

Additional Purchase Tickets Booking Guide



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

Step 1. Open the Ede and Ravenscroft booking site



ROYAL
HOLLOWAY
UNIVERSITY
OF LONDON

Navigation: MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL CONTACT

GRADUATION

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](#)

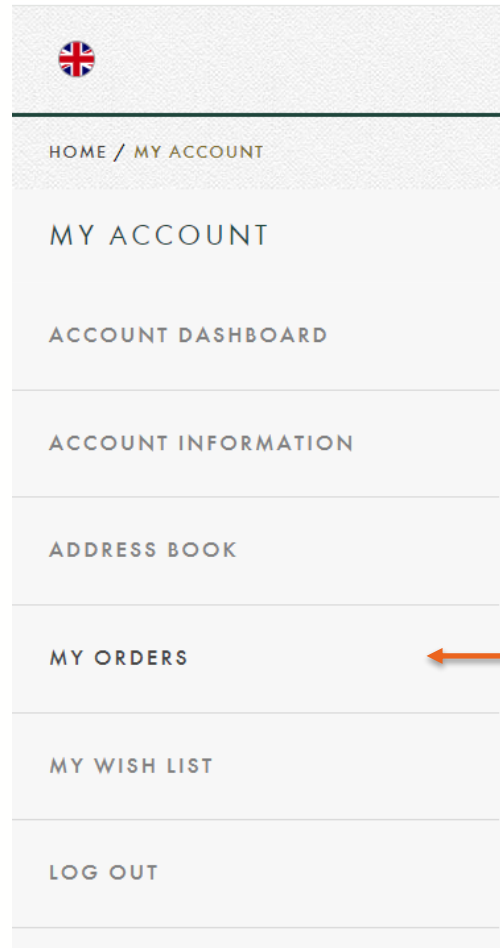
EXISTING CUSTOMER

Forgotten your password?

*Required **LOGIN** >

Note: An orange arrow points to the 'Email Address' field.*

Step 2. Head to 'My Orders' in your account dashboard



Step 3. Click 'view/edit'



HOME / MY ACCOUNT

MY ACCOUNT

ACCOUNT DASHBOARD

ACCOUNT INFORMATION

MENSWEAR WOMENSWEAR ACADEMIC *ER* CEREMONIAL LEGAL CONTACT

ORDERS

ORDER #	DATE	SHIP TO	ORDER TOTAL	STATUS	ACTION
7351843	03/06/2024	DAVID MOORE	£0.00	ORDER RECEIVED	VIEW/EDIT



Step 4. Scroll down and 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 5. Click 'Continue' to enter Edit mode



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 6. Click 'Continue Shopping'



EDITING YOUR ORDER
For changes to be saved you will need to checkout

VIEW EVENT OVERVIEW > ADD MORE ITEMS > CANCEL ORDER > EXIT EDITING MODE >

SHOPPING BAG (1 ITEMS)

ITEM	QTY	SUBTOTAL
 STUDENT TICKET Edin Tickets	1	£0.00 X

[Continue Shopping](#) ← [Update Shopping Cart](#)

PROCEED TO CHECKOUT >

ORDER SUMMARY

TOTAL	£0.00
ORDER TOTAL	£0.00
PREVIOUS ORDER TOTAL	£0.00
BALANCE TO PAY	£0.00

EVERY INFORMATION

Step 7. Click 'Your Graduation Hub'



VIEW EVENT OVERVIEW > ADD MORE ITEMS > CANCEL ORDER > EXIT EDITING MODE >

SHOPPING BAG (1 ITEMS)

STUDENT TICKETS

CONTINUE SHOPPING

Where would you like to proceed?

YOUR GRADUATION HUB > ACADEMIC HOME PAGE >

CANCEL >

ORDER SUMMARY

TOTAL	£0.00
ORDER TOTAL	£0.00
PREVIOUS ORDER TOTAL	£0.00
BALANCE TO PAY	£0.00
TAX	£0.00

Step 8. Scroll down to Ticketing and click 'Continue Shopping'



