

Graduation Ticket and Gown  
hire booking site  
Step-by-step guide for  
Purchasing additional tickets


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



**Step 1** – Click on your confirmation email, scroll down to the bottom, and click amend or cancel order. Alternatively sign in via Ede and Ravenscroft website.

20 Milton road  
egham  
United Kingdom  
TW20 9PF

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 **Student Ticket** **£0.00**  
Qty: 1  
Availability: In stock

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Subtotal: £0.00  
Delivery: £0.00  
VAT: £0.00  
**Total Amount: £0.00**


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**Useful Links:**  
[Delivery and Returns](#) | [Terms and Conditions](#) | [Store Locations](#) | [Amend or Cancel your Order](#) | [Help/Contact Us](#)

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**Step 2a-** If you click amend your booking via the email you will automatically be taken to your account. If you are logging in via the website, please click MY ACCOUNT.

**Step 2b-** Click on EDIT ORDER (on the right-hand side in the light green box).

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HOME / MY ACCOUNT

**MY ACCOUNT**

ACCOUNT DASHBOARD

ACCOUNT INFORMATION

ADDRESS BOOK

MY ORDERS

NEWSLETTER SUBSCRIPTIONS

MY WISH LIST

LOG OUT

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**PHOTO PROOFING**

Please note that if you have orders with photo products that you can choose the images for, click on the following link <https://www.gownhire.co.uk/photoweb> to access your images. You will need to log in again using your existing gownhire account.

**RECENT ORDERS** View All

ORDER #	DATE	SHIP TO	ORDER TOTAL	STATUS	PHOTO PROOFING	ACTION
5099019	22/06/2022	SARAH TRIDGELL	£0.00	ORDER RECEIVED	N/A	<a href="#">VIEW/EDIT</a>
4385947	08/03/2022	SARAH TRIDGELL	£0.00	COMPLETE	N/A	<a href="#">VIEW/EDIT</a>

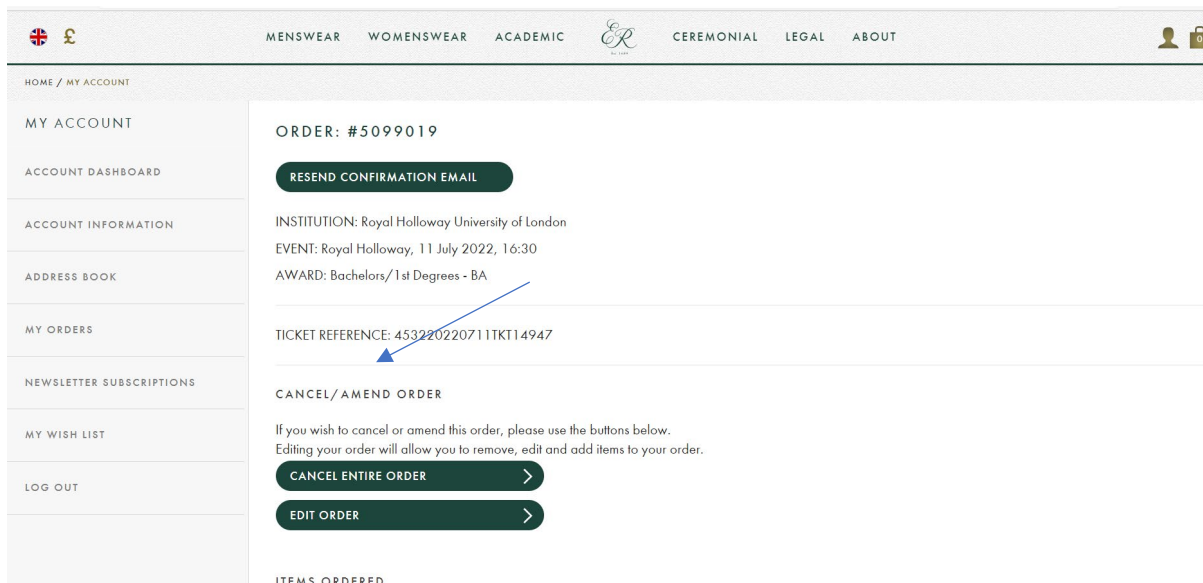
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**ACCOUNT INFORMATION**

