Graduation Invitation Step by Step Booking Guide

Once you have received your invite by email, you will need to go to 'MyHud' and select your 'my details', scroll down to the bottom of your screen and find the ceremony message and you should have received a message as below. In order to access the booking screens, please click on the word Ceremony in the subject area. If you have not received a message, please contact mygraduation@hud.ac.uk.

Graduation Ceremony messages

Graduation Ceremony messages

View 1	l messages ir	n full screen mode		
S	itatus	Received	From	Subject
*	New task	05/Apr/2023	graduation@hud.ac	uk Ceremony

Please click on 'click here to start'.

My me	y intray	
Int	ray Messages for	Message 1 of 1
	From	graduation@hud.ac.uk
	Received	03/Apr/2023
	Due Date	
	Subject	Ceremony
:		Please click the bottom right hand corner to continue.
		REPLY INTRAY CLICK HERE TO START

The screen below shows an example of which ceremony you have been invited to. Once you have checked this, please click next.

Task Control Bar	
	Step 200 Invite to Ceremo
Invite to Ceremony	
Ceremony Reference 23SUMQG_26	
Welcome to the University of	Huddersfield Graduation Ceremony Online Invitation
This is your invitation to attend the Graduation Ceremony on Tuesday 18 July 2023 at 11:1	5am in Oastler
- You must complete the booking process by 11:55pm on Tuesday 2 May 2023 to guarantee venue.	your place. If you miss the deadline, then it may not be possible for you to attend and/or have guests in the main
- Do not leave this booking process until you have completed all of the screens.	
Click the next button to continue	
	Next

The following screenshots show you the process for if you wish to attend. If you do not wish to attend, you still need to complete the process, so please scroll down to 'not attending' for further details.

Attending

Please select 'I wish to attend...' and select next.

Task Control Bar

Step 200 Invite to Ceremo *Step 500 Attend?*

Ceremony Reference: 23SUMQG_26

Your graduation ceremony is: 11:15am, Tuesday 18 July 2023 at Oastler

We advise that you arrive approximately an hour and a half before the start time of your ceremony to register that you are here, collect your tickets, be dressed in your robe and have any photos taken. The ceremony lasts approximately one hour and is followed by a non-compulsory drinks reception which lasts a further hour.

Next

Please select the option that applies to you.

I wish to attend the graduation ceremony detailed above in person

 \odot I do not wish to attend the graduation ceremony and will therefore graduate in absentia

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Please select the number of guests you would like to attend the ceremony and click next. This does not include yourself. Tickets are limited to 2 guests per student. If any additional tickets do become available after booking has closed, we will contact you via email.



Please select an option and click next. Special arrangements can apply to both students and/ or guests.

Task Control Bar						
Coremony References 2251 MOC 26	Step 200 Invite to Ceremo	Step 500 Attend?	Step 970 Guest Ticket?	*Step 1230*		
Ceremony Reference: 235UMQG_28						
Please let us know if you or any of your guests require special	arrangements, such as	s ground floor a	ccess, a wheelchair	space etc.		
As these details are important to ensure that appropriate arrange	ments are made, if you d	lo not inform us	at this stage, we cann	not guarante		
Please note:						
* Level access seating is limited and may have slightly restricted view	ews					
* We regret that we are unable to supply wheelchairs for the use of those attending the ceremonies						
Please select one option:						
\bigcirc Special arrangements are NOT required						
Special arrangements are required. (Please specify on the next page)		Next				

The following page will only show if you have selected 'special arrangements are required'. The below provides examples of how to enter the information. Please make it clear whether the special arrangements are for yourself or your guests. Once you have entered the details, please click next.

Task Control Bar

Step 200 Invite to Ceremo Step 500 Attend? Step 970 Guest Ticket? Step 1230 *Step 2100*

Special Arrangements

Please provide full details of the special arrangements/adjustments required (i.e. ground floor seating, wheelchair access, end of row, etc), making it clear to whom these relate (if more than one person requires assistance, i.e. yourself and guest or both guests, please indicate each person's requirements seperately).

g. STUDENT Requires a wheelchair spac	e			
		Next		

Please select whether or not you would like your name to be included on the University memorabilia and click next.

Task Control Bar							
	Step 200 Invite to Ceremo	Step 500 Attend?	Step 970 Guest Ticket?	Step 1230	Step 2100	0 *Step 320 Memorabilia*	
University Memorabilia							
Ceremony Reference: 235UMQG_26							
As part of the service it offers, the University s on such memorabilia, however, you now have	ometimes allows gradu the option to opt out o	ation merchan f this:	dise to be sold on ca	ampus and	via the in	internet. On enrolment you agreed to allow your name to be included	
Please select the option that applies to you.							
Include my name on the memorabilia O not include my name on the memorability	a						
			Next				
:							

Please check your details as below and if they are incorrect, please follow the guidance. The course title is only an example. Once you have checked, please click next regardless of whether or not they are correct.