MENSWEAR WOMENSWEAR ACADEMIC *ER* CEREMONIAL LEGAL ABOUT

MORE DETAILS > SIZING & WHAT TO WEAR >

ARRANGE YOUR GRADUATION

TICKETING ✓

ACADEMIC DRESS

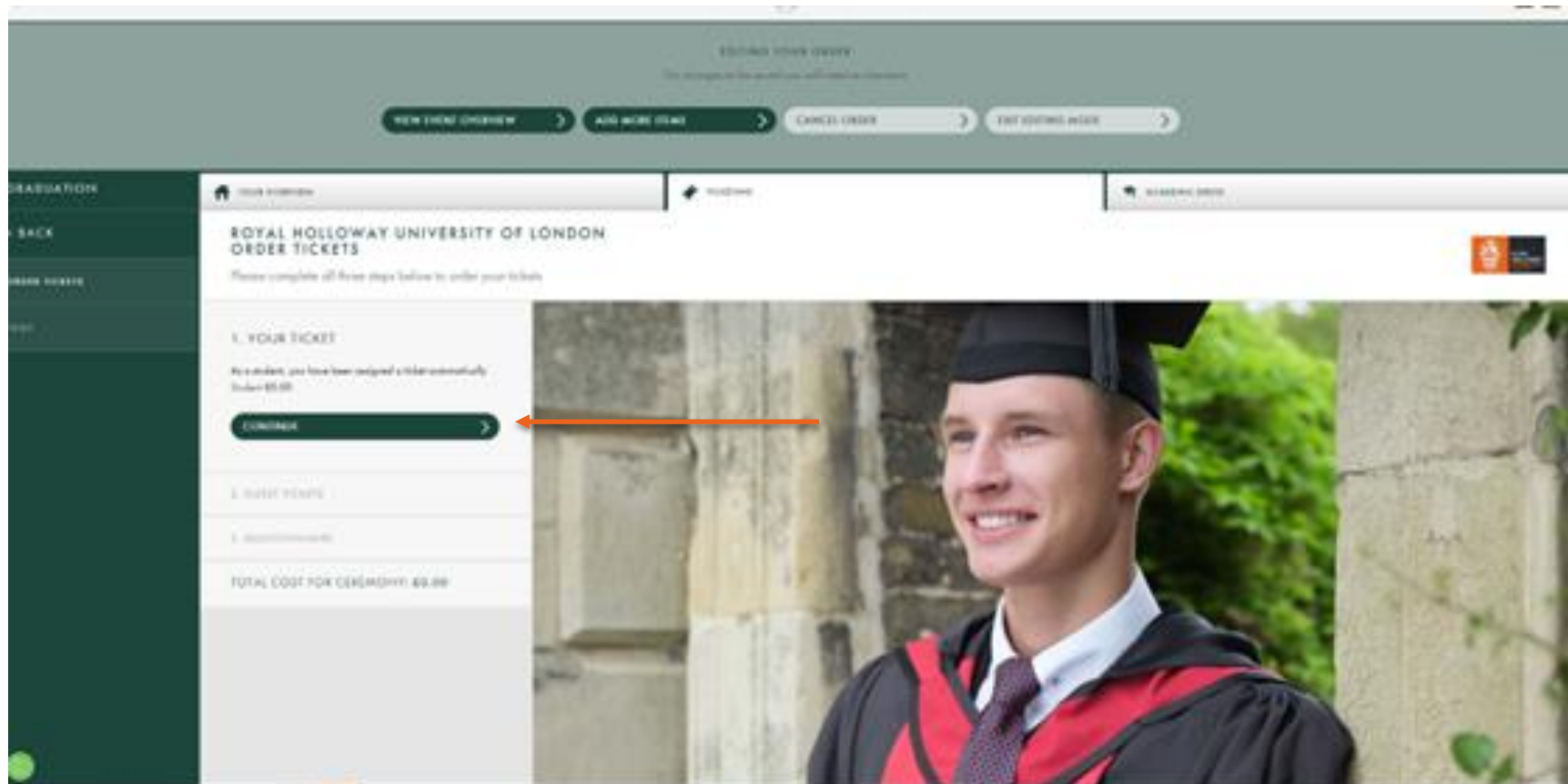
Student Ticket x 1
Continue Shopping

Gowns, hoods and hats are available to hire or buy

Please book your graduation outfit at least 21 days before your ceremony

HIRE / BUY >

Step 9. Click 'continue'



Step 10. Select your additional ticket, then click 'add to bag'.



You will be asked to complete the short questionnaire again. Please re-complete this with any new adjustments for your new guest.

