A step-by-step guide to booking your place at your ceremony

The following is intended to help guide you through the process of booking your place and that of your guests at the graduation ceremonies.

On the day that the invite portal becomes available, you will be sent an email inviting you to the ceremonies. This will contain a hyperlink to the invitation website and the password you will need to log on.

Click the hyperlink.

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Ceremony Date: Monday 9 July 2018
Ceremony Time: 11:15am
Ceremony Venue: St Paul’s Hall

Dear Samantha

Your Graduation Ceremony invitation has been issued via the eventbrite link will be here. You will need to use the following password to access the process: the password will be here. Booking closes at 24 April 2018.

How to book your place

Please follow the above link to book your place, remembering to let us know the names of your guests and any special seating requirements you or they may have. If you need guidance on how to book your place, please click here. In the first instance, you may order up to two guest tickets plus one for yourself. So:

- If you are attending the ceremony without guests, select one ticket:
This will take you to the Graduation ceremonies homepage. Enter the password provided in the email.

The opening page provides the date, time and location of your ceremony and general notes on attending. When you have read through the information, click on Register to begin.
In the first instance, you may order up to 2 guest tickets plus 1 ticket for yourself. To book your place and that of your guests, select the number of tickets you require:

- if you are attending the ceremony without guests, select one ticket;
- if you are attending the ceremony with one guest, select two tickets
- if you are attending the ceremony with two guests, select three tickets.

Tickets for the live broadcast to a lecture theatre on campus will be made available closer to the ceremonies. Please see https://students.hud.ac.uk/graduation/guesttickets/ for details. If you are using the system to order these additional tickets, you only need to select tickets for your guests. You will be given the option of either 1 or two tickets.

Once you have selected your tickets, click on checkout.
On the next screen, you will be asked to complete a form with your personal details such as name, address and date of birth. You will have 15 minutes to complete the process.
On the same screen, you will also be asked to provide your ID, the names of your guests and whether anyone has special requirements.

It is vital that you provide the full names of your guests. Unfortunately, anyone whose details have not been provided in advance will not be allowed entry into the ceremony venues even if they are in possession of a valid venue ticket. Remember to give us the full names, for instance if you are bringing William Jones, don’t put W Jones, Will Jones or ‘dad’. Please provide their surname/family name, even if it is the same as yours.

If you do not intend to bring any guests, please put NA in the boxes.

If you have guests who intend to accompany you onto campus but who do not have tickets to either hall, you do not need to provide their details in advance.

When you have completed the boxes, please click on Complete Registration.
The last screen will confirm that you have booked your place at your ceremony. Please print this page for future reference as it contains the date and time of your ceremony plus the names you provided for your guests.

Tickets are not printed from the online system. You will collect these on the day of your ceremony from the registration room on campus.

Everything that you need to know about the ceremonies, including how to order your gown, photography, what happens on the day and arrival times and locations can be found via the links at https://students.hud.ac.uk/graduation. You will also be sent a confirmation email with the details.