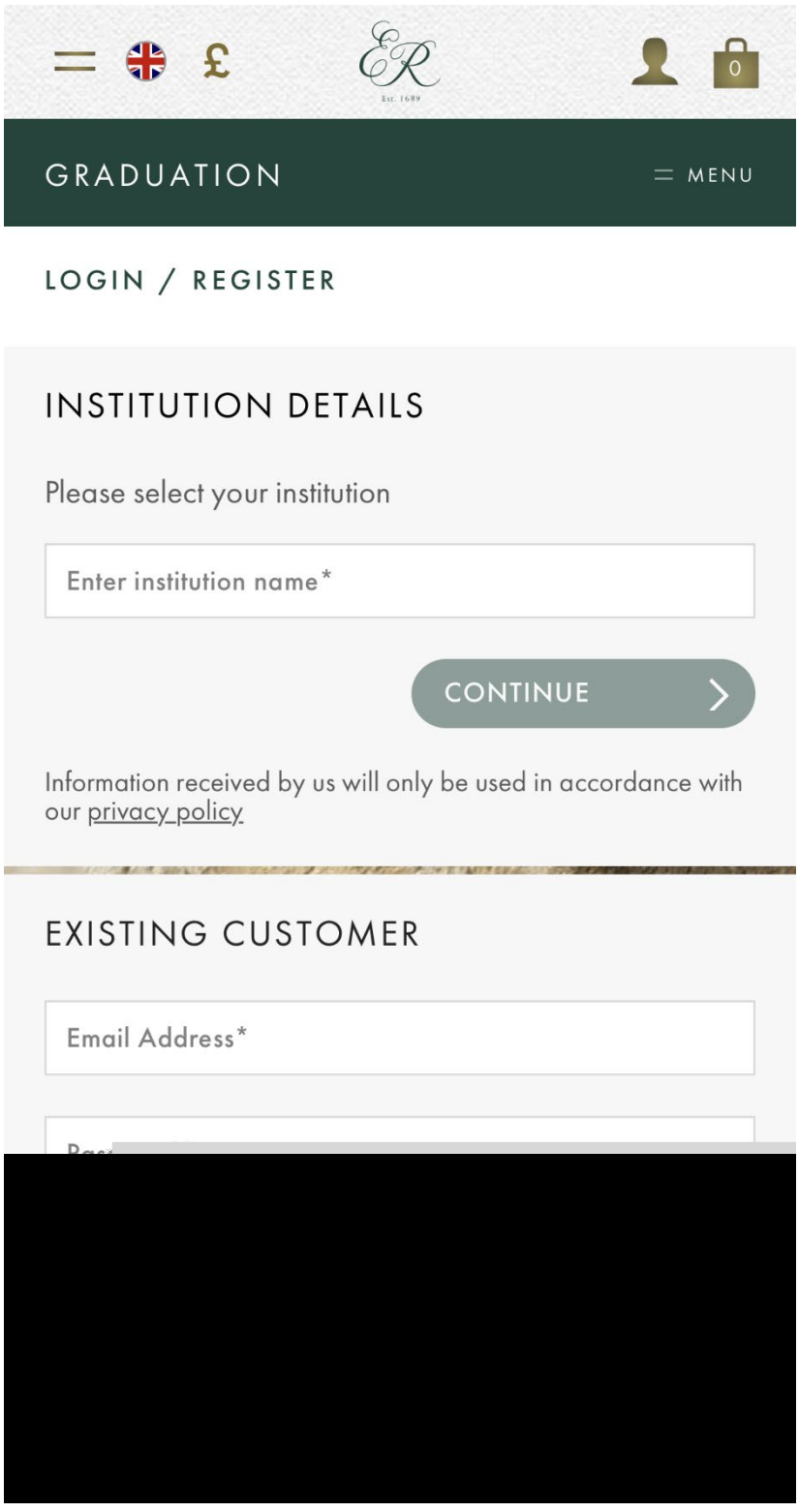
Graduation ticket and gown hire booking site step-by-step guide for mobile

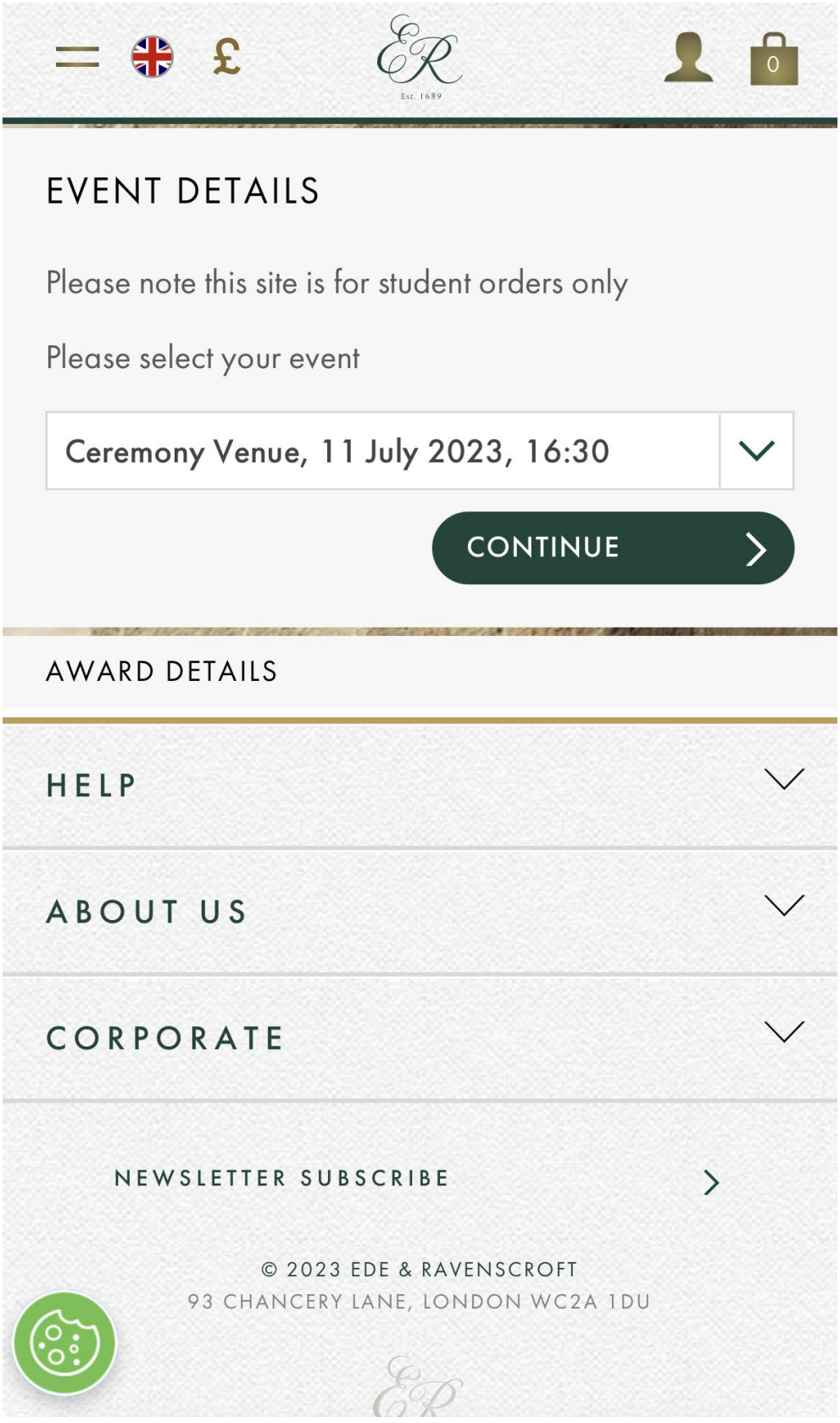
Please note that prices shown are for tutorial purposes only, and your prices may differ.