The screenshot displays a web page with a questionnaire titled '3. QUESTIONNAIRE'. The form contains four questions:

1. Please tell us of any disabilities
2. Are you bringing any Children under 18?
3. Are you happy for Royal Holloway to contact you by email? (Please Select)
4. Are you happy for Royal Holloway to contact you by phone? (Please Select)

Below the questions, the total cost for the ceremony is listed as £8.88. There are two buttons: 'PROCEED TO CHECKOUT' and 'ADD TO BAG'. An orange arrow points to the 'ADD TO BAG' button. A large orange bracket on the left side of the form encompasses the four questions.

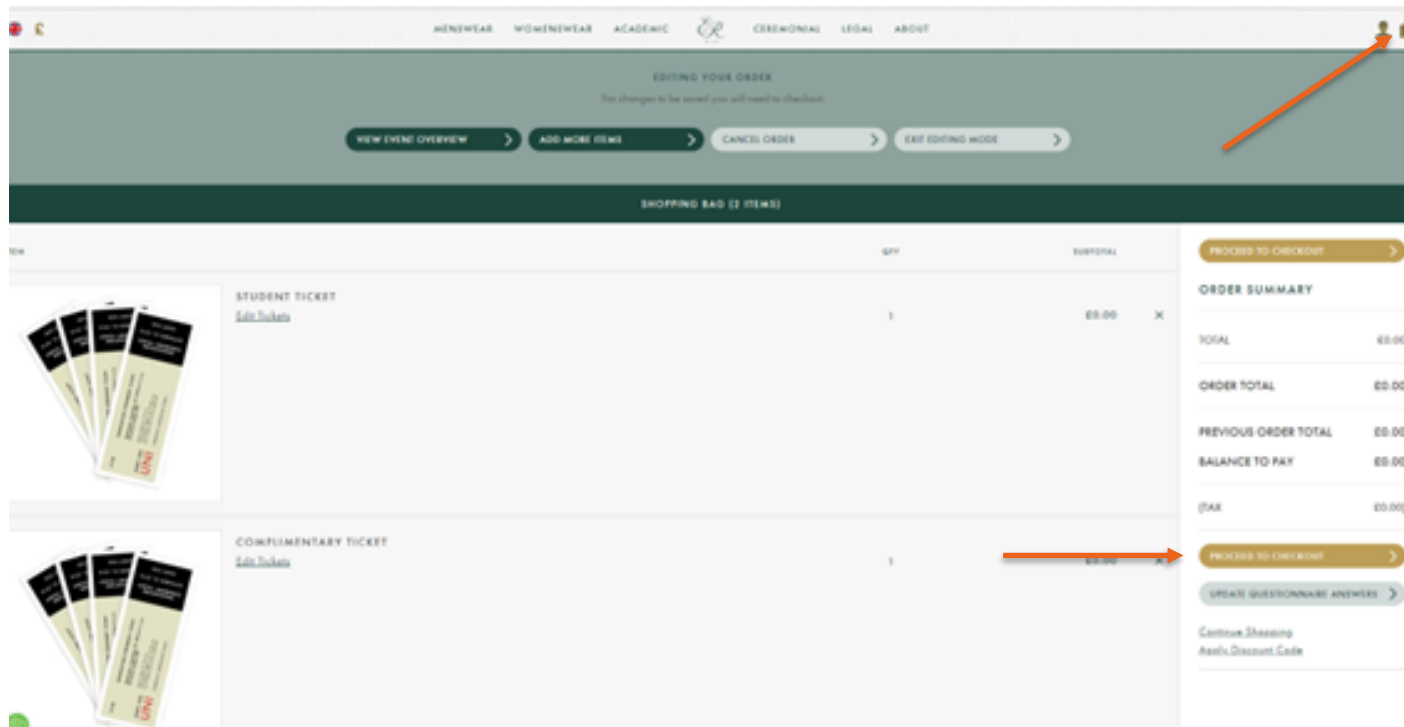
The background of the page features a photograph of a young man in a graduation cap and gown, smiling. The website's navigation menu at the top includes: WEDDINGS, WEDDINGEAR, ACADEMIC, ESSENCIAL, LEGAL, and ABOUT. The footer contains links for HELP, ABOUT US, and CORPORATE.

Step 11. Review your basket, then click 'proceed to checkout'



To access your basket, click the icon in the top right corner.

DO NOT REMOVE ANY ITEMS FROM YOUR BASKET. Your gown hire and complimentary tickets will show in your basket, but do not remove this before checking out. You will only pay the balance due for the new ticket, not the complete order again.



Step 12. Check out your order.



Once you have successfully entered your payment details and checked out your order, you will receive the confirmation screen below and a confirmation email. It may take between 15-30 minutes for your account to update.

