

Graduation Ticket and Gown Booking Guide



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

Step 1. Have the below information to hand



1. Your Student ID number.
2. Your ceremony date and time.
3. Your head circumference and height. Your head circumference should be taken from 2.5cm above your eyebrows and level around your head. You may need assistance to do this.
4. The phonetic spelling of your name. Information on how to provide the phonetic spelling of your name can be found in the 'Providing name pronunciation when booking' drop-down on the Tickets Page here.
5. Who you plan to bring as your up to two complimentary guests for your ceremony. This is because we will need to know any accessibility requirements your guests have.

Step 2. Open the Ede and Ravenscroft booking site



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

The screenshot shows a web browser window with the URL www2.edeandravenscroft.com/graduation/. The page features a dark green sidebar on the left with navigation links for GRADUATION and FAQs. The main content area is titled "LOGIN / REGISTER" and includes a sub-header: "For the hire and purchase of academic dress, tickets, photography and events".

The "INSTITUTION DETAILS" section contains the text "Please select your institution" and a text input field labeled "Enter institution name*". Below the field is a green "CONTINUE" button with a right-pointing arrow. A privacy notice below the button states: "Information received by us will only be used in accordance with our [privacy policy](#)".

The "EXISTING CUSTOMER" section contains an "Email Address*" input field.

The right side of the page features a large image of a woman with long dark hair wearing a graduation gown and hood, looking to the right.

Step 3. Search for and Select Royal Holloway University of London, then click continue.



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

The screenshot shows a web browser window with the URL www2.edeandravenscroft.com/graduation/. The page is titled "LOGIN / REGISTER" and is for the hire and purchase of academic dress, tickets, photography and events. Under the "INSTITUTION DETAILS" section, there is a dropdown menu with "Royal Holloway University of London" selected. An orange arrow points to this dropdown. Below the dropdown is a green "CONTINUE" button with a right-pointing chevron, also indicated by an orange arrow. The page includes a navigation menu with "MENSWEAR", "WOMENSWEAR", "ACADEMIC", "CEREMONIAL", "LEGAL", and "ABOUT". A sidebar on the left contains "GRADUATION" and "FAQS". A footer icon is visible in the bottom left corner.

Step 4. Enter your details, then click continue.