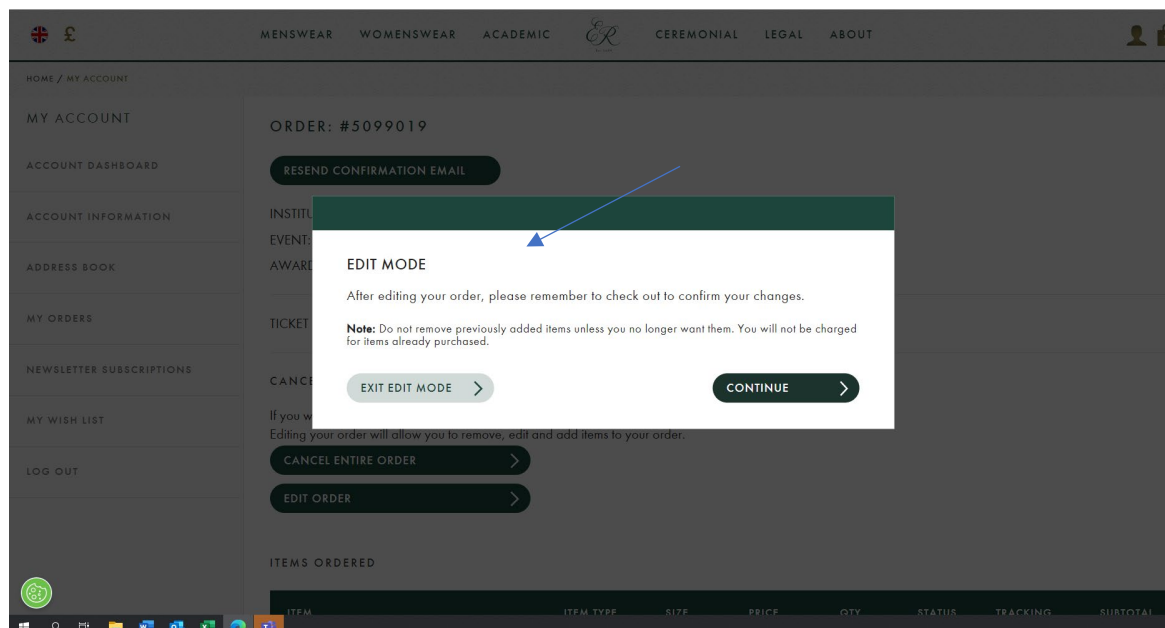
CONTACT INFORMATION

NEWSLETTERS

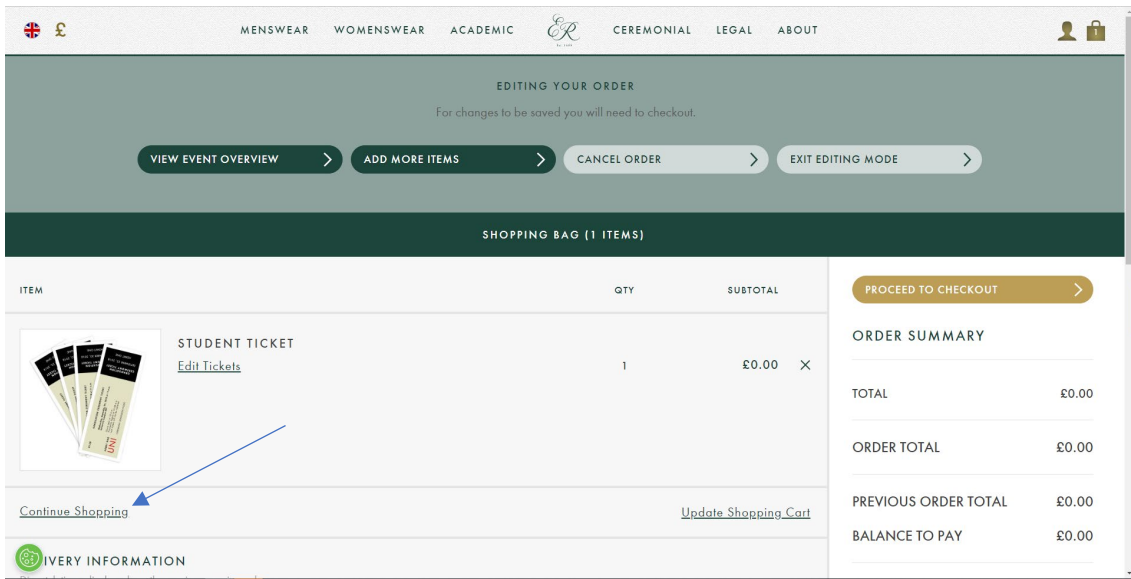
### Step 3 click Edit order



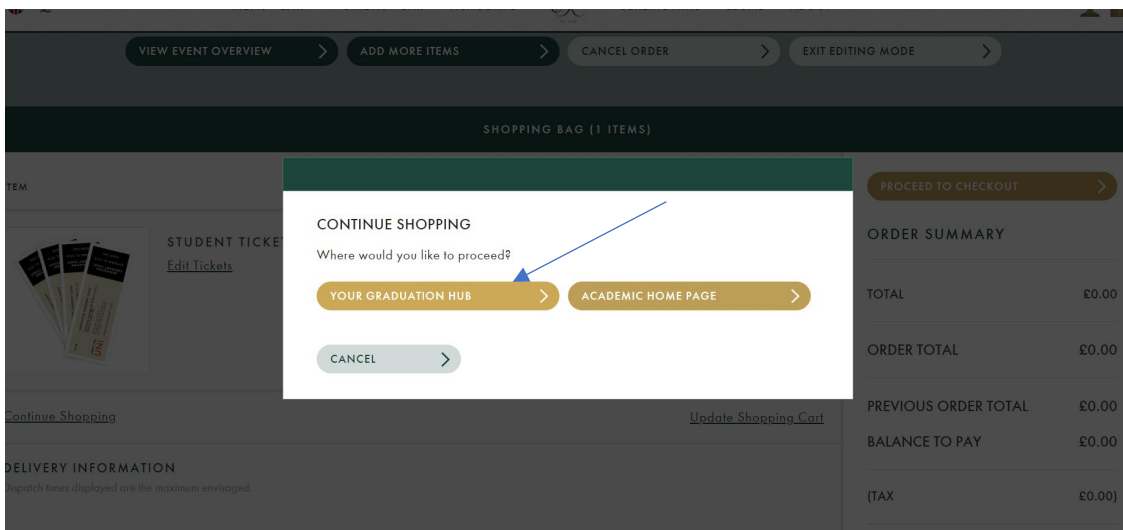