Step 1) Open the Ede and Ravenscroft booking site. Using the link - https://www2.edeandravenscroft.com/graduation/

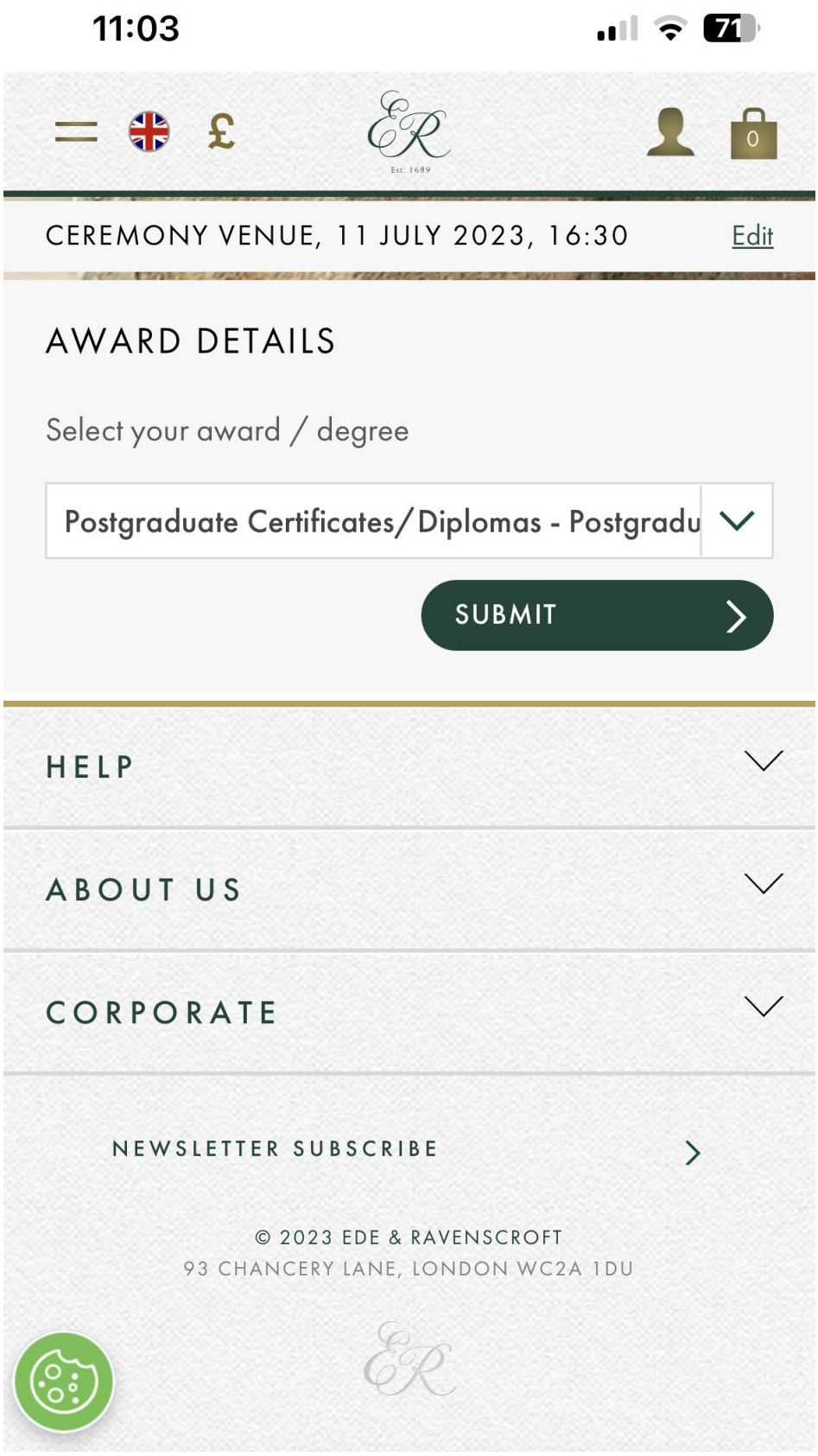
Please note that photography is not provided by Ede and Ravenscroft, this is a standard notification banner shown to anyone accessing the site



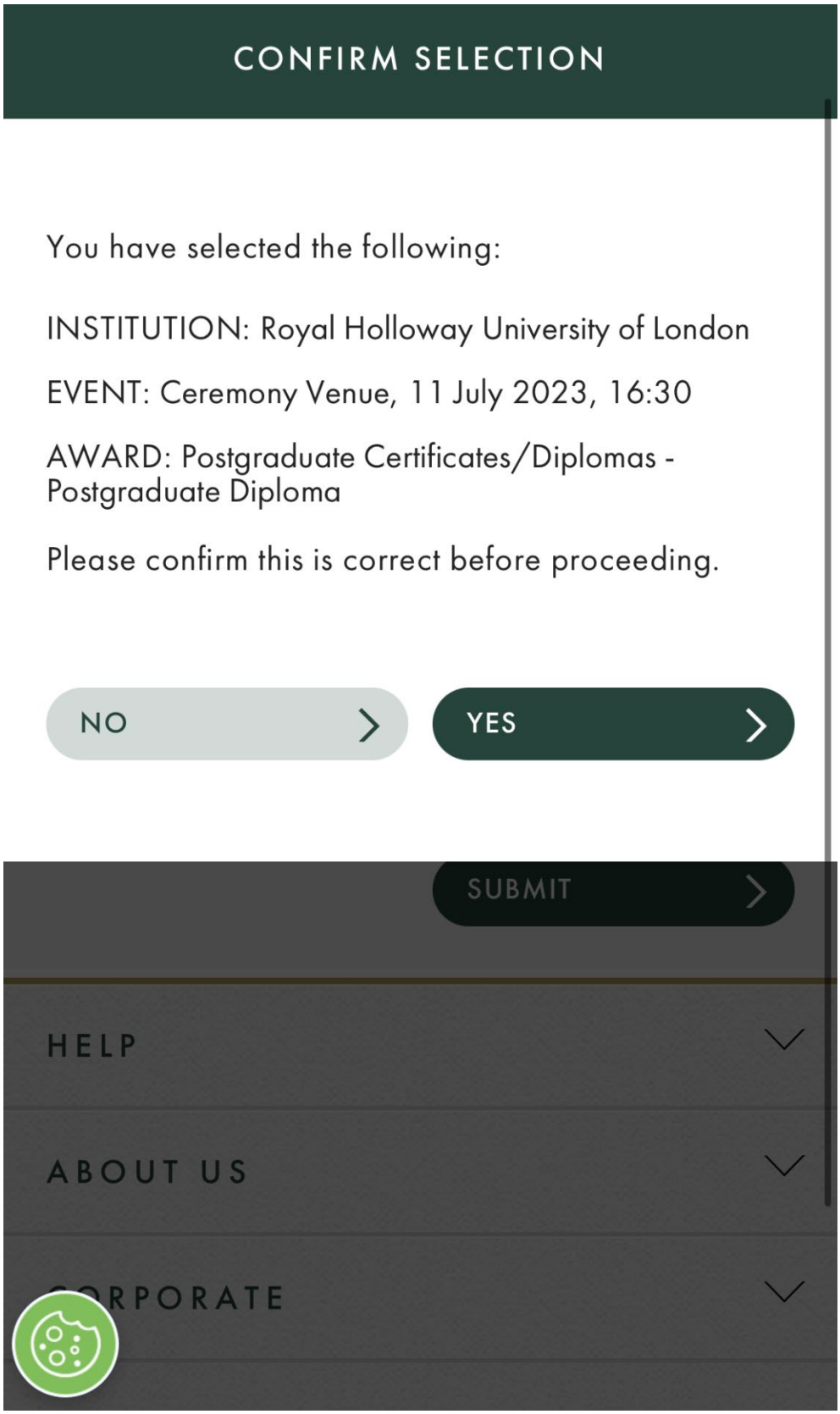
Step 4) The website will show your Event Details. Please confirm the date and time for your ceremony are correct, then select 'Continue'



Step 5) The website will show your award type. Confirm that this is correct and click 'Submit'



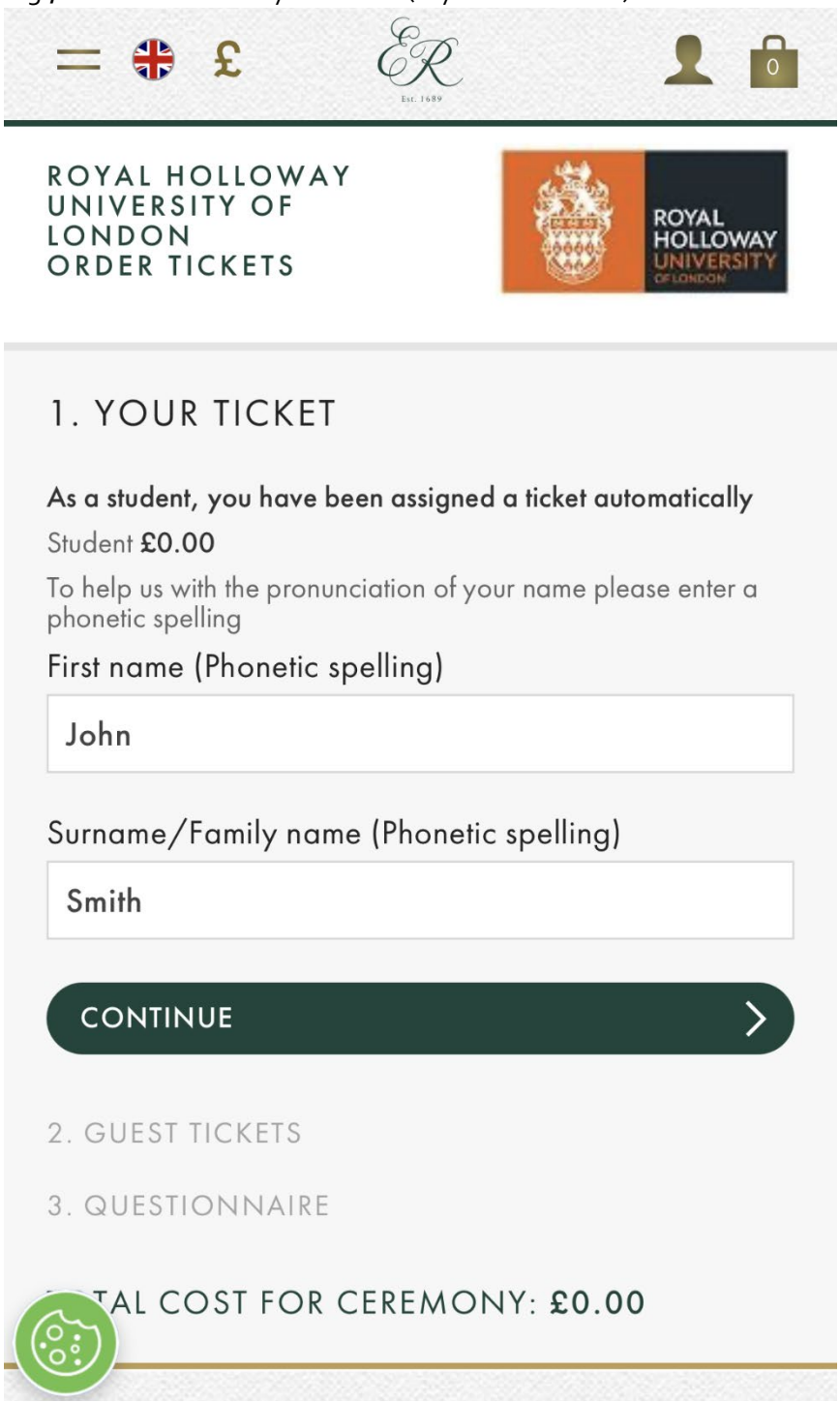
Step 6) The website will show the institution, event, and award details again. Confirm these are all correct and click 'YES'