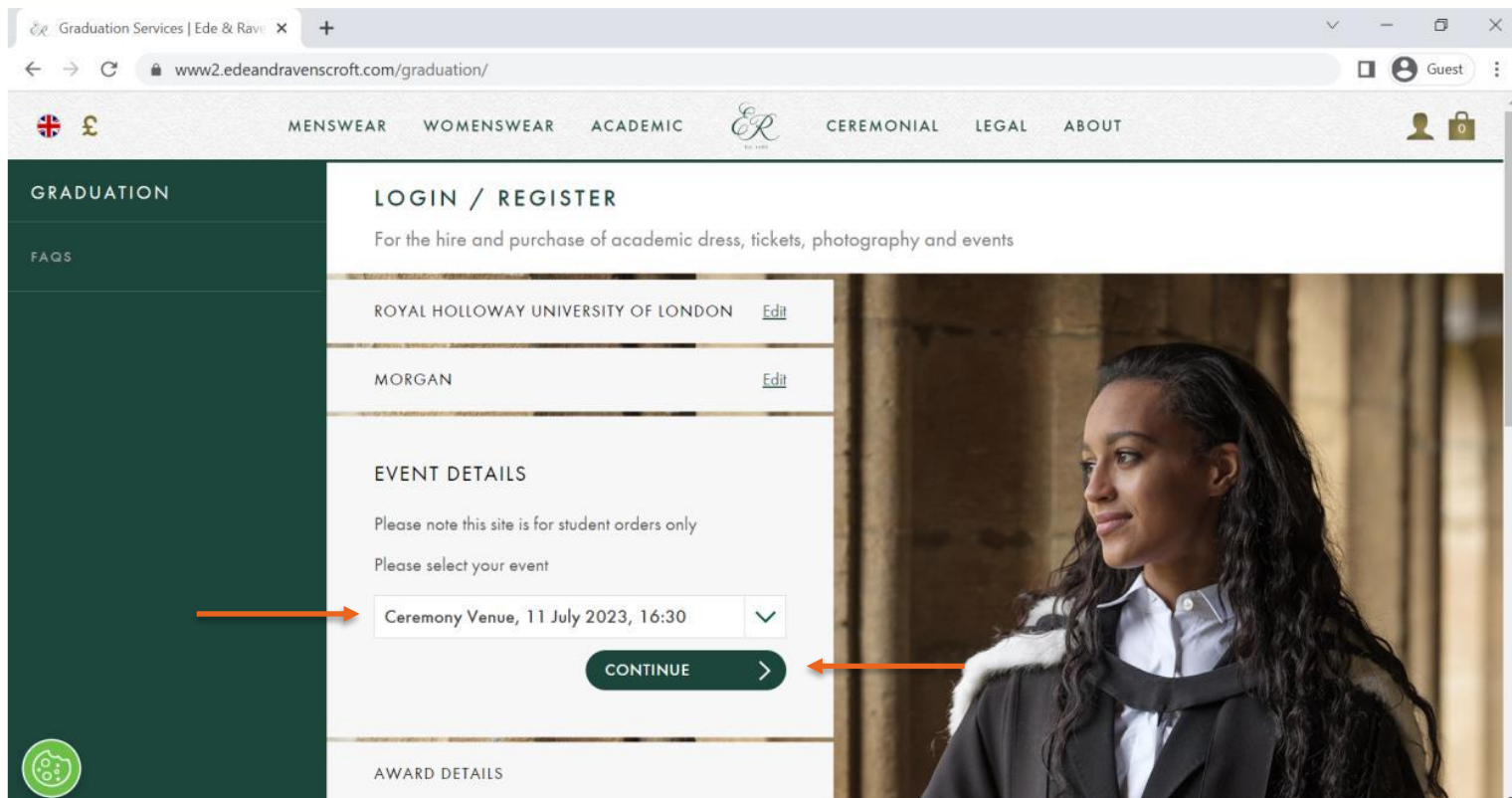
If you are not registered with an official surname on your student record, please input a full stop " ." in the surname field.

The screenshot shows a web browser window with the URL www2.edeandravenscroft.com/graduation/. The page features a navigation menu with links for MENSWEAR, WOMENSWEAR, ACADEMIC, CEREMONIAL, LEGAL, and ABOUT. The main content area is titled "YOUR DETAILS" and contains three input fields: "Student ID" (100123456), "Surname" (Smith), and "Email" (johnsmith@rhul.ac.uk). Below these fields is a green "CONTINUE" button with a right-pointing arrow. An orange bracket groups the three input fields, and an orange arrow points from the left margin to the "Surname" field. Another orange arrow points from the right margin to the "CONTINUE" button. Below the "YOUR DETAILS" section are sections for "EVENT DETAILS" and "AWARD DETAILS". A green chat icon is visible in the bottom left corner. The background of the page features a woman in a graduation gown.

Step 5. Confirm that the date and time for your ceremony are correct, then click continue.



You can cross-check your ceremony date and time using [the Ceremony Timetable](#).



Step 6. Confirm your award details are correct, then click submit.



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

The screenshot shows a web browser window with the URL www2.edeandravenscroft.com/graduation/. The page features a navigation menu with categories: MENSWEAR, WOMENSWEAR, ACADEMIC, CEREMONIAL, LEGAL, and ABOUT. The main content area displays the following information:

- CEREMONY VENUE, 11 JULY 2023, 16:30 [Edit](#)
- AWARD DETAILS
- Select your award / degree
- A dropdown menu showing "Postgraduate Certificates/Diplomas - Postgradu" with a downward arrow.
- A green "SUBMIT" button with a right-pointing arrow.