### Step 4 – Press CONTINUE



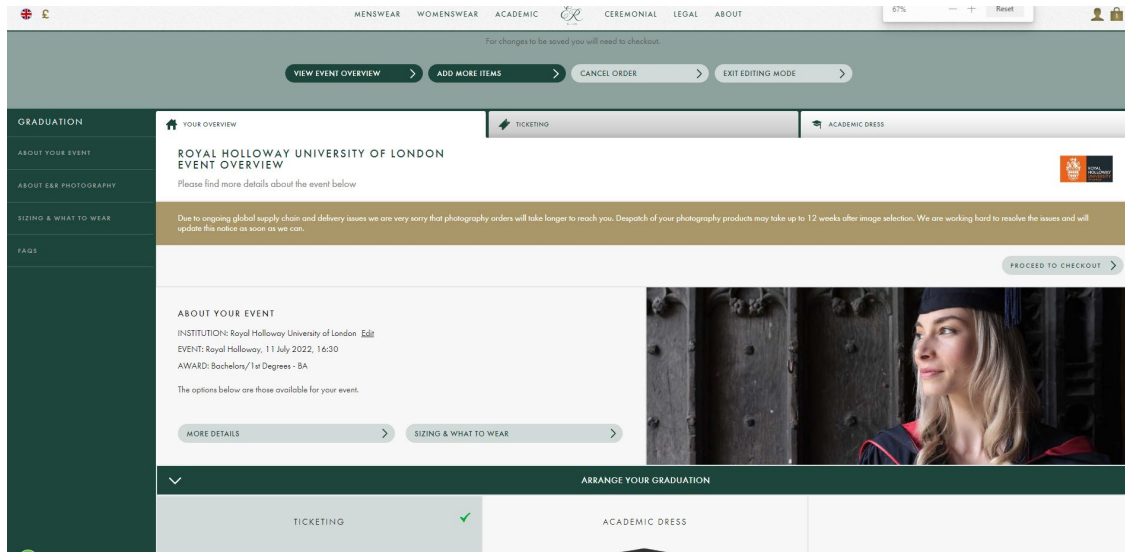
**Step 5** – Press CONTINUE SHOPPING (underneath your ticket selection, you may need to scroll down).



