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 messages in full screen mode

Status Received

From

Subject

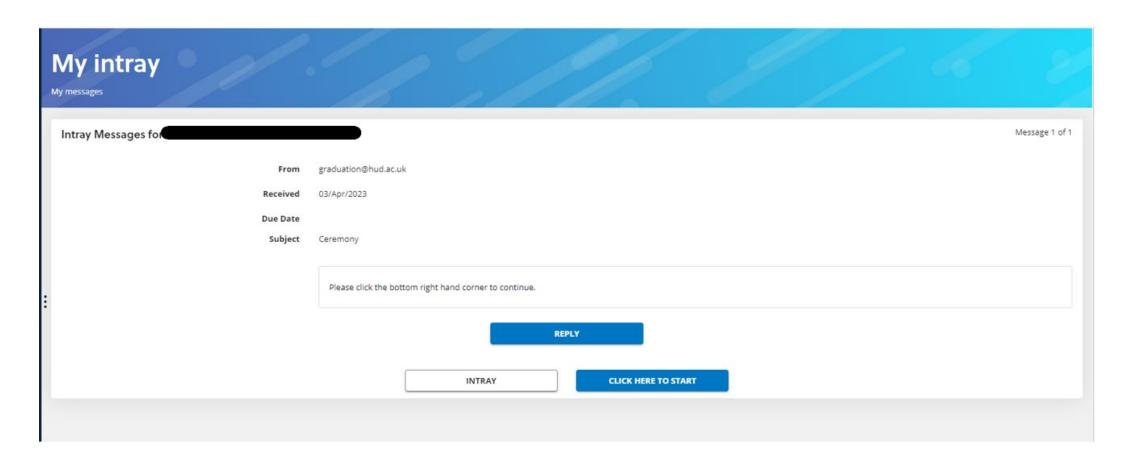
New task

05/Apr/2023

graduation@hud.ac.uk

Ceremony

Please click on 'click here to start'.



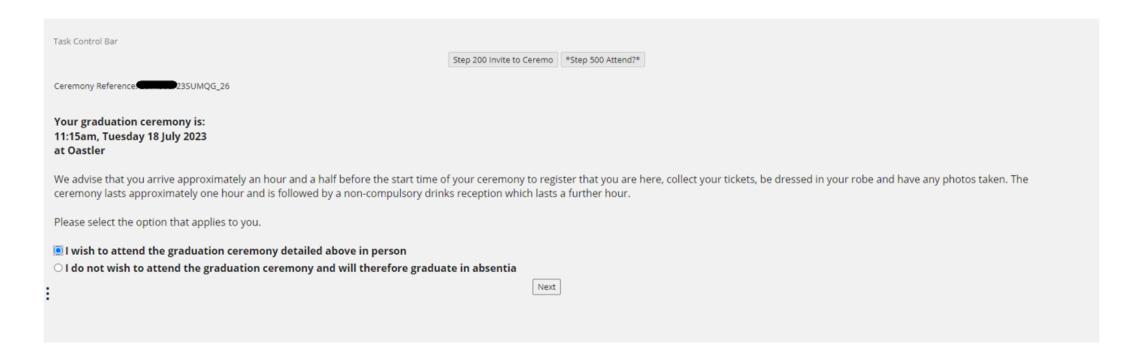
The screen below shows an example of which ceremony you have been invited to. Once you have checked this, please click next.

Task Control Bar Invite to Ceremony	*Step 200 Invite to Ceremo*						
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 11:15am in Oastler							
- You must complete the booking process by 11:55pm on Tuesday 2 May 2023 to guarantee your place. If you miss the deadline, then it may not be possible for you to attend and/or have guests in the main venue.							
- 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

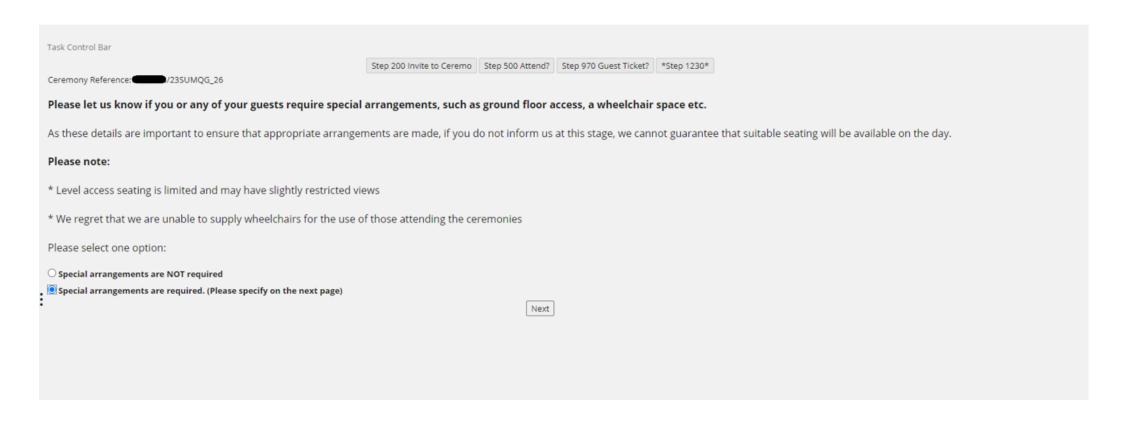
Please select 'I wish to attend...' and select next.