Step 7) You will be taken to your graduation ceremony landing page. From here, please use the tabs at the top to go to 'Ticketing.' You can also scroll down from this landing page to find 'Ticketing' and 'Academic Dress'

Step 8) Once you have opened 'Ticketing,' please type the phonetic spelling of your first name and last name in separate tabs, then click continue. NOTE: Please ensure to use phonetic spelling - write your names out according to how the letters and syllables are spoken, to help us with the pronunciation of your name.
E.g., Joaquin Phoenix – Wah-KEEN FEE-niks

If your name rhymes with a common word, you can enter the phonetic spelling and add '(rhymes with WORD)'
E.g., Rachel Weisz – Ray-chul Vice (rhymes with mice)



Step 9) Select either one (1) or two (2) complimentary guest tickets.

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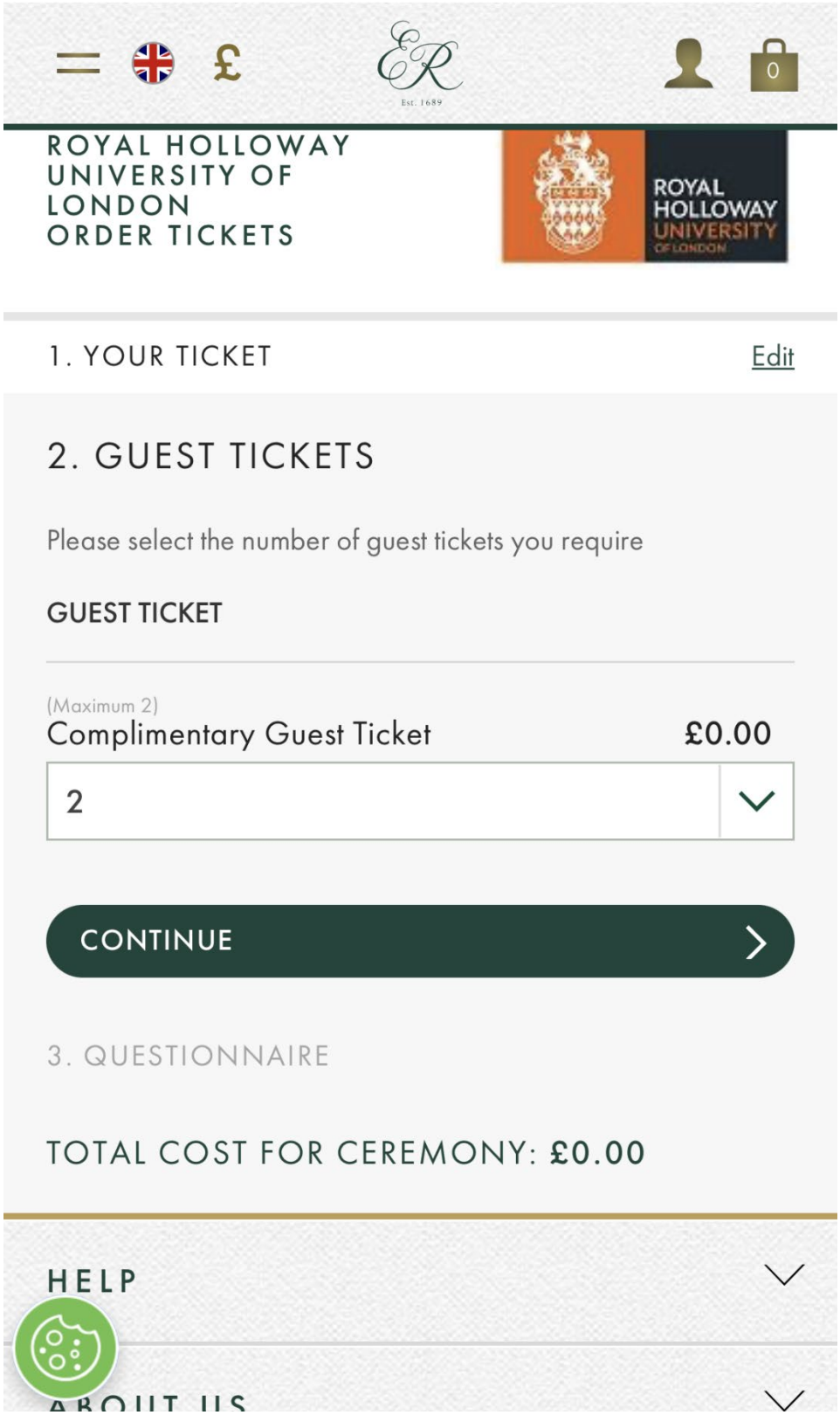

Step 10) Please fill out the questionnaire to inform us if you are bringing any children and if you are happy for us to contact you via email and phone. Click 'Proceed to gown hire' to move onto the next stage*. **NOTE**: your tickets will be saved in your basket at this stage and reserved for 20 minutes. Alternatively, you can click 'Add to bag' and progress to gown hire by clicking on the 'Academic dress' tab once the webpage has reloaded or you can proceed straight to checkout by skipping to Step 15.

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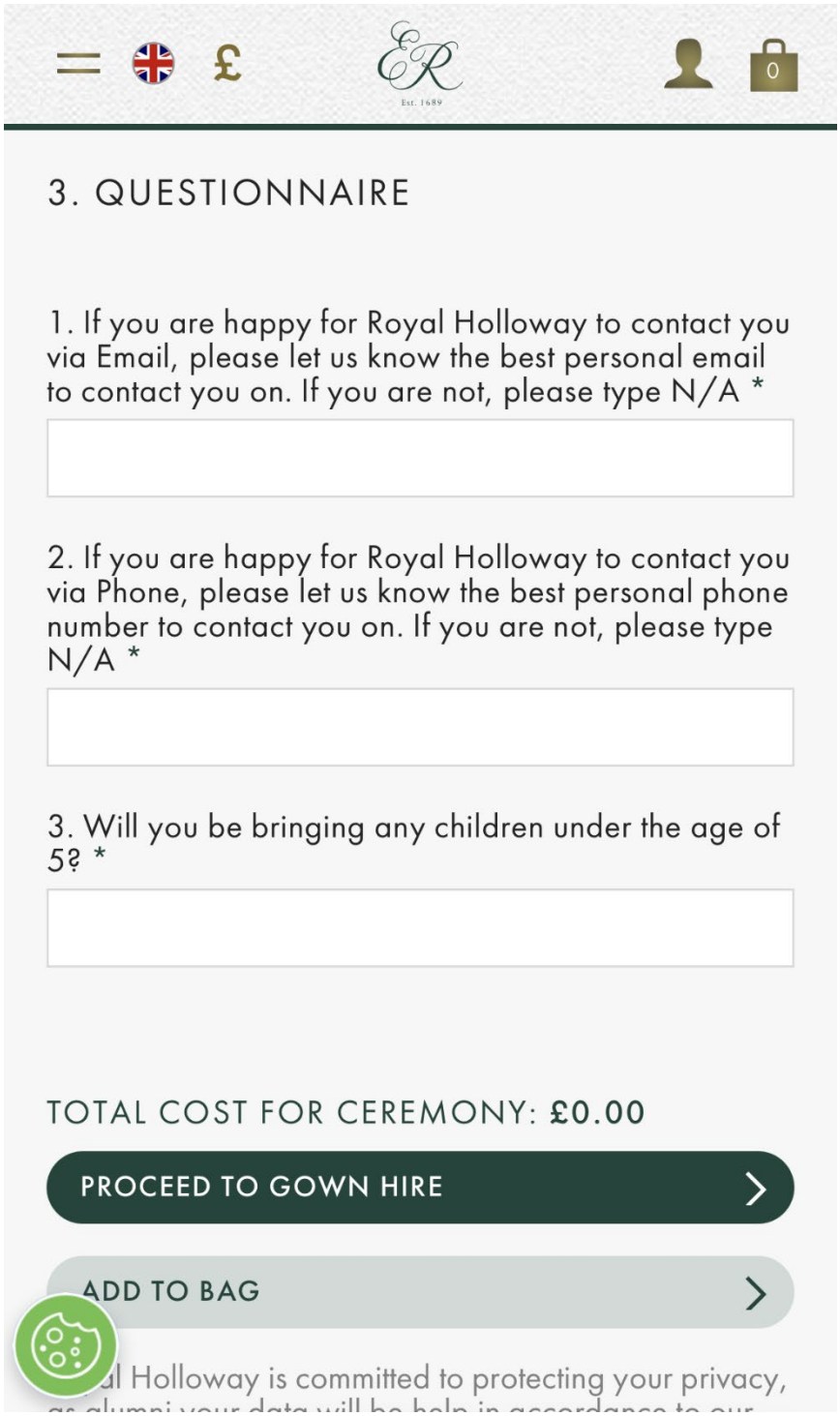

