## 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		
FW20 9PF		
	Student Ticket	£0.00
	Qty: 1	
	Availability: In stock	
	/	
. 15		
	Subtotal: £0.00	
	Delivery: £0.00	
	VAT: £0.00	
	Total Amount: £0.00	
	Useful Links:	
	ms and Conditions   Store Locations   Amend or Cance	

<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.

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

<b>₽</b> £	MENSWEAR WOM	ENSWEAR ACADI	еміс 🦗 с	EREMONIAL LE	GAL ABOUT		10
HOME / MY ACCOUNT							
MY ACCOUNT	PHOTO PROOFING						
ACCOUNT DASHBOARD	Please note that if you have need to log in again using		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	00.02	ORDER RECEIVED	N/A	VIEW/EDIT
	4385947	08/03/2022	SARAH TRIDGELL	00.02	COMPLETE	N/A	VIEW/EDIT
NEWSLETTER SUBSCRIPTIONS							
MY WISH LIST	ACCOUNT INFORM	ATION					
LOG OUT	CONTACT I	NFORMATION		٦	NEWSLETTERS		

## Step 3 click Edit order

÷£	MENSWEAR WOMENSWEAR ACADEMIC ${_{_{_{_{_{_{_{$	16
HOME / MY ACCOUNT		
MY ACCOUNT	ORDER: #5099019	
ACCOUNT DASHBOARD	RESEND CONFIRMATION EMAIL	
ACCOUNT INFORMATION	INSTITUTION: Royal Holloway University of London	
ADDRESS BOOK	EVENT: Royal Holloway, 11 July 2022, 16:30 AWARD: Bachelors/1st Degrees - BA	
MY ORDERS	TICKET REFERENCE: 453220220711TKT14947	
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	
	ITEMS ORDERED	

## <u>Step 4</u> – Press CONTINUE

<b>⊕</b> £	MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT	26
MY ACCOUNT	ORDER: #5099019	
ACCOUNT DASHBOARD	RESEND CONFIRMATION EMAIL	
ACCOUNT INFORMATION	INSTITU EVENT	
ADDRESS BOOK	AWARE EDIT MODE	
	After editing your order, please remember to check out to confirm your changes.  IICKEI Note: Do not remove previously added items unless you no longer want them. You will not be charged for items already purchased.	
	If you w Editing your order will allow you to remove, edit and add items to your order.	
	ITEMS ORDERED	
	ITEM ITEM TYPE SIZE PRICE OTY STATUS TRACKING	SURTOTAL

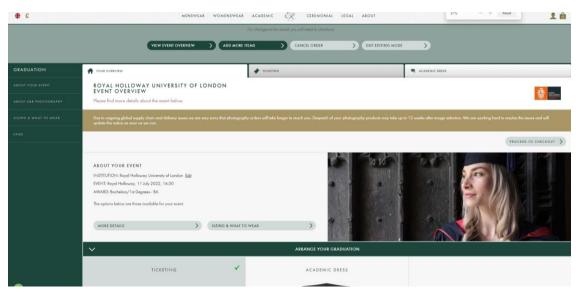
<u>Step 5</u> – Press CONTINUE SHOPPING (underneath your ticket selection, you may need to scroll down).

<b>₽</b> £	MENSWEAR	WOMENSWEAR ACADEMIC		LEGAL ABOUT		10
			ING YOUR ORDER	t.		
	VIEW EVENT OVERVIEW	ADD MORE ITEMS	CANCEL ORDER	> EXIT EDI		
	_	SHOP	PING BAG (1 ITEMS)	_		
ITEM			QTY	SUBTOTAL	PROCEED TO CHECKOUT	>
	STUDENT TICKET				ORDER SUMMARY	
	Edit Tickets		1	£0.00 ×	TOTAL	£0.00
1 13					ORDER TOTAL	£0.00
Continue Shapping			Ŭ	edate Shopping Cart	PREVIOUS ORDER TOTAL BALANCE TO PAY	£0.00 £0.00
IVERY INFORM	ATION					

