

Step-by-step phonetic spelling guide

Summer Graduation 2024



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

Step 1. Log in to the booking site (<https://www2.edeandravenscroft.com/graduation>) using the Existing Customer portal at the bottom of the page with the account details you created when registering.



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 >

Step 2. Click 'View/Edit' on your order.



HOME / MY ACCOUNT

MENSWEAR WOMENSWEAR ACADEMIC *ER* CEREMONIAL LEGAL CONTACT

ACCOUNT DASHBOARD

ACCOUNT INFORMATION

ADDRESS BOOK

MY ORDERS

MY WISH LIST

LOG OUT

RECENT ORDERS View All

ORDER #	DATE	SHIP TO	ORDER TOTAL	STATUS	ACTION
7278779	23/05/2024		£0.00	ORDER RECEIVED	VIEW/EDIT

ACCOUNT INFORMATION

CONTACT INFORMATION

[Edit](#) | [Change Password](#)

ADDRESS BOOK Manage Addresses

DEFAULT BILLING ADDRESS

DEFAULT SHIPPING ADDRESS

Step 3. Scroll down on this page until you see the Cancel/Amend Order section. Click 'Amend Ticket 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 >



Step 4. A warning will pop up on screen. Click 'continue' and enter edit mode.



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 >

CANCEL UNSHIPPED ITEMS >

ITEMS ORDERED

ITEM	STATUS	TRACK
STUDENT TICKET	Complete	
COMPLIMENTARY	Complete	

TOTAL
SHIPPING
ORDER TOTAL
(TAX

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 >

Step 5. Follow through the same ticketing process as you have done before, by clicking 'continue'.



The screenshot displays the 'EDITING YOUR ORDER' page on the Royal Holloway University of London website. At the top, there is a navigation bar with categories: MENSWEAR, WOMENSWEAR, ACADEMIC, and CEREMONIAL. Below this, a dark green bar contains three buttons: 'VIEW EVENT OVERVIEW', 'ADD MORE ITEMS', and 'CANCEL ORDER'. The main content area is divided into two sections. On the left is a dark green sidebar menu with 'GRADUATION' at the top, followed by '< BACK', 'ORDER TICKETS', and 'FAQS'. The right section is titled 'ROYAL HOLLOWAY UNIVERSITY OF LONDON ORDER TICKETS' and includes a sub-header '1. YOUR TICKET'. Below this, it states 'As a student, you have been assigned a ticket automatically Student £0.00' and features a prominent 'CONTINUE' button. A small image of a ticket is visible on the right side of the page.

Step 6. Re-confirm your tickets and proceed to the questionnaire at stage 3. Here, amend your answer to the question about phonetic spelling. Then, click 'proceed to checkout'.



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MENSWEAR WOMENSWEAR ACADEMIC *ER* CEREMONIAL LI

3. QUESTIONNAIRE

1. How do you pronounce your name? When you collect your scroll on stage, your Head of Department or representative will read your name. So we get this right, please tell us how your name should be pronounced eg Chamoli is "chuh-MOH-lee" Nguyen is "n-wen" or if your name rhymes with a common word, you can add in the phonetic spelling and rhymes within brackets. Rachel Weisz "Ray-chul Vice (rhymes with mice)" *

Dave


2. Are you happy for Royal Holloway to contact you via email? *

Yes

3. Please confirm your personal email address (Please note your student email ending in .ac.uk will close six months after your course end date) *

Davi

4. Are you happy for Royal Holloway to contact you via phone *



Step 7. Within the next summary screen click 'Update Questionnaire answers'. The screen will flash and head back to the top, where you should click 'proceed to checkout' again.



The screenshot shows a shopping cart summary screen. At the top left is the label 'CT'. To the right are icons for a user profile and a shopping bag. Below this is a table of order totals:

ORDER TOTAL	£0.00
PREVIOUS ORDER TOTAL	£0.00
BALANCE TO PAY	£0.00
(UK VAT	£0.00)

Below the table are two buttons: 'PROCEED TO CHECKOUT' (highlighted in gold) and 'UPDATE QUESTIONNAIRE ANSWERS' (highlighted in grey). Two orange arrows point from the right towards these buttons, labeled '2.' and '1.' respectively. At the bottom of the screen are two links: 'Continue Shopping' and 'Apply Discount Code'.

You have now successfully edited your phonetic spelling.



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HOME / MY ACCOUNT

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MY ORDERS

LOG OUT

MENSWEAR WOMENSWEAR ACADEMIC

ORDER: 7351843

THANK YOU YOUR ORDER HAS BEEN PROCESSED

You will receive confirmation of your amended order. It may take

[VIEW MY ORDERS >](#)