Two orange arrows are overlaid on the image: one points to the dropdown menu, and the other points to the "SUBMIT" button. A green circular icon with a graduation cap is visible in the bottom left corner of the page.

Step 7. Check that all details shown are correct, then click yes.



Graduation Services | Ede & Rav... x +

www2.edeandravenscroft.com/graduation/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

CEREMONY VENUE, 11 JULY 2023, 16:30 [Edit](#)

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.

NO >

YES >

Step 8. Navigate to the 'Ticketing' tab



The screenshot shows a web browser window with the URL www2.edeandravenscroft.com/graduation/hub/. The page features a navigation menu with tabs: MENSWEAR, WOMENSWEAR, ACADEMIC, CEREMONIAL, LEGAL, and ABOUT. Below this is a sub-navigation bar with three tabs: YOUR OVERVIEW (with a home icon), TICKETING (with a lightning bolt icon and highlighted in orange), and ACADEMIC DRESS (with a graduation cap icon). The main content area is titled "ROYAL HOLLOWAY UNIVERSITY OF LONDON EVENT OVERVIEW" and includes a sub-header "ABOUT YOUR EVENT" with details: INSTITUTION: Royal Holloway University of London, EVENT: Ceremony Venue, 11 July 2023, 16:30, and AWARD: Postgraduate Certificates/Diplomas - Postgraduate Diploma. Two buttons, "MORE DETAILS" and "SIZING & WHAT TO WEAR", are visible at the bottom of the content area. On the right side of the page, there is a small Royal Holloway University of London logo and a large image of a woman in a graduation cap and gown. An orange bracket and arrow highlight the "TICKETING" tab.

Step 9. Provide the phonetic spelling of your name, then click continue.



Find out more about how to provide written name pronunciation [HERE](#).

Graduation Services | Ede & Rave

www2.edeandravenscroft.com/graduation/tickets/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

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

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

First name (Phonetic spelling)

First name

Surname/Family name (Phonetic spelling)

Last name

CONTINUE

Step 10. Select the number of complimentary guest tickets you require.



You can find information on how to get additional guest tickets here.

Graduation Services | Ede & Ravent

www2.edeandravenscroft.com/graduation/tickets/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

2. GUEST TICKETS

Please select the number of guest tickets you require

GUEST TICKET

(Maximum 2)

Complimentary Ticket £0.00 2

CONTINUE

3. QUESTIONNAIRE

TOTAL COST FOR CEREMONY: £0.00

Prices shown are for tutorial purposes only.

Step 11. Complete the questionnaire, and then continue.



GRADUATION

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL CONTACT

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 [Edit](#)

2. GUEST TICKETS [Edit](#)

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)" *

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

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) *

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

5. Please let us know the best personal number to contact you on *

ROYAL HOLLOWAY UNIVERSITY OF LONDON

ROYAL HOLLOWAY UNIVERSITY OF LONDON

ROYAL HOLLOWAY UNIVERSITY OF LONDON

Questions shown are for tutorial purposes and may differ.

Step 12. Scroll down and click 'proceed to gown hire'.