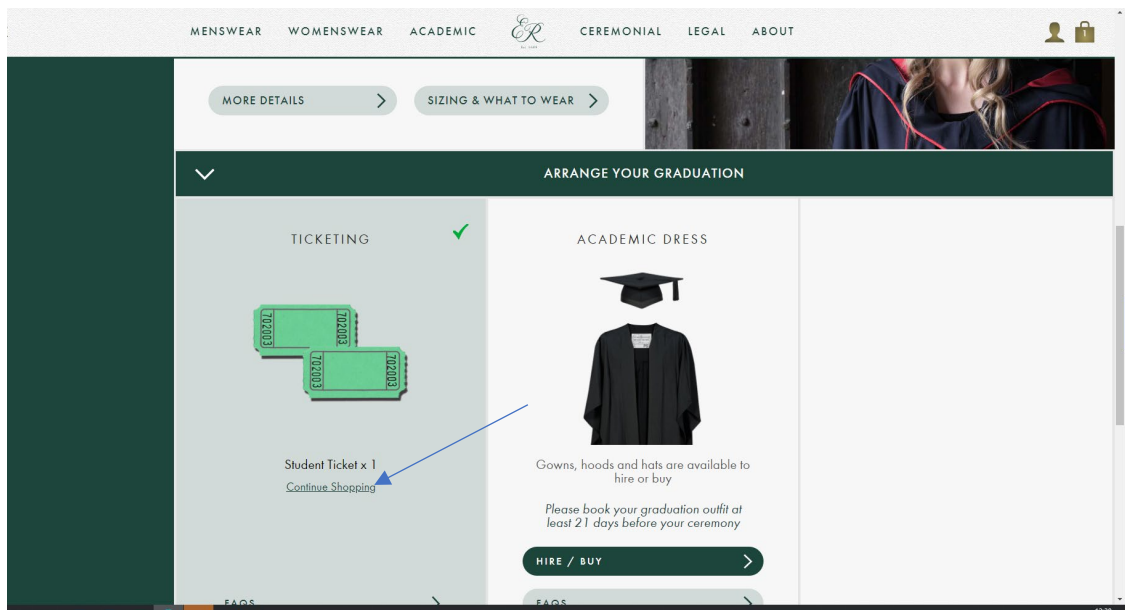
**Step 6** – Click YOUR GRADUATION HUB



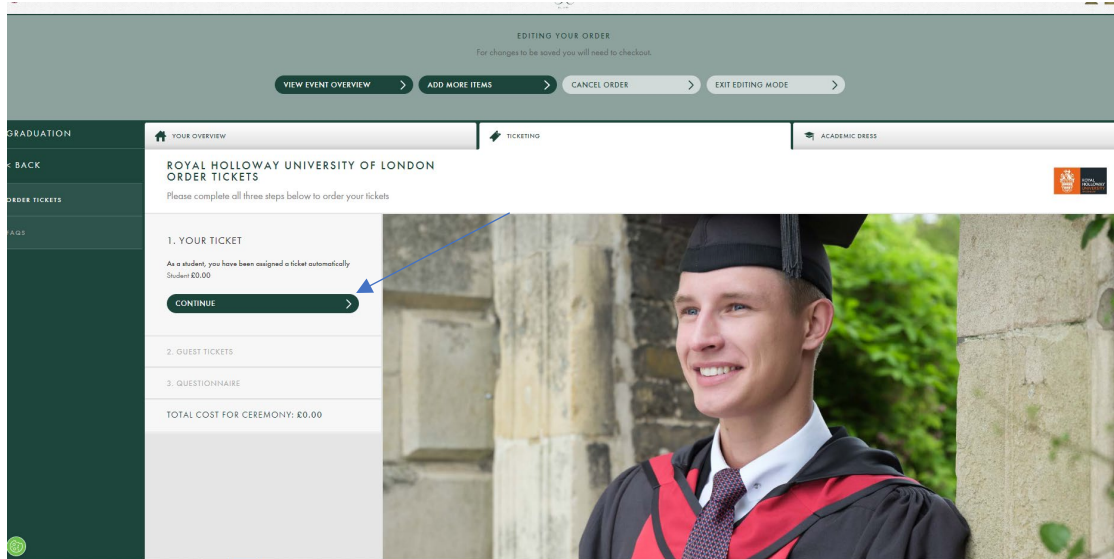
## Step 7 – This will