Step 11) Once you arrive at the Academic Dress page, please select your height and chest size. If you require information on how to measure these, please click 'Size Details.' Once these are selected, click 'Proceed with gown hire'*

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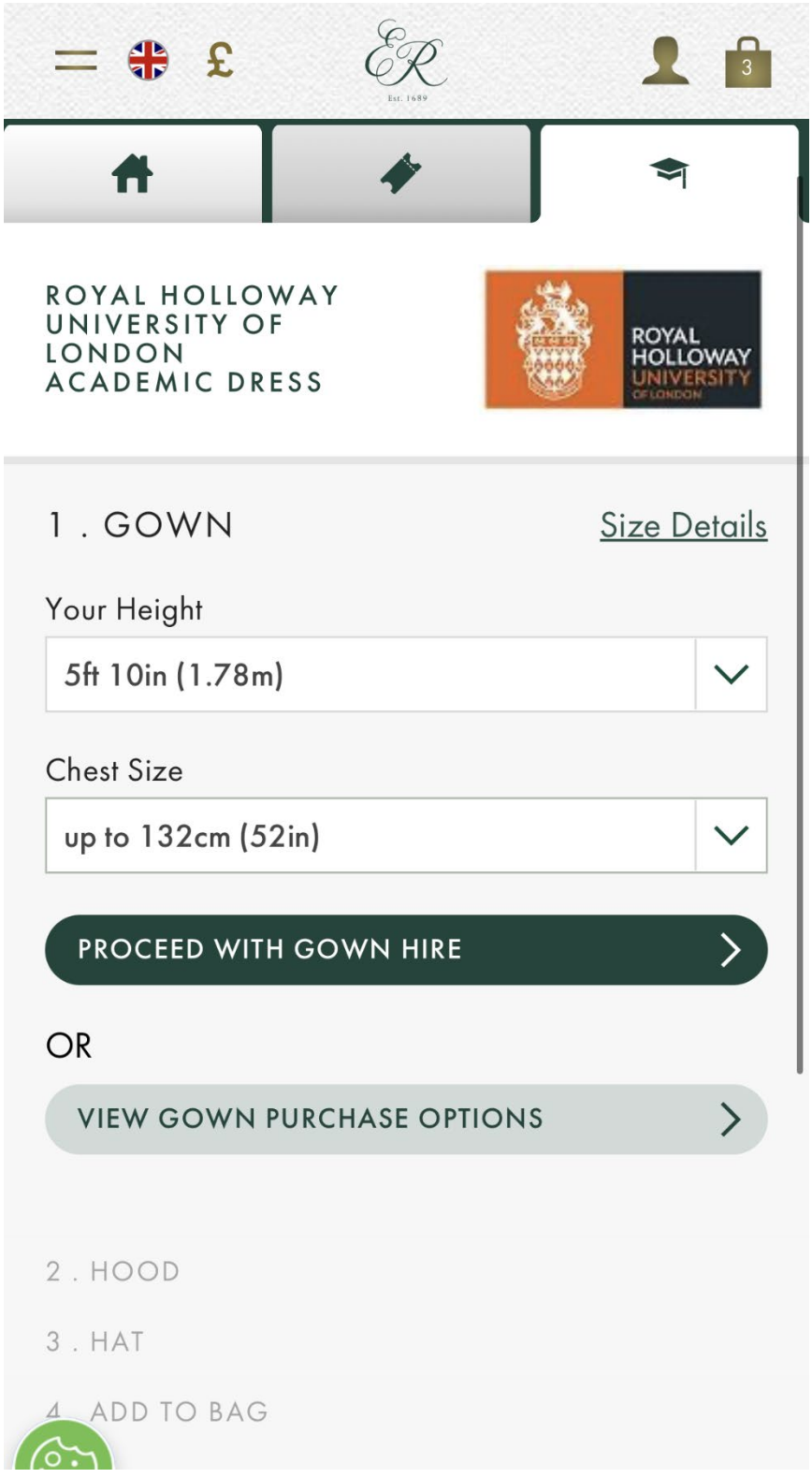

Step 12) On the hood section, please click 'Proceed with hood hire'*

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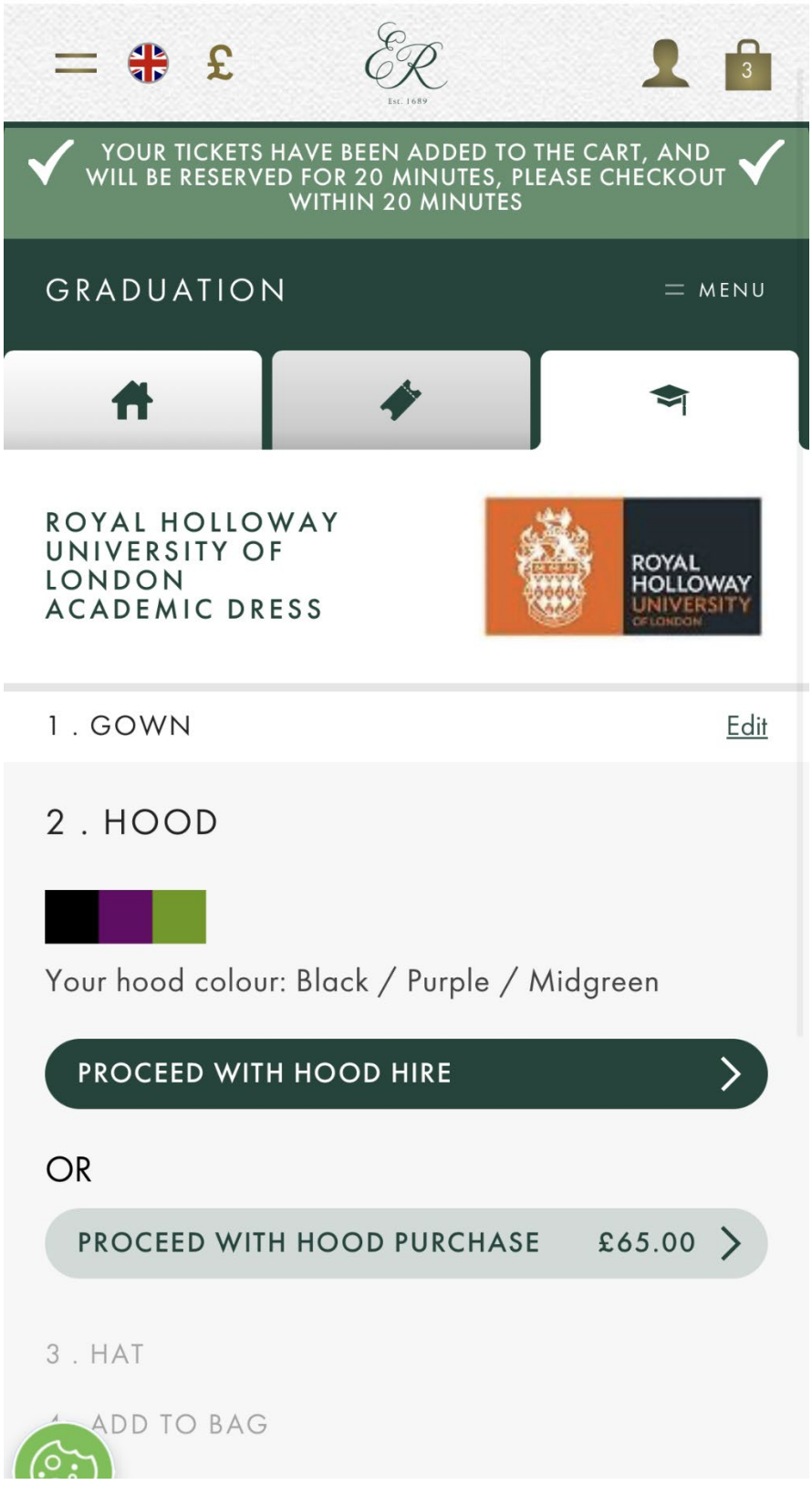