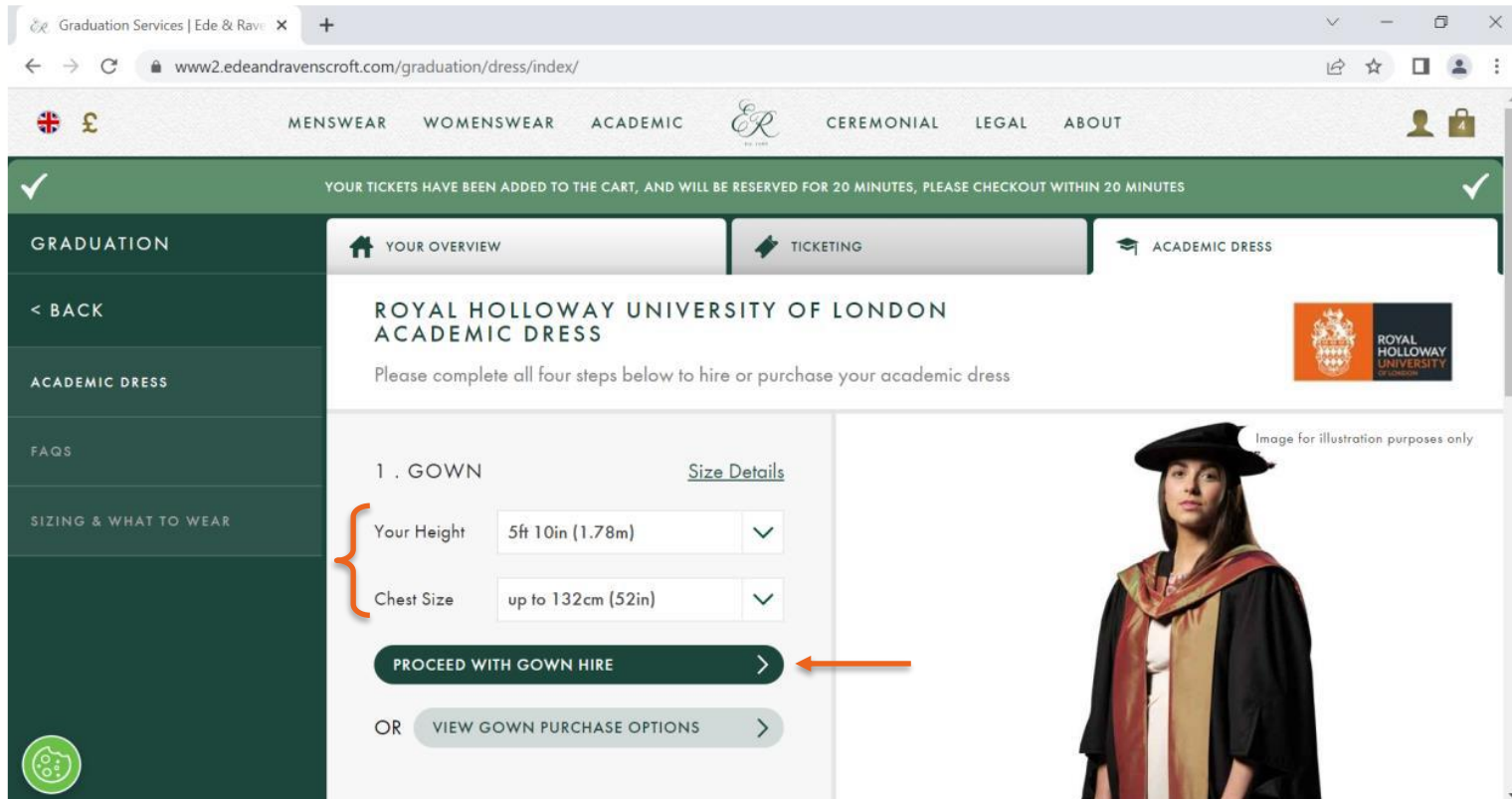
ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