take you to the below landing page



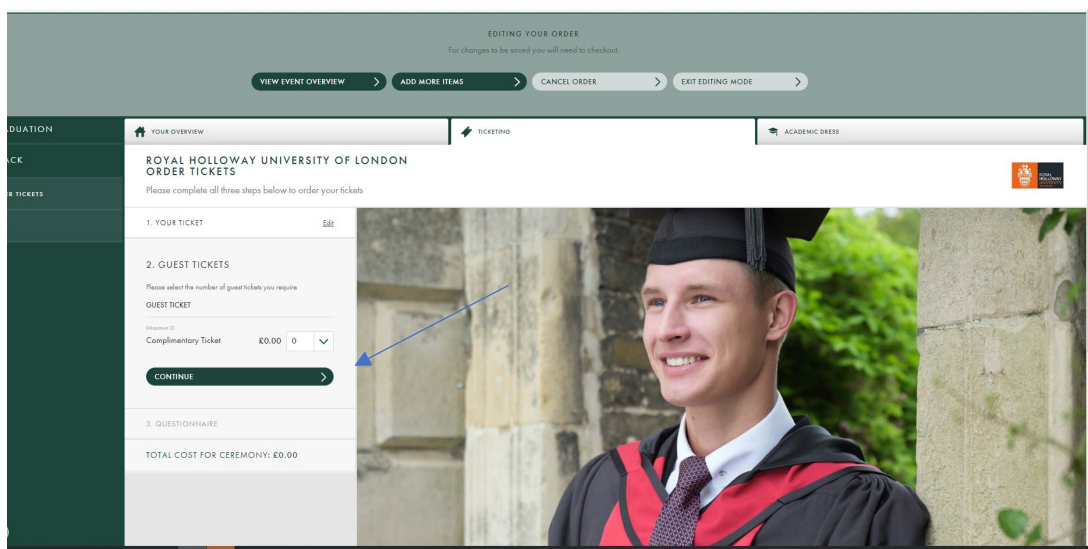
## Step 8 – Scroll down to TICKETING and click CONTINUE SHOPPING