Step 13) Please select your head/hat size. This is the circumference of you head. If you require information on how to measure this, please click 'Size Details.' Once you have selected a size, click 'Proceed with hat hire'*

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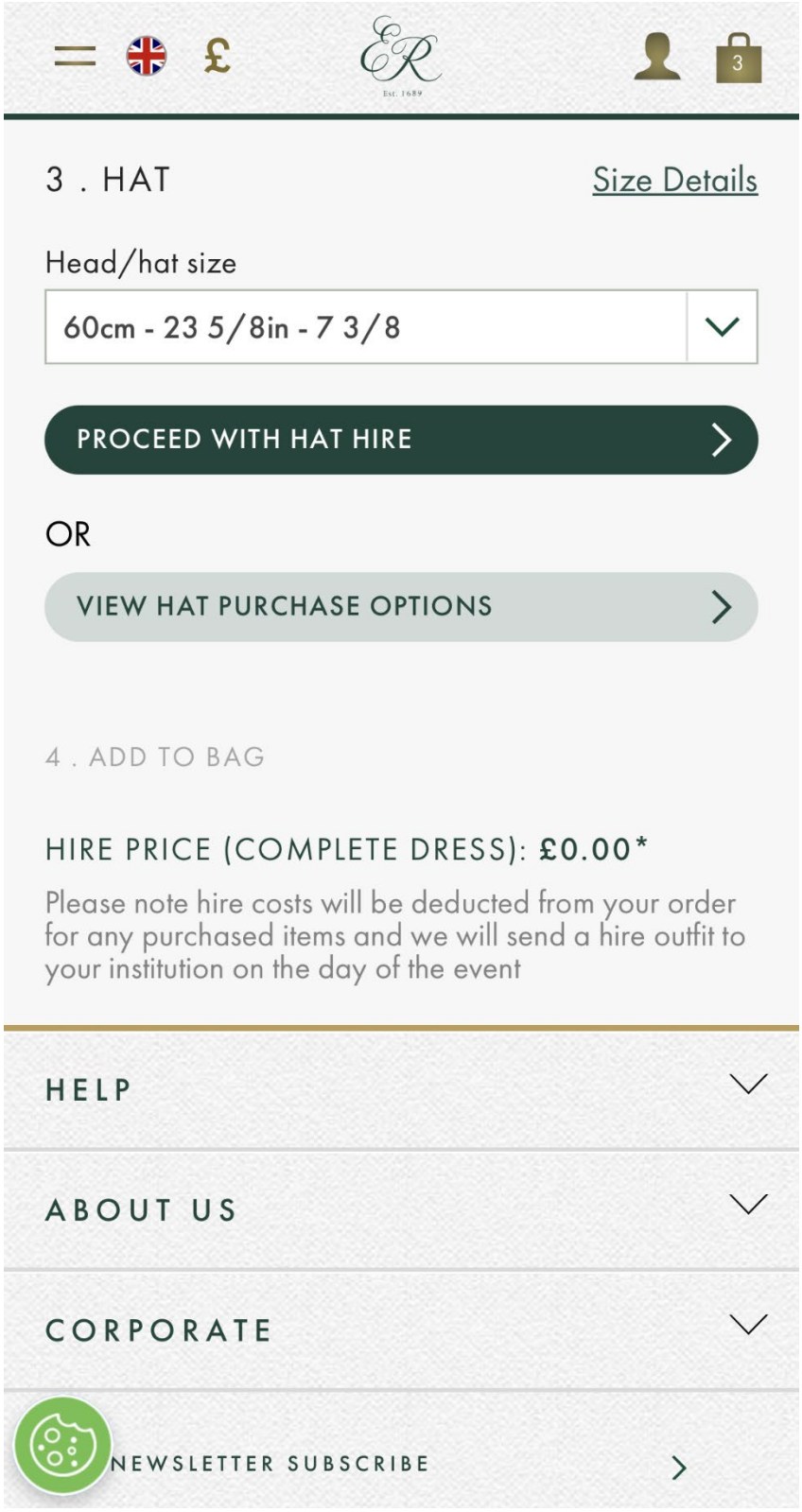

Step 14) If you have any special requests regarding your gown and hat hire, please enter them in the special requests box. If you do not have any special requests, please leave this box empty. Then, click 'add to bag'*

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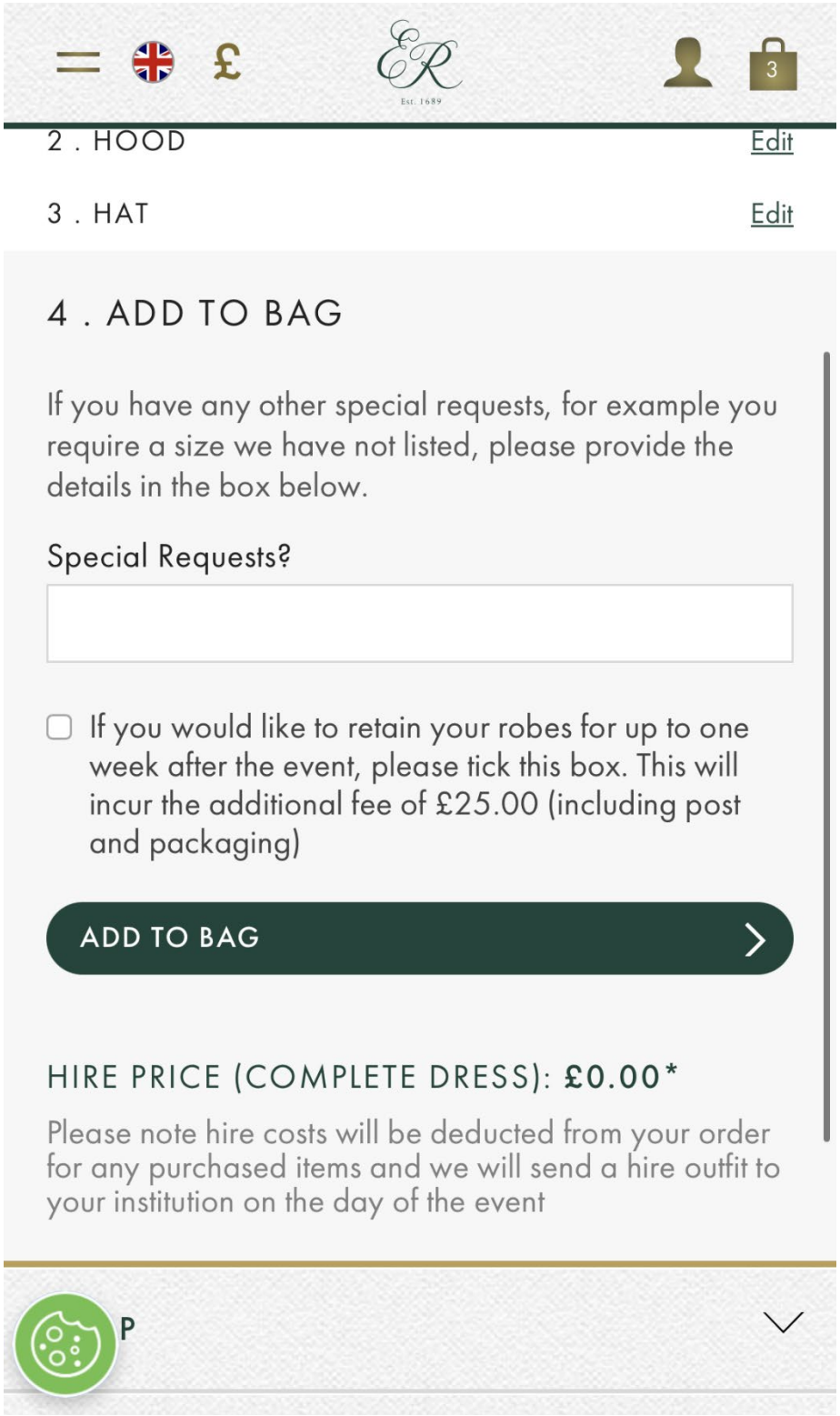

Step 15) Once you have added your products to the bag, you will return to the landing page and a banner will inform you that the products have been added. Click on the shopping bag in the top right-hand corner to open your bag, and then click 'Proceed to checkout'*