The screenshot shows a web browser window with the URL www2.edeandravenscroft.com/graduation/tickets/. The page features a navigation menu with categories: MENSWEAR, WOMENSWEAR, ACADEMIC, CEREMONIAL, LEGAL, and ABOUT. A dark green sidebar on the left contains a white box with the text "TOTAL COST FOR CEREMONY: £0.00". Below this, there are two buttons: "PROCEED TO GOWN HIRE" (highlighted with an orange arrow) and "ADD TO BAG". A privacy notice is visible below the buttons, stating: "Royal Holloway is committed to protecting your privacy, as alumni your data will be help in accordance to our Privacy Policy <https://www.royalholloway.ac.uk/about-us/our-alumni/for-alumni/data-protection-and-privacy/>". The footer contains three columns of links: HELP (MY ACCOUNT, CONTACT US, ACCESSIBILITY, CANCELLATION FORM, DELIVERY AND RETURNS, FAQs), ABOUT US (OUR BUSINESS, OUR HISTORY), and CORPORATE (TERMS & CONDITIONS, TERMS OF USE, PRIVACY POLICY, CORPORATE SOCIAL RESPONSIBILITY, ENVIRONMENTAL POLICY, GENDER PAY GAP REPORT).

Step 13. Select your height and chest size, then click Proceed with Gown Hire.



If you require information on how to measure these, please click 'Size Details.'



Step 14. The hood hire colours will be automatically applied for your degree. Click proceed wit hood hire.



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

Graduation Services | Ede & Rave

www2.edeandravenscroft.com/graduation/dress/index/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

ACADEMIC DRESS

ACADEMIC DRESS

FAQS

SIZING & WHAT TO WEAR

ACADEMIC DRESS

Please complete all four steps below to hire or purchase your academic dress

1 . GOWN [Edit](#)

2 . HOOD

Your hood colour: Black / Purple / Midgreen

PROCEED WITH HOOD HIRE

OR **PROCEED WITH HOOD PURCHASE £65.00**

3 . HAT

4 . ADD TO BAG

Image for illustration purposes only

Step 15. Select your head/hat size, then click proceed with hat hire.



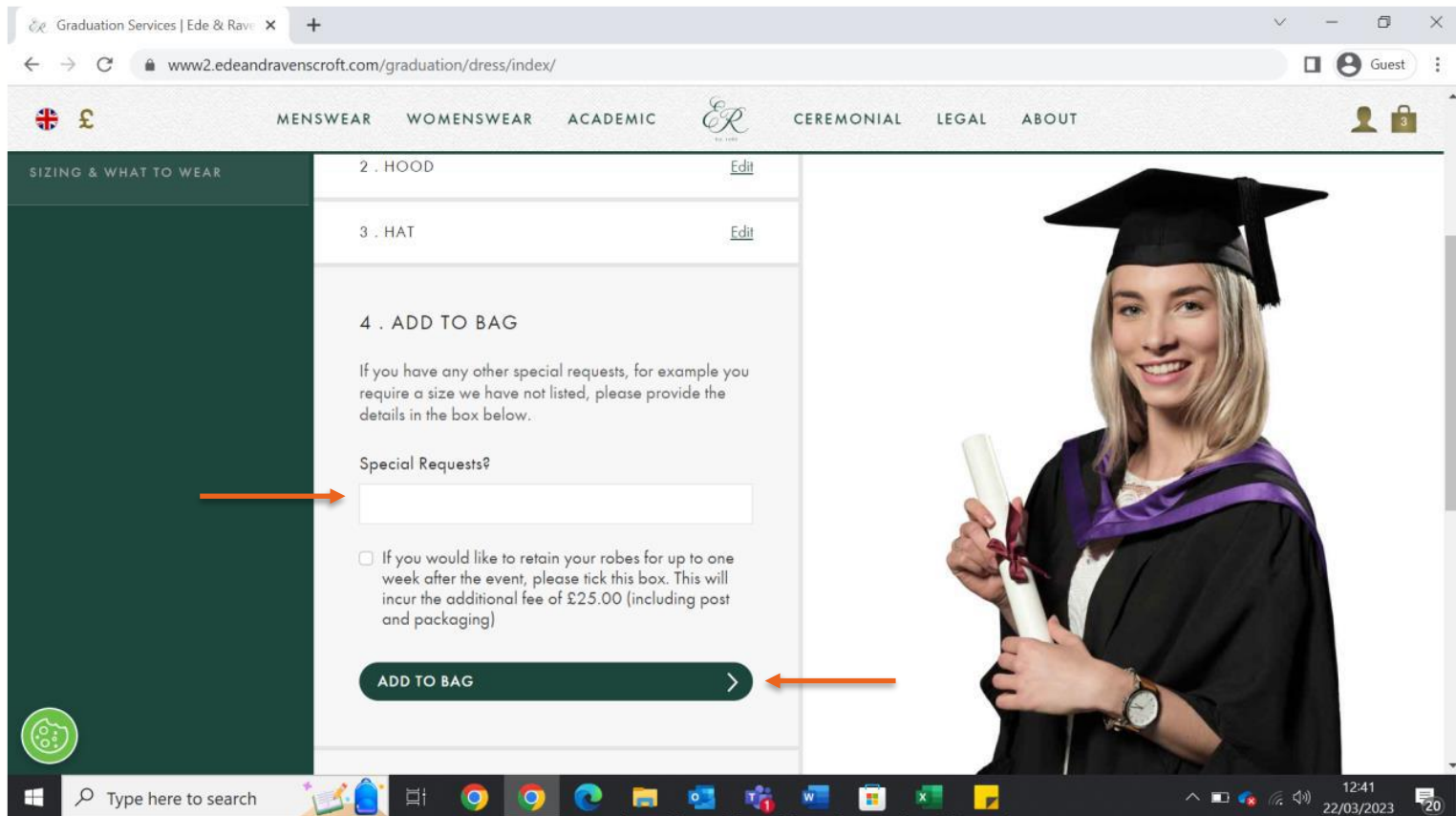
If you require information on how to measure this, please click 'Size Details.'

