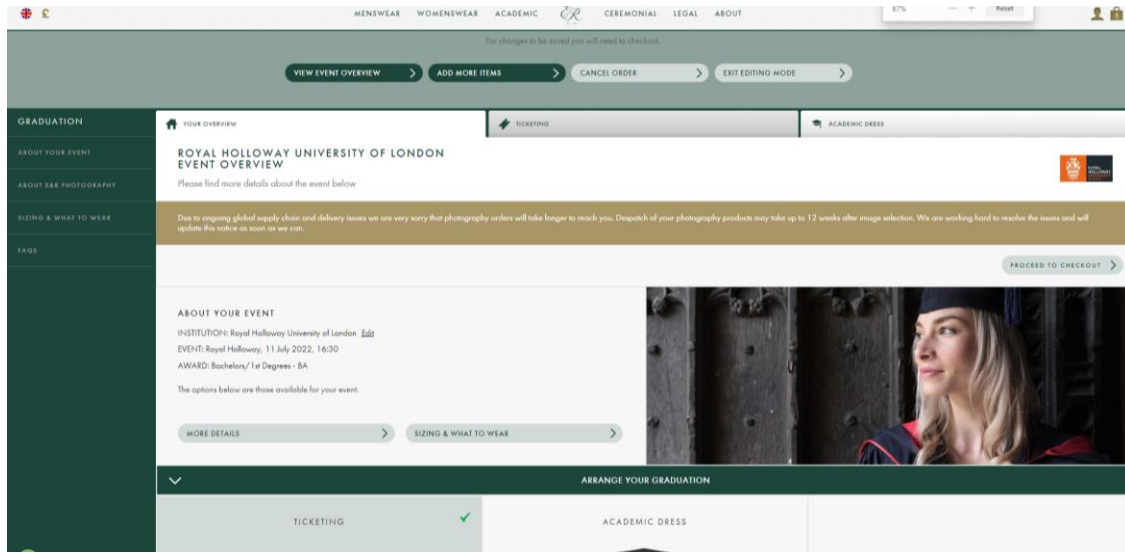
Step 5 – Press CONTINUE SHOPPING (underneath your ticket selection, you may need to scroll down).



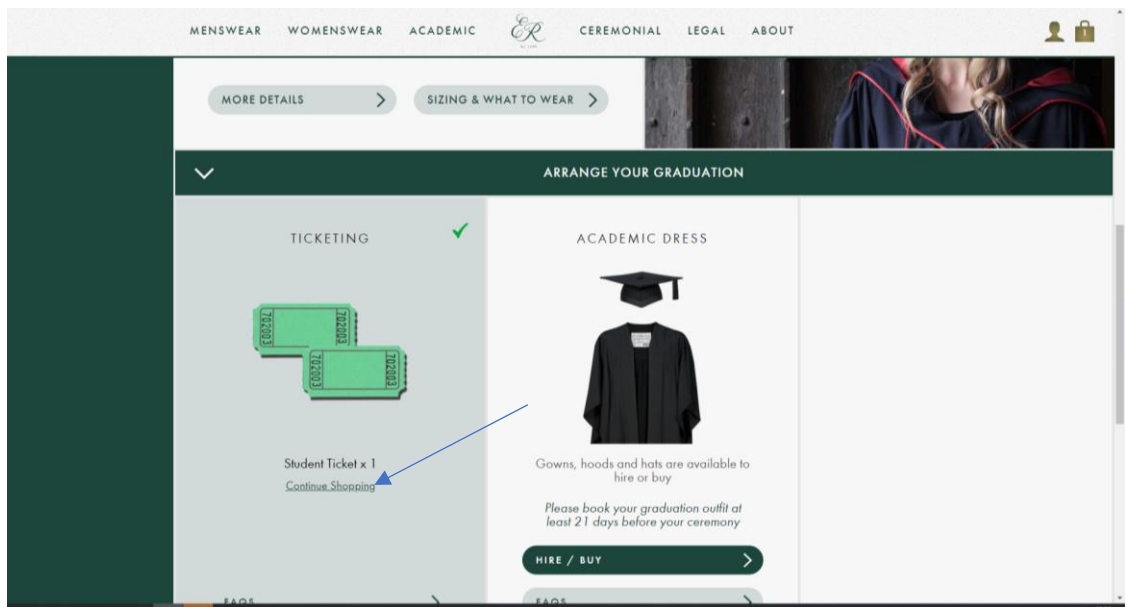
Step 6 – Click YOUR GRADUATION HUB



Step 7 – This will take you to the below landing page



Step 8 – Scroll down to TICKETING and click CONTINUE SHOPPING



Step 9 – Press CONTINUE

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

ROYAL HOLLOWAY UNIVERSITY OF LONDON
ORDER TICKETS

Please complete all three steps below to order your tickets.