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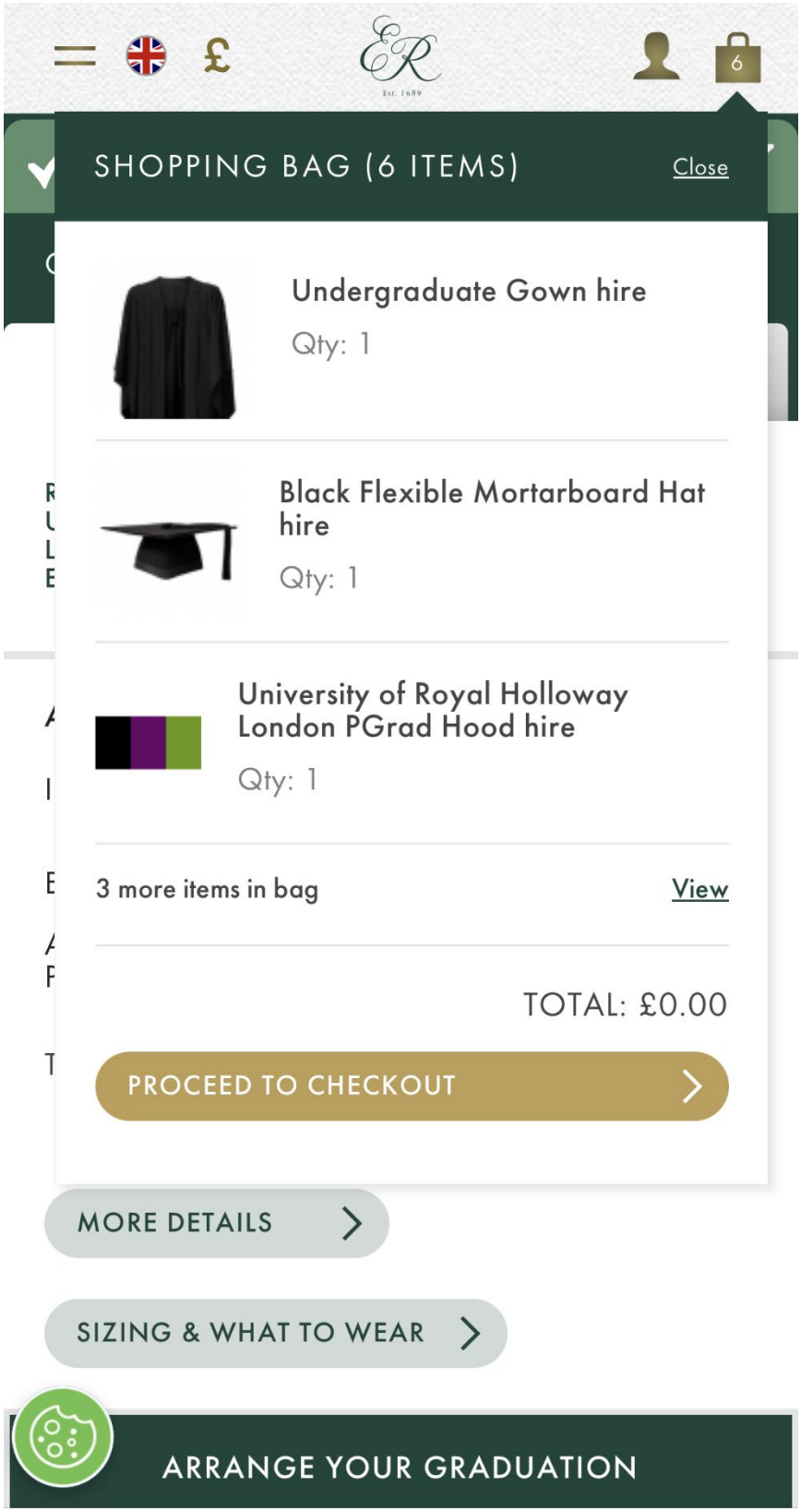
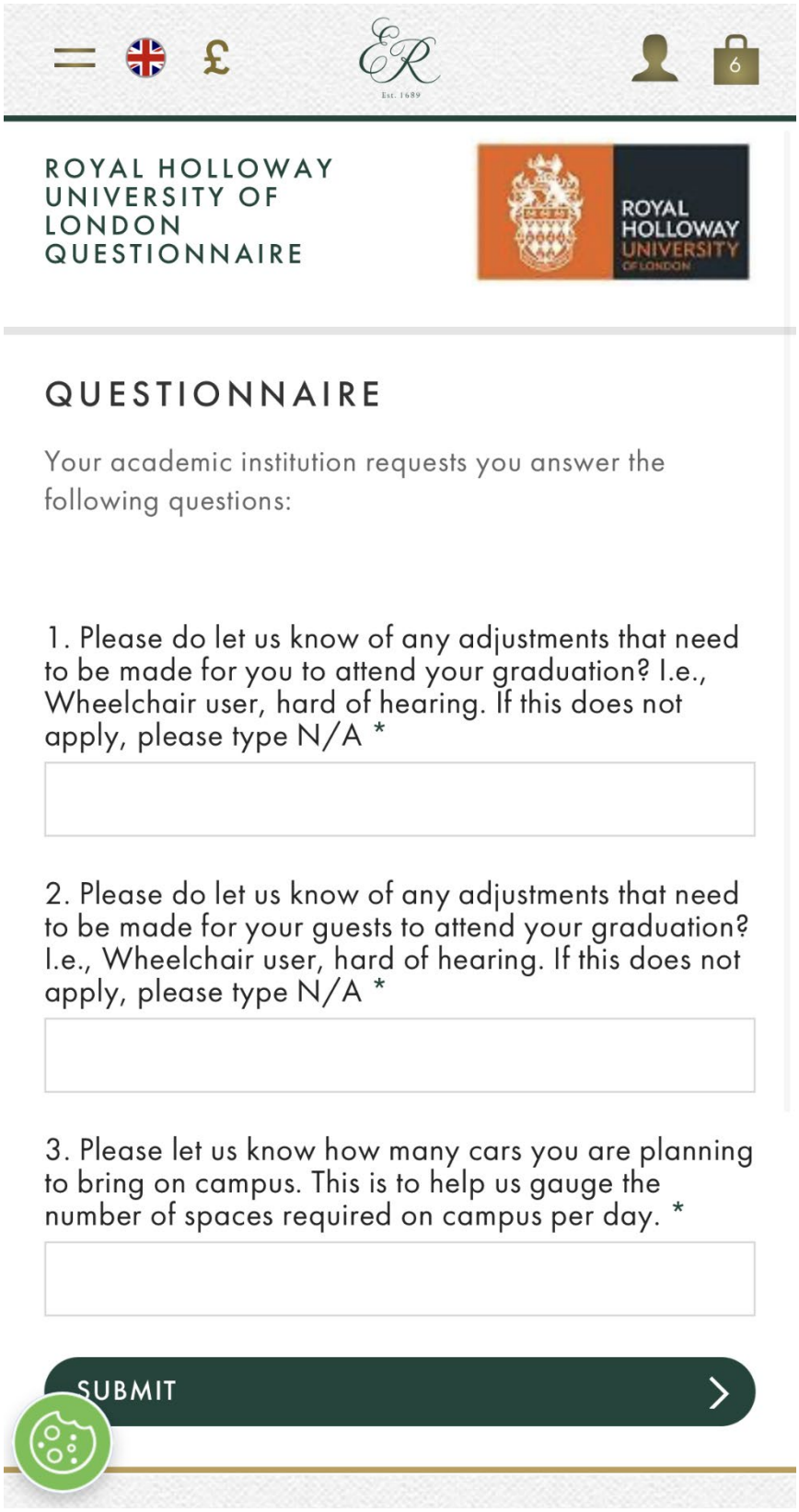
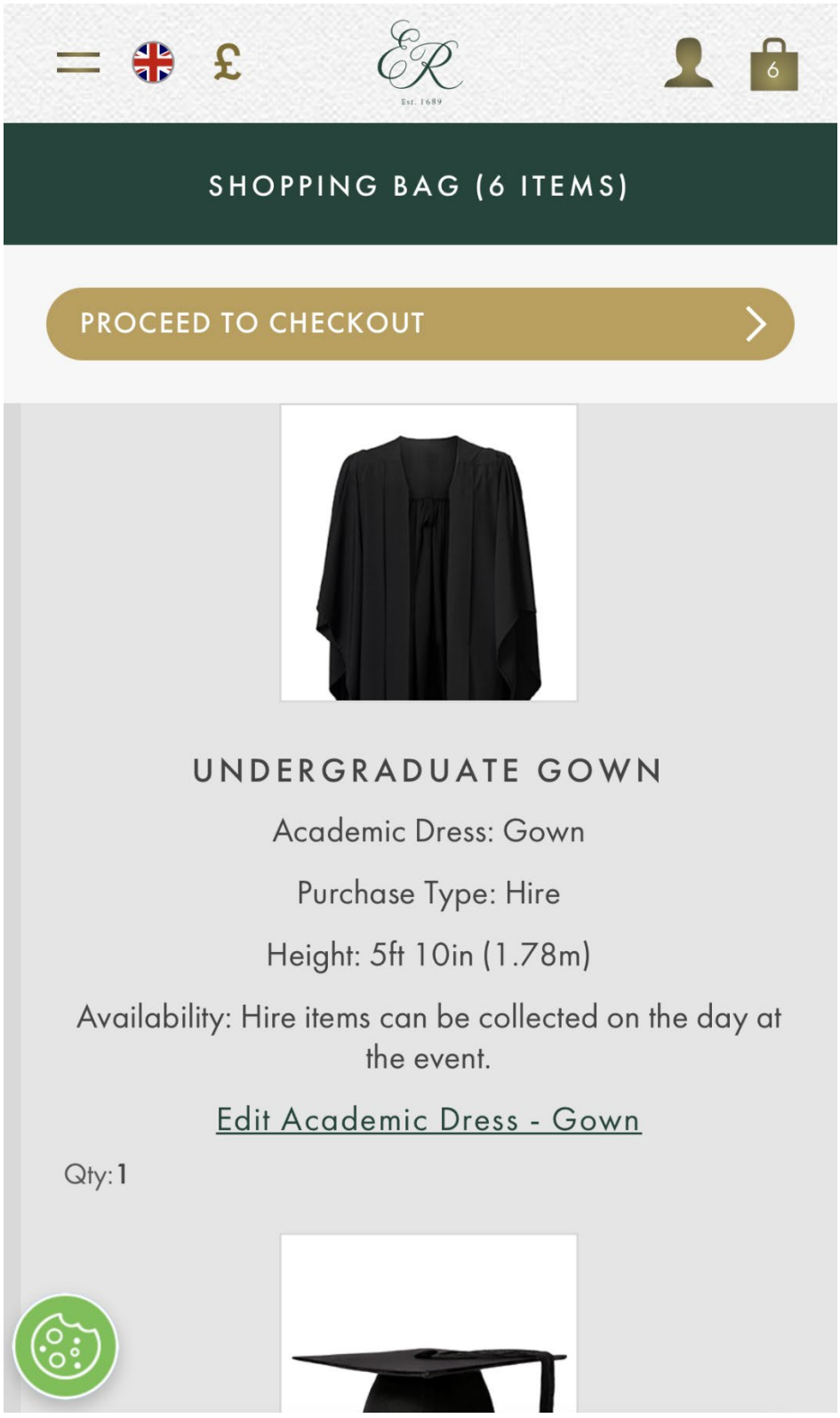