The screenshot shows a web browser window with the URL www2.edeandravenscroft.com/graduation/dress/index/. The page is titled 'ACADEMIC DRESS' and contains a list of steps: 1. GOWN, 2. HOOD, 3. HAT, and 4. ADD TO BAG. Step 3 is currently selected. Under '3. HAT', there is a 'Head/hat size' dropdown menu with the value '60cm - 23 5/8in - 7 3/8' and a 'Size Details' link. Below this is a green button labeled 'PROCEED WITH HAT HIRE' and a grey button labeled 'VIEW HAT PURCHASE OPTIONS'. To the right of the text is an image of a woman with a measuring tape around her head. The page also features a navigation menu with 'MENSWEAR', 'WOMENSWEAR', 'ACADEMIC', 'CEREMONIAL', 'LEGAL', and 'ABOUT', and a sidebar with 'ACADEMIC DRESS', 'FAQS', and 'SIZING & WHAT TO WEAR'.

Step 16. Complete any special requests if you require sizes that are not listed. Click add to bag to continue.



If you wish to keep your robes up to a week after the event, you can select the option provided.



Step 17. Navigate to the hopping bag icon and click Proceed to Checkout.



ROYAL HOLLOWAY UNIVERSITY OF LONDON

The screenshot shows a web browser window with the URL www2.edeandravenscroft.com/graduation/hub/. The page features a navigation menu with categories: MENSWEAR, WOMENSWEAR, ACADEMIC, CEREMONIAL, LEGAL, and ABOUT. A green banner at the top indicates 'PRODUCTS ADDED TO THE CART'. Below this, there are three tabs: 'YOUR OVERVIEW', 'TICKETING', and 'ACADEMIC DRESS'. The main content area is titled 'ROYAL HOLLOWAY UNIVERSITY OF LONDON EVENT OVERVIEW' and includes a sidebar with links for 'GRADUATION', 'ABOUT YOUR EVENT', 'ABOUT E&R PHOTOGRAPHY', 'SIZING & WHAT TO WEAR', and 'FAQS'. The main text provides event details: 'INSTITUTION: Royal Holloway University of London', 'EVENT: Ceremony Venue, 11 July 2023, 16:30', and 'AWARD: Postgraduate Certificates/Diplomas - Postgraduate Diploma'. A 'MORE DETAILS' button is visible at the bottom. On the right side, there is a shopping cart icon with a '6' inside, circled in orange with an arrow pointing to it from the left. The Royal Holloway University of London logo is also present in the top right corner of the page content.