1. YOUR TICKET
As a student, you have been assigned a ticket automatically.
Student: £0.00

CONTINUE >

2. GUEST TICKETS

3. QUESTIONNAIRE

TOTAL COST FOR CEREMONY: £0.00

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

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

ROYAL HOLLOWAY UNIVERSITY OF LONDON
ORDER TICKETS

Please complete all three steps below to order your tickets.

1. YOUR TICKET

2. GUEST TICKETS
Please select the number of guest tickets you require.

GUEST TICKET

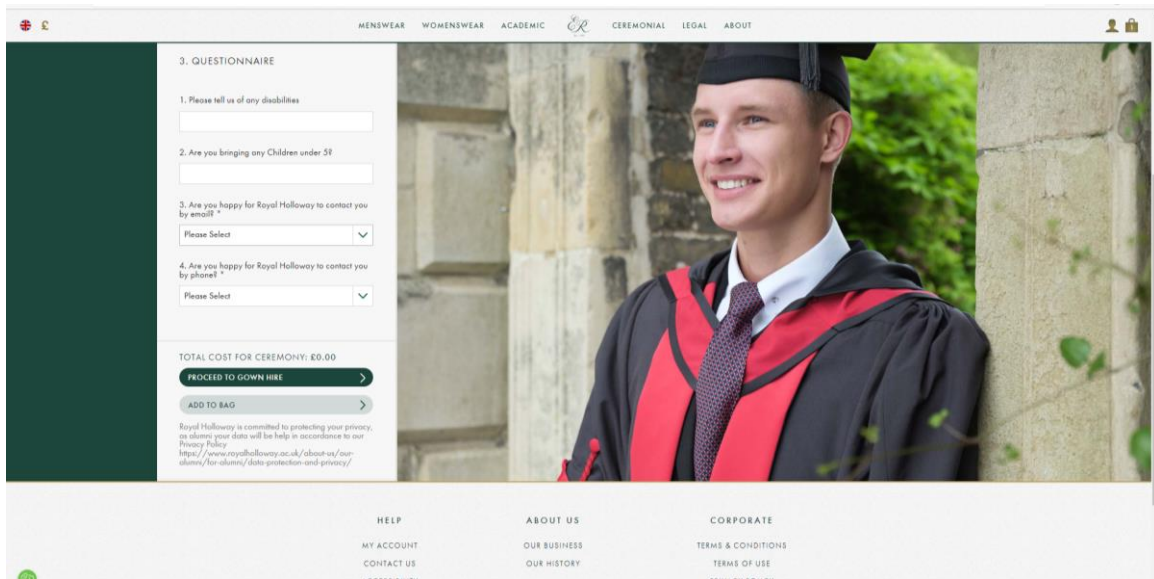
Complimentary Ticket £0.00

CONTINUE >

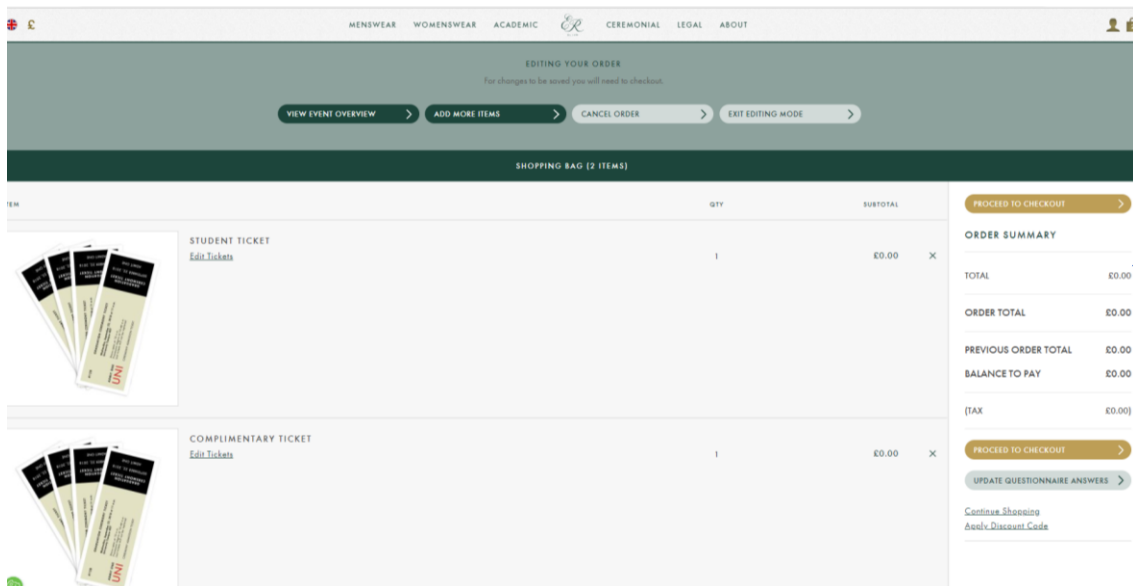
3. QUESTIONNAIRE

TOTAL COST FOR CEREMONY: £0.00

Step 11 – Select your additional ticket and proceed to check out (the system will ask you complete the survey questions again).



Step 12- 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).



Step 13- 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.