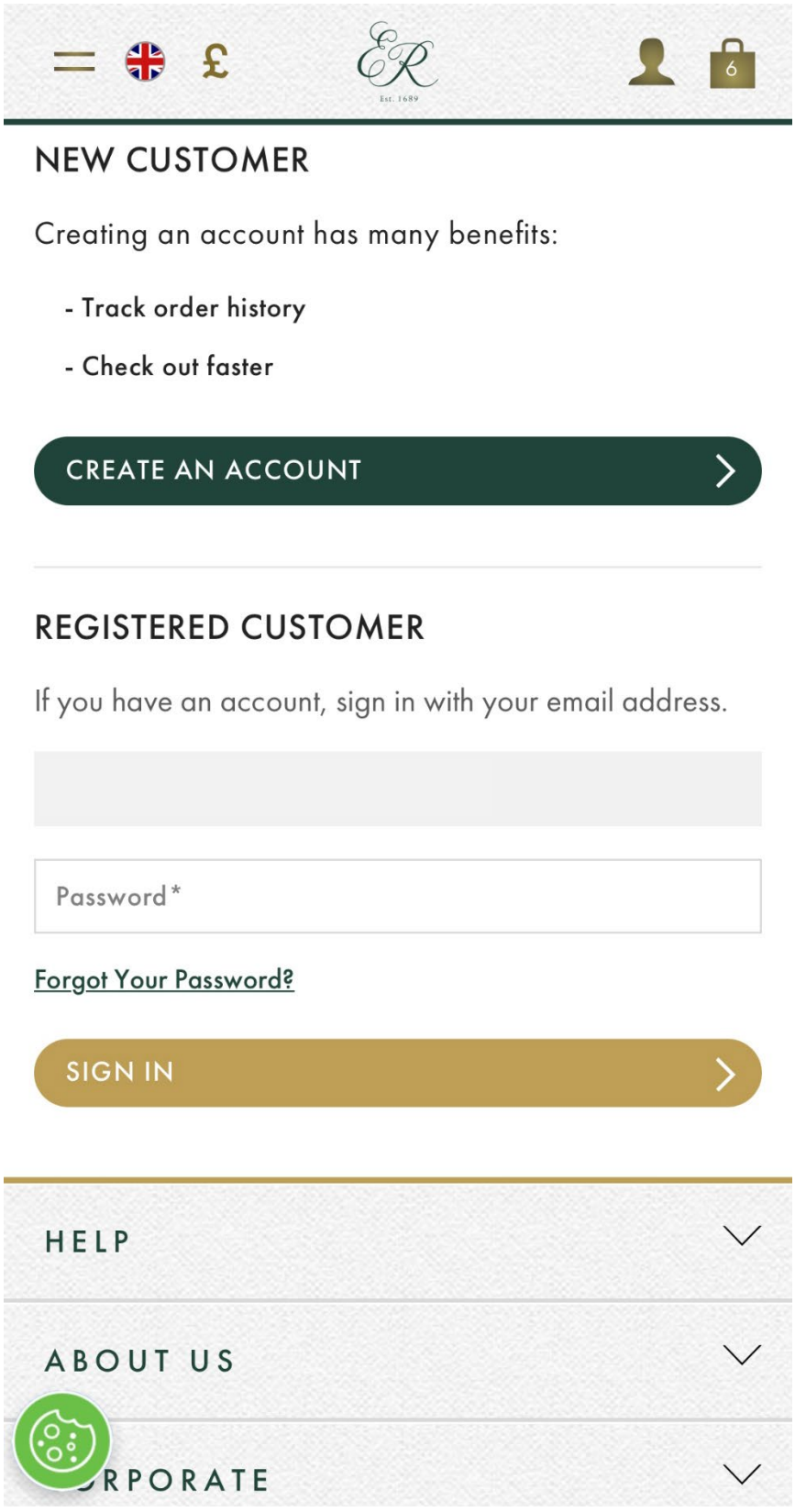
Step 16) You will be prompted to answer a questionnaire relating to any adjustments that may be needed for you or your guests to attend your graduation. Additionally, you will be asked how many cars you are planning to bring on campus. Please complete this form and then click 'Submit'



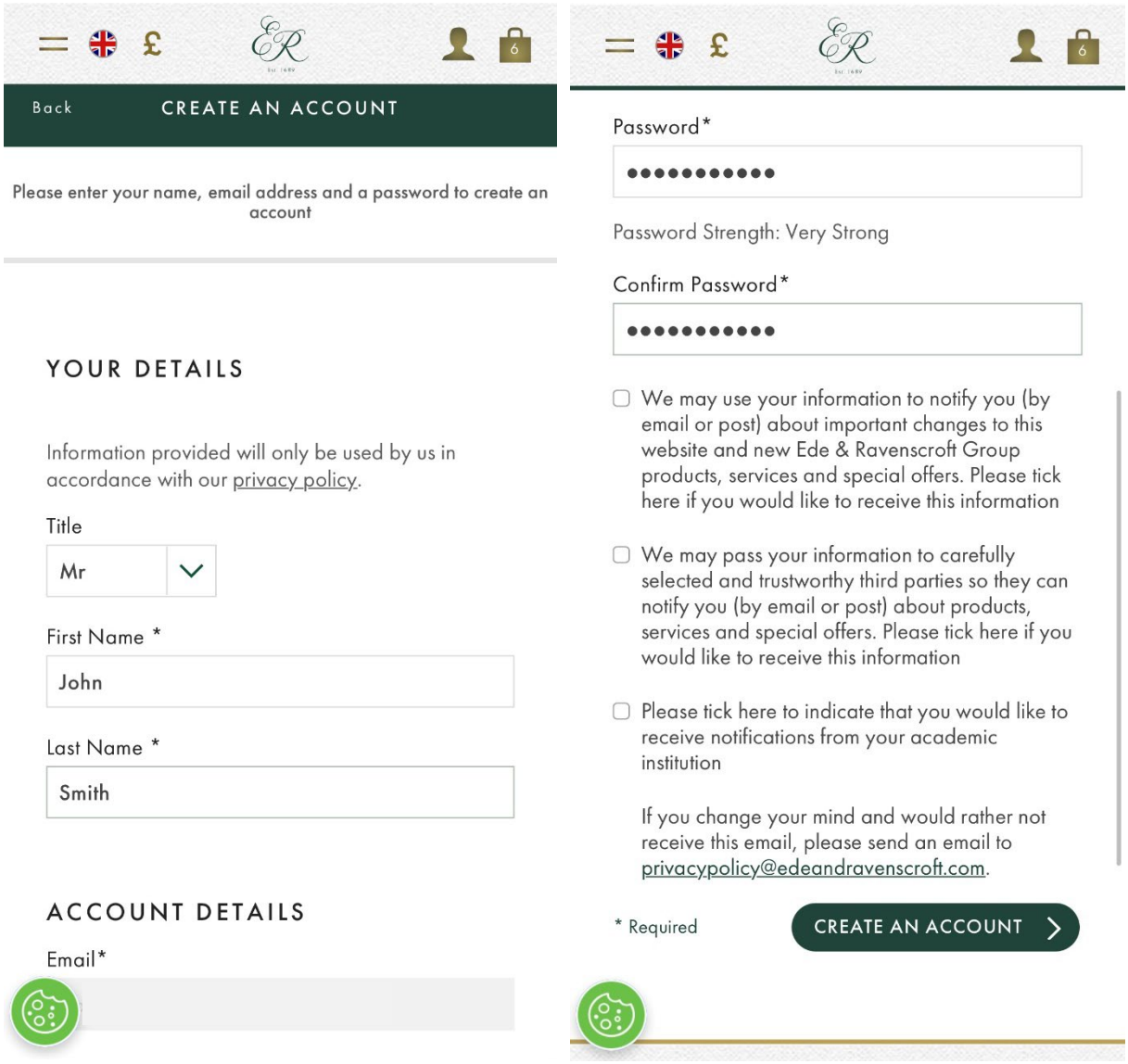
Step 17) Review your order, ensuring that all items are in your bag and that your hire options are the correct measurements. If your measurements are incorrect, please click 'Edit Academic Dress.' If everything is correct, please click 'proceed to checkout'