Task Control Bar Step 200 Invite to Ceremo Step 500 Attend? Step 970 Guest Ticket? Step 1230 Step 320 Memorabilia *Step 300 Name and Course* Name and Course Details Ceremony Reference: 23SUMQG_08 Below is how your name will appear on your award certificate. Full Name. If this is incorrect, you must take your passport or birth certificate to the IPoint in Student Central along with your student card before the date of your Course Assessment Board to change it. Unfortunately, it is not possible to change it after that date. Your course title is currently listed as the below, but will be based on the final recommendation of the Course Assessment Board. Your Course Title: BA (Hons) Contemporary Art & Illustration FT If you believe the course title above is incorrect, please contact your school office. If either of these items needs amending, it will be done outside of this booking process, so please proceed by clicking the next button below. Next

Please check your contact details as below, amend as necessary and click store.

Т	ask Control Bar								
		Step 200 Invite to Ceremo	Step 500 Attend?	Step 970 Guest Ticket?	Step 1230	Step 2100	Step 320 Memorabilia	Step 300 Name and Course	*Step 400 Address*
•	Vision Student Cer	remony Recor	rd Mainter	nance					
P	lease check and amend if necessary th	e below contact informatio	on. Click on the Store	Button to continue.					
S	tudent Ceremony Record data								
T	his table contains all the Student Cerer low showing 1 of 1	mony Record information f	for your selected rec	ord(s).					
	Field Nam Contact address	neField Value							
	Contact address	2							
	Contact address	3							
	Contact address								
	Contact address	5							
	Contact address postcoo	le							
:	Contact Telephone Numb	er							
•	Contact Telephone No	2							
1	ou must provided an e-mail address								
			Store						
E	nd of SCY vista.								

The following page will bring up a summary of your booking. Please click confirmation to confirm your booking.

Task Control Bar									
	Step 200 Invite to Ceremo	Step 500 Attend?	Step 970 Guest Ticket?	Step 1230	Step 2100	Step 320 Memorabilia	Step 300 Name and Course	Step 400 Address	*Step 6000 Confirmation*
Confirmation Page									
Please confirm these de	tails before continuing.								
Ceremony Reference: Full Name:	V235UMQG_26								
Subject to the successfu BSc (Hons) Air Transpor	I completion of your course t and Logistics Management F	т							
You are invited to atten Tuesday 18 July 2023 at 11:15am in Oastler	d the Graduation Ceremony o	n							
Number of guest tickets Include my name on the Special requirements re You must continue to th	a ordered: 2 a merchandise: Yes iquired: Yes he next page				Cont	firmation			

This page confirms your booking is complete.

Task Control Bar

Step 200 Invite to Ceremo Step 500 Attend? Step 970 Guest Ticket? Step 1230 Step 2100 Step 320 Memorabilia Step 300 Name and Course Step 400 Address Step 6000 Confirmation *Step 6500 Other Details*

Please print this page for reference

Name:

Ceremony References 23SUMQG_26 Ceremony: Tuesday 18 July 2023 at 11:15am in Oastler

Thank you for booking your place at your ceremony. Your details are:

Number of guest tickets ordered: 2 Include my name on the merchandise: Yes Special requirements required: Yes

Confirmation will be sent to you by email and further email alerts will be issued nearer the time of the ceremony. Details of times and locations of where to register on the day will be emailed to you in the weeks before the ceremonies or are available here

All tickets are collected on the day of the ceremony at the Registration Desk. No tickets are posted out before the ceremonies.

If you need to contact the Graduation Team, please email us at graduation@hud.ac.uk

The Graduation Team

Not Attending

Please select 'I do not wish to attend...' and select next.

Please confirm you do not want to attend and click next.

Task Control Bar	Stop 200 Jouite to Coromo	Stop 500 Attood?	*5+00 600*
Confirm graduation in-absentia	step 200 invite to Ceremo	Step 500 Attend?	"Step 600"
Ceremony Reference: 235UMQG_26			
Please confirm that you do not wish to attend your Awards Ceremony			
Confirm do not want to attend	[Next	

This confirms you will not be attending. Please click finish.

Task Control Bar									
	Step 200 Invite to Ceremo	Step 500 Attend?	Step 600	*Step 800 End Message N*					
Thank you for confirming that you will not be attending your Awards Ceremony. Your certificate will be posted to you within four months of your course board.									
Please note that if you change your address after leaving the University it is your responsibility to inform the University of your new address as your certificate will automatically be sent to your home address.									
Note that students with a home address outside the EU will b	e e-mailed for confirm	ation of their a	ddress be	fore certificates are po	sted.				
Best of luck with the rest of your studies!									
The Awards Team									
:		Finish							