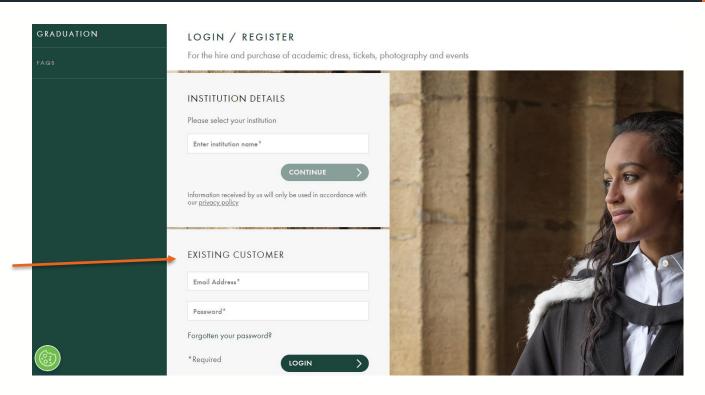
Step-by-step phonetic spelling guide

Summer Graduation 2024



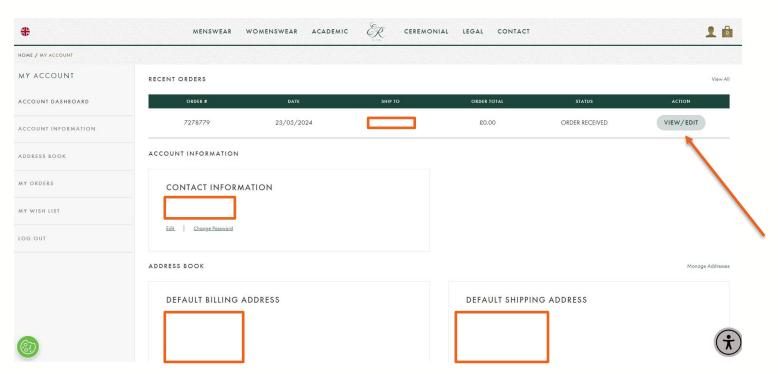
Step 1. Log in to the booking site (https://www2.edeandravenscroft.com/graduation) using the Existing Customer portal at the bottom of the page with the account details you created when registering.





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





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	>

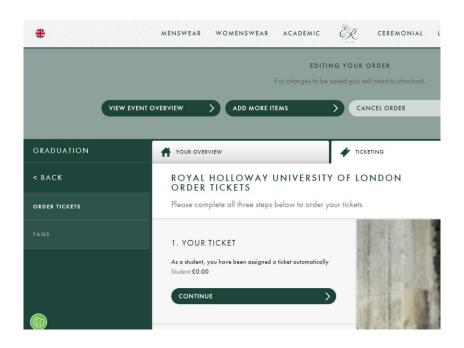
Step 4. A warning will pop up on screen. Click 'continue' and enter edit mode.



ITEMS ORDERED	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	STATUS 1	TRACK
STUDENT TICKE	for items already purchased. EXIT EDIT MODE > CONTINUE >	Complete Complete	
TOTAL SHIPPING ORDER TOTAL			

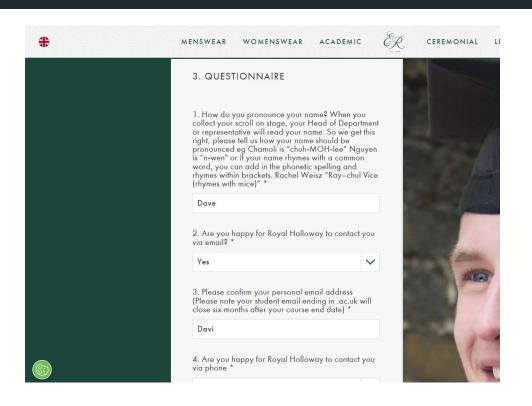
Step 5. Follow through the same ticketing process as you have done before, by clicking 'continue'.





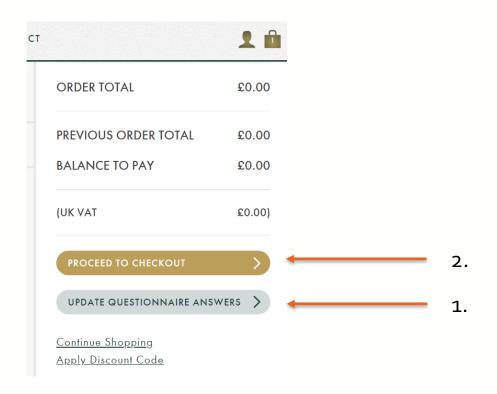
Step 6. Re-confirm your tickets and proceed to the questionnaire at stage 3. Here, amend your answer to the question about phonetic spelling. Then, click 'proceed to checkout'.





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.





You have now successfully edited your phonetic spelling.