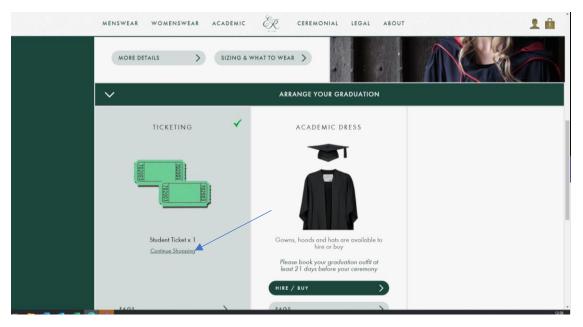
<u>Step 6</u> – Click YOUR GRADUATION HUB

			CANCELORDER			
TEM	STUDENT TICKE	CONTINUE SHOPPING			PROCEED TO CHECKOUT	
	Edit Tickets	Where would you like to proceed? YOUR GRADUATION HUB	ACADEMIC HOME PAGE	>	TOTAL	£0.00
1 13		CANCEL >			ORDER TOTAL	£0.00
Continue Shopping					PREVIOUS ORDER TOTAL BALANCE TO PAY	£0.00 £0.00
DELIVERY INFORM Dispatch times displayed o	MATION are the maximum envisaged.				(TAX	£0.00)

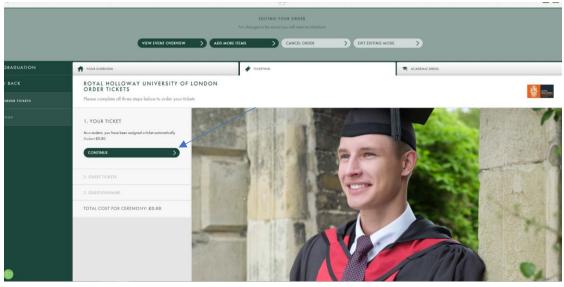
Step 7 – This will take you to the below landing page



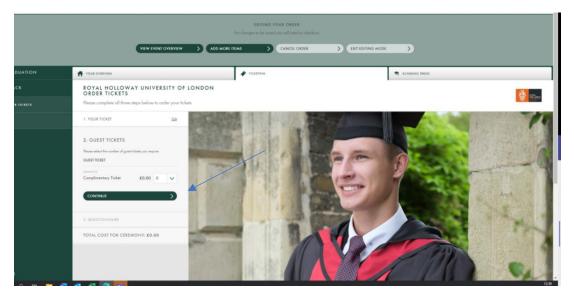
Step 8 – Scroll down to TICKETING and click CONTINUE SHOPPING



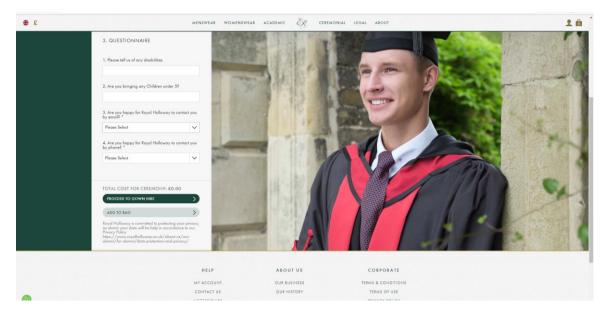
## Step 9 – Press CONTINUE



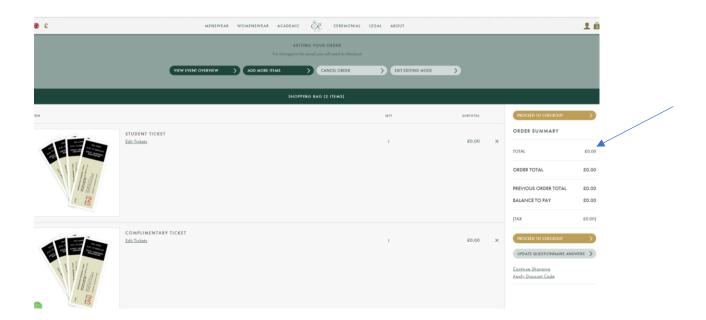
<u>Step 10</u>- Under guest tickets (on your account). There will be an option to book an additional Purchased Ticket. This not shown on the below account.



<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 ORDER H	IAS BEEN PROCESSED				
ACCOUNT INFORMATION	You will receive confirmation of yo	our amended order. It may take 5-1	0 minutes for your ame	ended order to app	bear in My Ad	count.
ADDRESS BOOK	VIEW MY ORDERS					
MY ORDERS						
GRADUATION ORDERS						
NEWSLETTER SUBSCRIPTIONS						
LOG OUT						