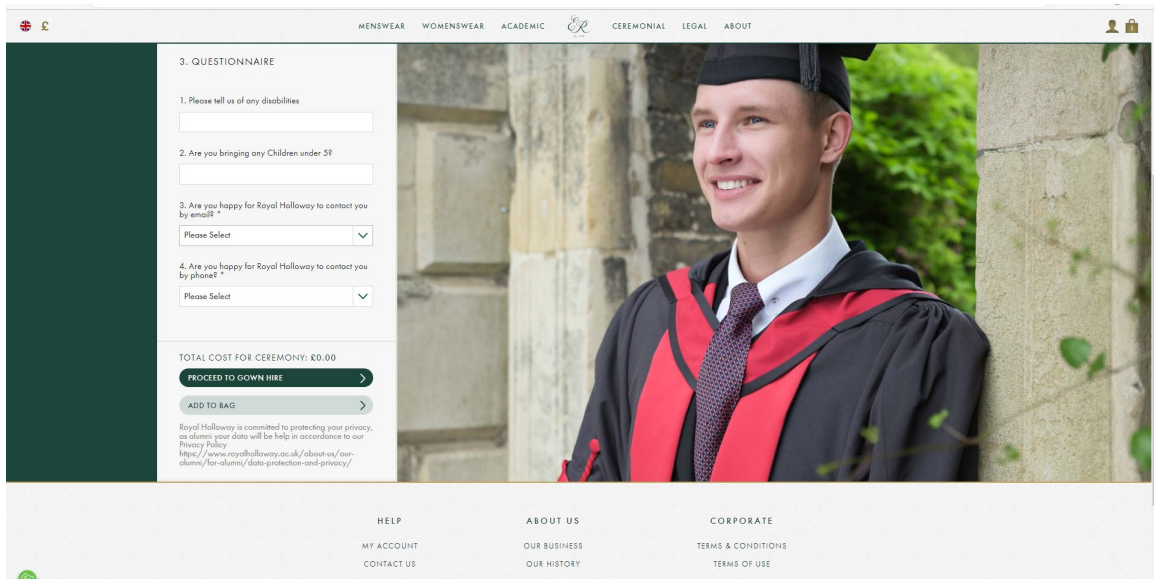
## Step 9 – Press CONTINUE



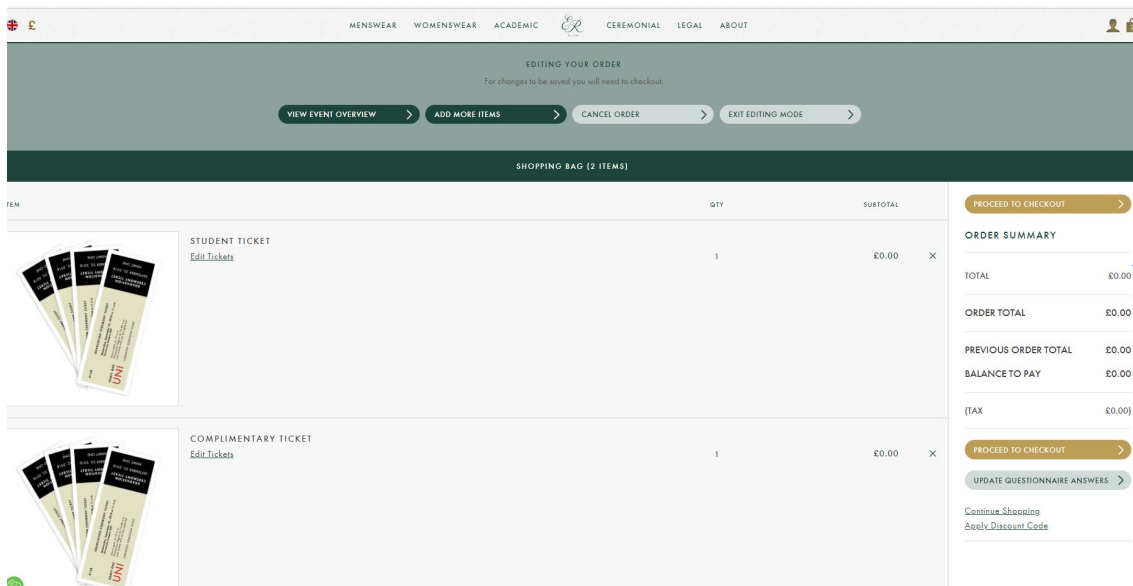
**Step 10-** Under guest tickets (on your account). There will be an option to book an additional Purchased Ticket. This not shown on the below account.



**Step 11** – Select your additional ticket and proceed to check out (the system will ask you complete the survey questions again).



**Step 12**- Review your shopping basket (clicking the bag icon in top right) then press **PROCEED TO CHECKOUT**. Please ensure you checkout to finalise your order. You will be charged the balance amount for any additional tickets (previous items will appear on your screen when checking out – please do not remove these – you will only pay the balance due, not the full order again).



**Step 13-** Once you have imputed your payment details and confirmed your order you will receive the below message. You will shortly receive a confirmation email. Please note this could take up to 15 - 30 minutes to update in your account.