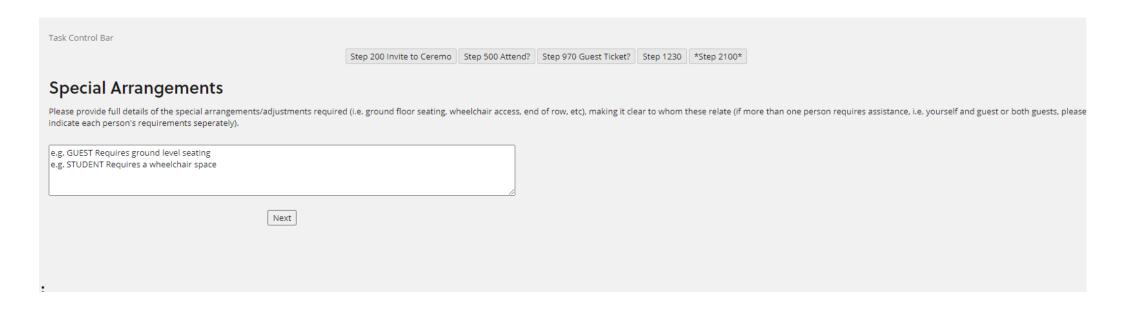
Please select the number of guests you would like to attend the ceremony and click next. This does not include yourself. Tickets are limited to 2 guests per student. If any additional tickets do become available after booking has closed, we will contact you via email.

Task Control Bar	Step 200 Invite to Ceremo Step 500 Attend? *Step 970 Guest Ticket?*							
Ceremony Reference 123SUMQG_08								
Your graduation ceremony is: 03:45pm, Tuesday 11 July 2023 at Oastler Building								
You may order a maximum of two guest tickets in Oastler Building. Do not order for yourself.								
The ceremonies are not recommended for young children who can often be unsettled by the level of noise and the length of the ceremony. However, children will be admitted if in possession of their own ticket and accompanied by an adult. Children under the age of 24 months do not require a ticket but must sit on a guest's lap. Prams/pushchairs are not allowed into the hall. Children can not sit with the graduand.								
The ceremonies are also available to watch on your own device via a live video stream. Details can be found here								
To order tickets for guests in Oastler Building please select the option that applies to you.								
O No Oastler Building guest								
O 1 Oastler Building guest								
2 Oastler Building guests								
	Next							

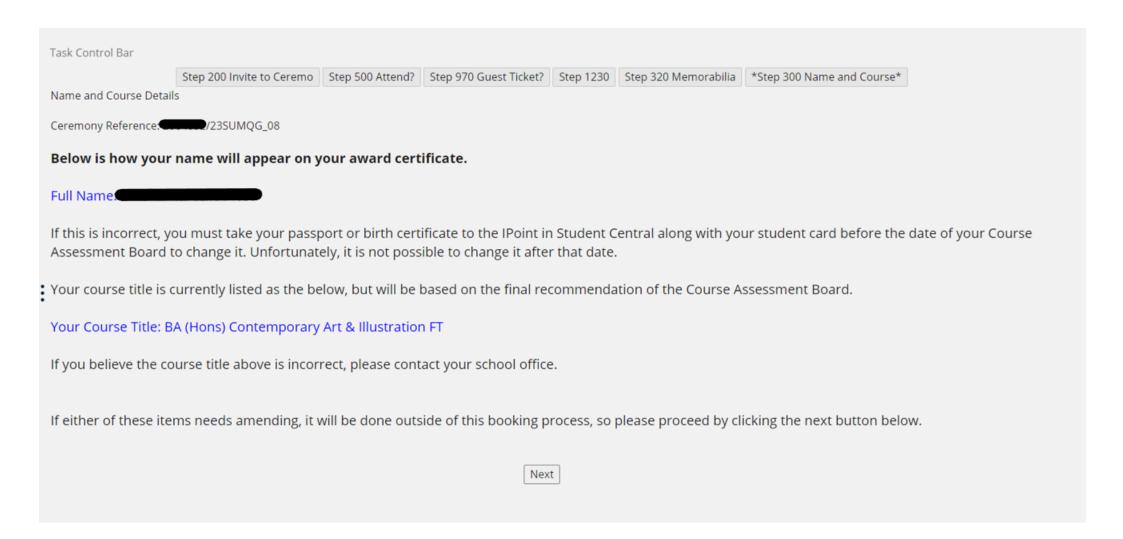
Please select an option and click next. Special arrangements can apply to both students and/ or guests.



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.