Step 18. Complete the final questionnaire and select submit.



We strongly recommend you take public transport or taxis to campus, as parking will be limited.

MENSWEAR WOMENSWEAR ACADEMIC ER CEREMONIAL LEGAL CONTACT

YOUR OVERVIEW TICKETING ACADEMIC DRESS

ROYAL HOLLOWAY UNIVERSITY OF LONDON QUESTIONNAIRE

Please complete the questionnaire below and click submit

QUESTIONNAIRE

Your academic institution requests you answer the following questions:

1. 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 *

1

2

More than 2

2. How did you hear about graduation? *

Direct email

Student newsletter

Instagram

From a friend

From lectures

From a staff member

SUBMIT

Step 19. Review your order, then click Proceed to Checkout.





Shopping Bag | Ede & Ravenscroft

www2.edeandravenscroft.com/checkout/cart/

ROYAL HOLLOWAY UNIVERSITY OF LONDON

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

SHOPPING BAG (6 ITEMS)

ITEM	QTY	SUBTOTAL	PROCEED TO CHECKOUT
 <p>UNDERGRADUATE GOWN Academic Dress: Gown Purchase Type: Hire Height: 5ft 10in (1.78m) Availability: Hire items can be collected on the day at the event. Edit Academic Dress - Gown</p>	1		
 <p>BLACK FLEXIBLE MORTARBOARD HAT Academic Dress: Hat Purchase Type: Hire Circumference: 60cm Availability: Hire items can be collected on the day at the event. Edit Academic Dress - Hats</p>	1		

UNIVERSITY OF ROYAL HOLLOWAY LONDON

ORDER SUMMARY

TOTAL £0.00

ORDER TOTAL £0.00

(TAX £0.00)

PROCEED TO CHECKOUT

UPDATE QUESTIONNAIRE ANSWERS

Continue Shopping

Step 20. You must create an account before you can enter payment details and complete your booking.



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

If you do not create an account, you will not have successfully completed your booking!

The screenshot shows a web browser window with the URL www2.edeandravenscroft.com/customer/account/login/referer/aHR0cHM6Ly93d3cy. The page features a navigation bar with currency options (GBP and EUR), menu categories (MENSWEAR, WOMENSWEAR, ACADEMIC), and the Ede & Ravenscroft logo. The main content area is titled "NEW CUSTOMER" and lists benefits of creating an account: "Track order history" and "Check out faster". A prominent green button labeled "CREATE AN ACCOUNT" with a right-pointing arrow is highlighted by an orange arrow pointing from the left. The footer contains a green circular icon with a gear and a plus sign, and a list of links: HELP, MY ACCOUNT, CONTACT US, ACCESSIBILITY, ABOUT US, OUR BUSINESS, and OUR HISTORY.

Step 21. Enter your details, create a password, then click create an account.



Create An Account | Ede & Ravenscroft

www2.edeandravenscroft.com/customer/account/create/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

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

First Name *

Email *

Password *

Password Strength: 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 >

Step 22. To checkout, complete the details, then click enter your payment information.




Checkout | Ede & Ravenscroft

www2.edeandravenscroft.com/checkout/

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 *

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 >



Step 23. Check the box to confirm you have read the T&Cs, then click Place Order.



Checkout | Ede & Ravenscroft

www2.edeandravenscroft.com/checkout/

Egham, Surrey TW20 0EX
United Kingdom
01234567891

EDIT >

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

PLACE ORDER >

© 2022 EDE & RAVENSCROFT
93 CHANCERY LANE, LONDON WC2A 1DU