## **Additional Tickets**

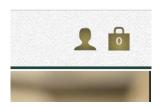


## How to buy additional tickets.

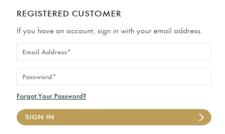
Step 1. Go to

https://www2.edeandravenscroft.com/academic/

Step 2. Sign into your account by clicking on the head and shoulder icon



Step 3. Sign in using your email address and password you would have created for your account



Step 4. Click on the view / edit button for your order



## Step 5. Click on amend ticket order

CANCEL/AMEND ORDER

If you wish to cancel or amend this order, please use the buttons below.

Editing your order will allow you to remove, edit and add items to your order.

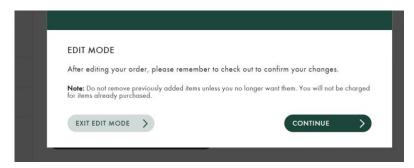
AMEND HIRE/PHOTOGRAPHY ORDER

AMEND TICKET ORDER

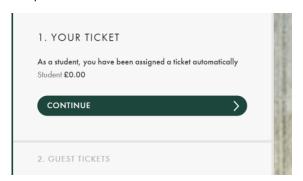
CANCEL ENTIRE ORDER



Step 6. Press continue

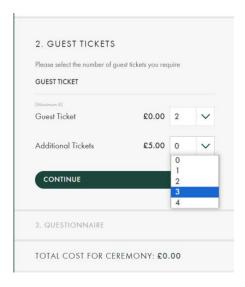


Step 7. Press continue



Step 8. You will now see the guest ticket screen

The Guest ticket refers to the complimentary guest tickets you have already ordered. They are free of charge. Select the additional ticket box adding the amount you require.

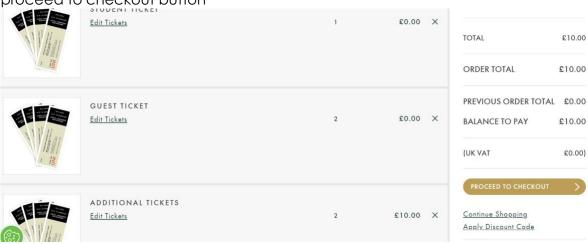




## Step 9. Complete as appropriate and then proceed to checkout

3. QUESTIONNAIRE
If you or your guests would like accessibility assistance please let us know.
If additional guest tickets become available and you would be interested in purchasing, please indicate how many you would require.
TOTAL COST FOR CEREMONY: £10.00
PROCEED TO CHECKOUT
Please note that eligibility to participate in the Graduation Ceremony will be confirmed to the College

Step 10. Here you will find information on your student ticket (that is for you), the complimentary guest tickets you have ordered and the additional tickets. Press the proceed to checkout button



You will then be asked to enter your payment details.

Problems with your order?

Call the Contact Centre on 01223 734 759