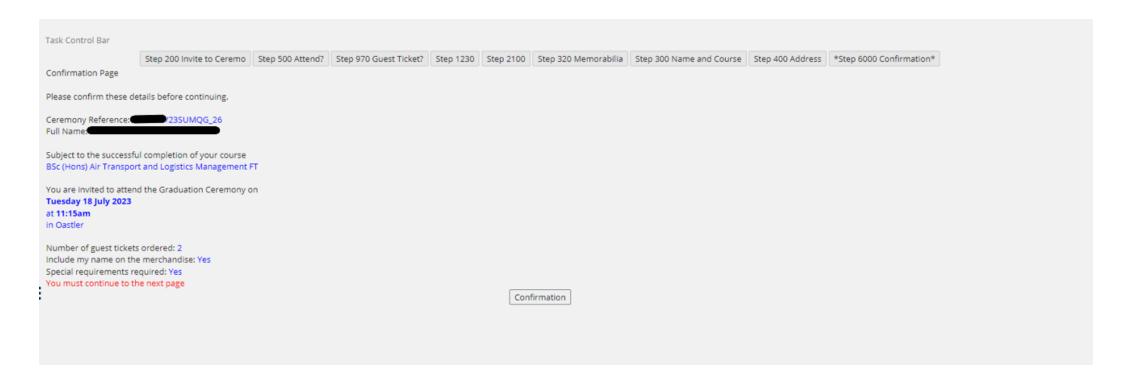
Please check your details as below and if they are incorrect, please follow the guidance. The course title is only an example. Once you have checked, please click next regardless of whether or not they are correct.



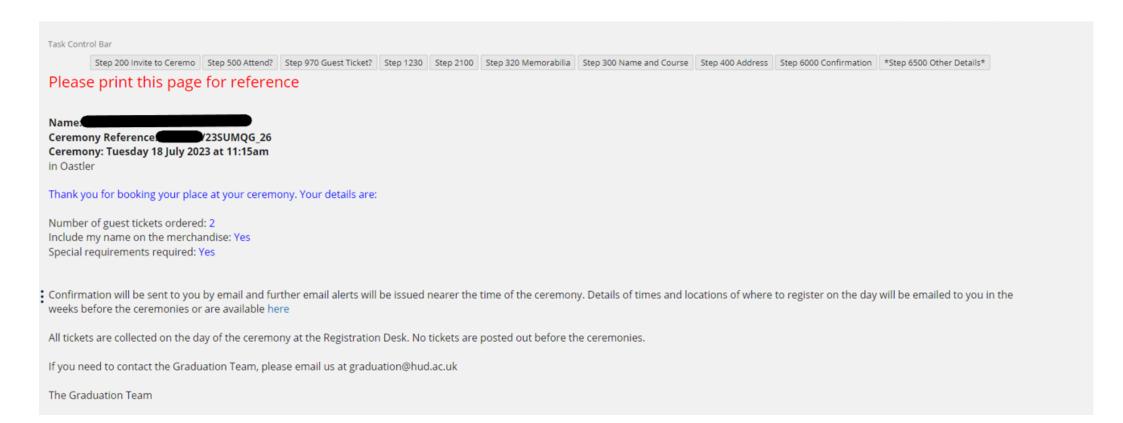
Please check your contact details as below, amend as necessary and click store.

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*		
eVision Student Co	eremony Recor	d Mainten	ance							
Please check and amend if necessary the below contact information. Click on the Store Button to continue.										
Student Ceremony Record data										
This table contains all the Student Ce Now showing 1 of 1	remony Record information f	or your selected reco	rd(s).							
Field Na Contact addre	ameField Value									
Contact addre										
Contact addre										
Contact addre										
Contact address posto										
Contact Telephone Nun										
Contact Telephone I	No 2									
You must provided an e-mail addre	ess *									
End of SCY vista.	[Store								

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

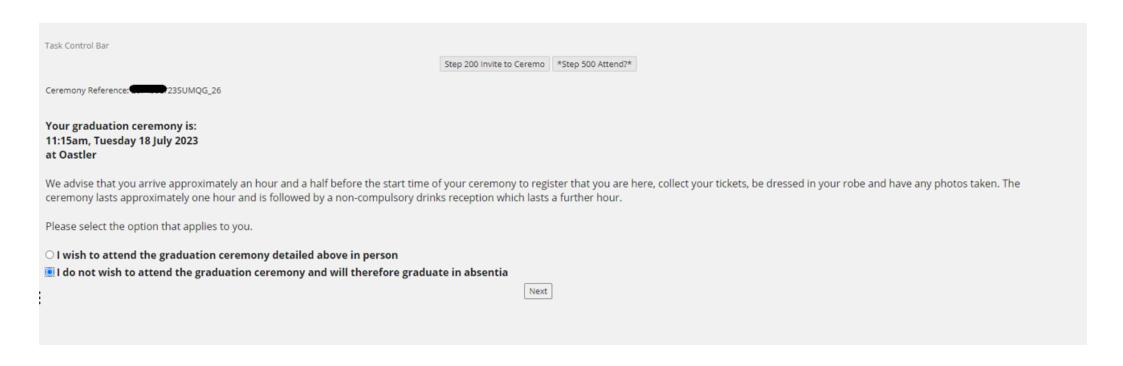


This page confirms your booking is complete.



Not Attending

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



Please confirm you do not want to attend and click 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 be e-mailed for confirmation of their address before certificates are posted.									
Best of luck with the rest of your studies!									
The Awards Team									
Finish									