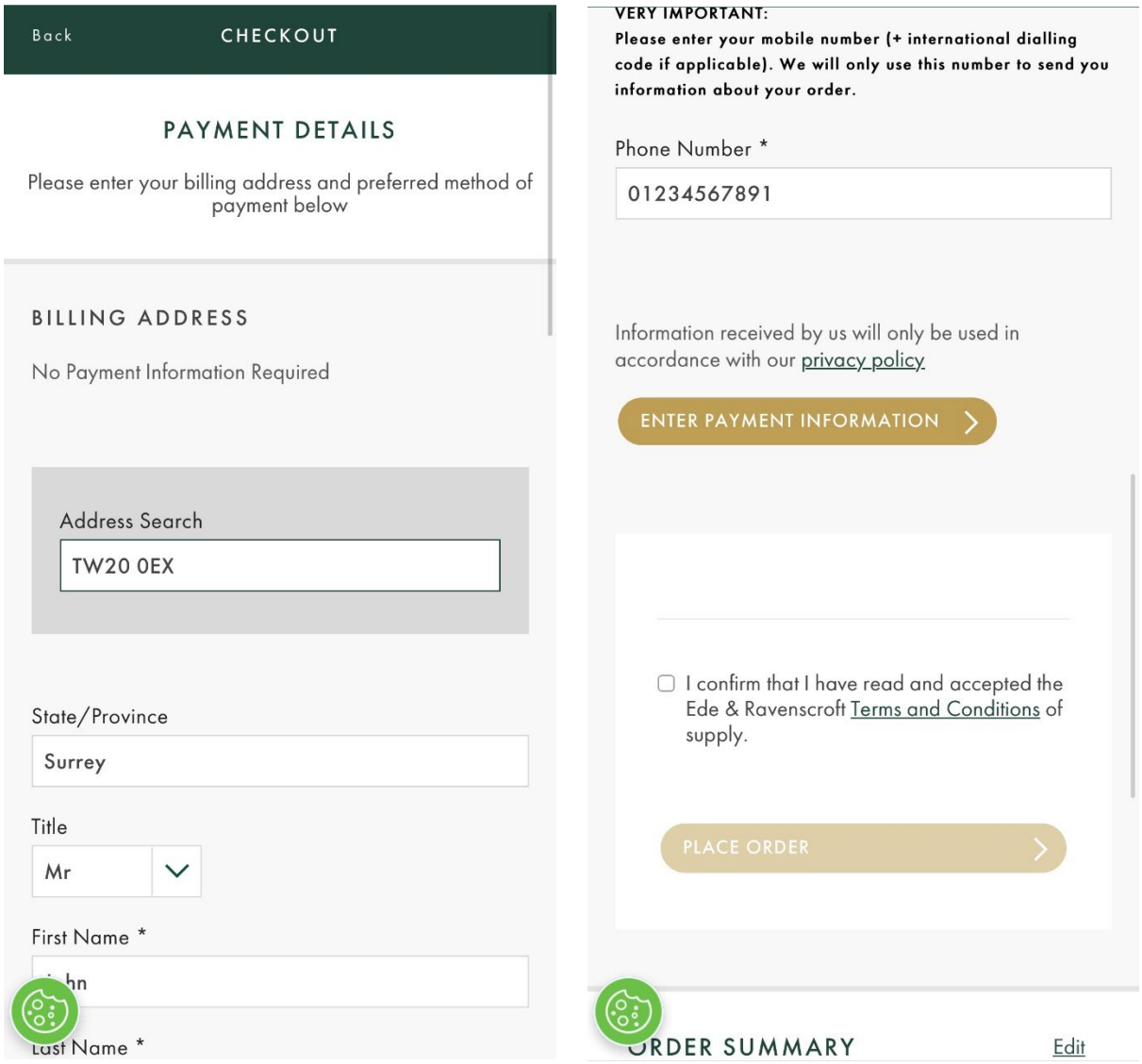
Step 18) You will be prompted to create an account before you can enter your payment details. Please click 'Create an account' to progress

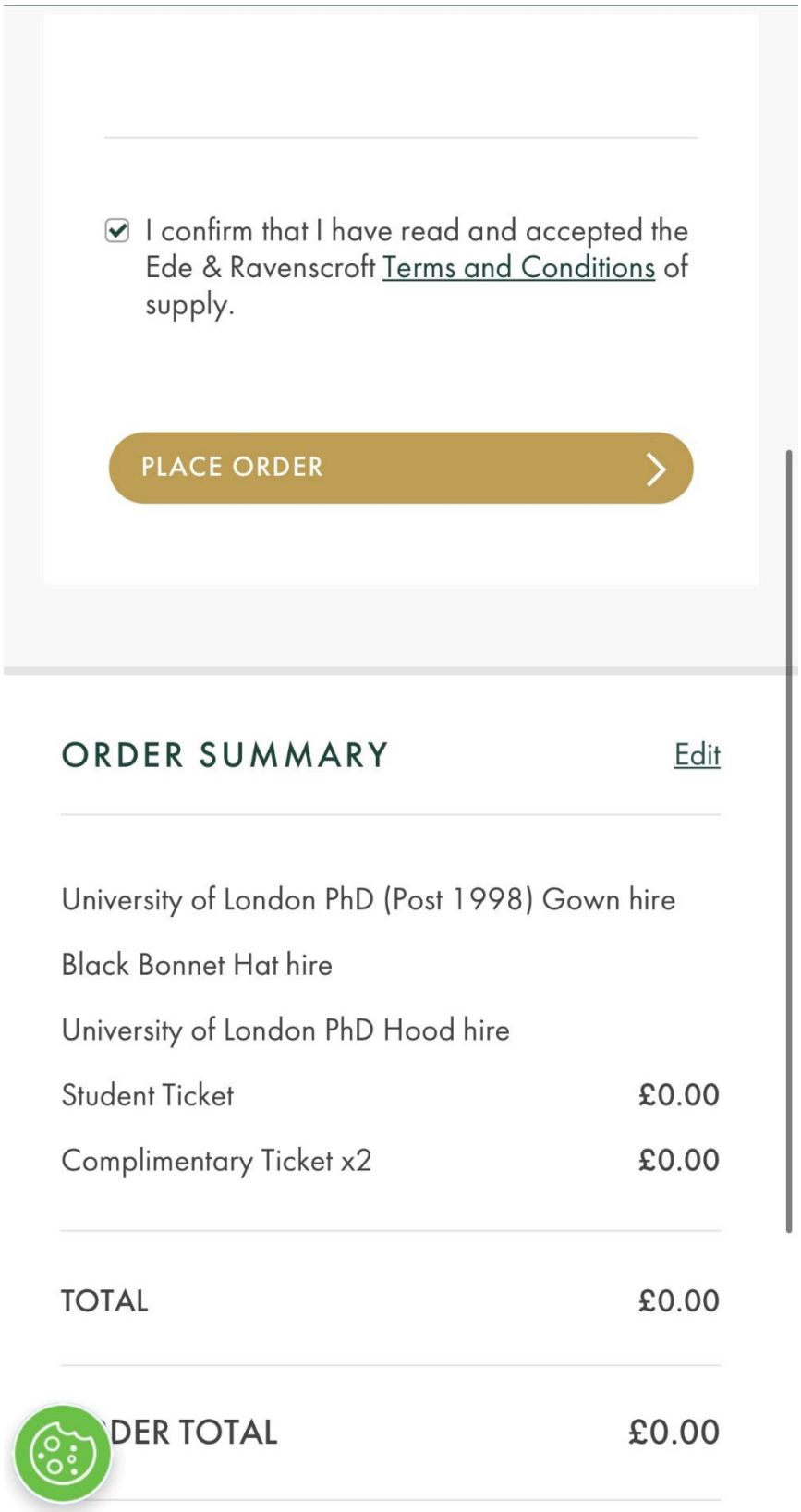


Step 19) Please enter you details, create a password, and then click 'Create an account'



Step 20) Please enter your payment details and payment information



Step 21) Please check the box to confirm that you have read and accepted the terms and conditions and click 'Place order'*

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