

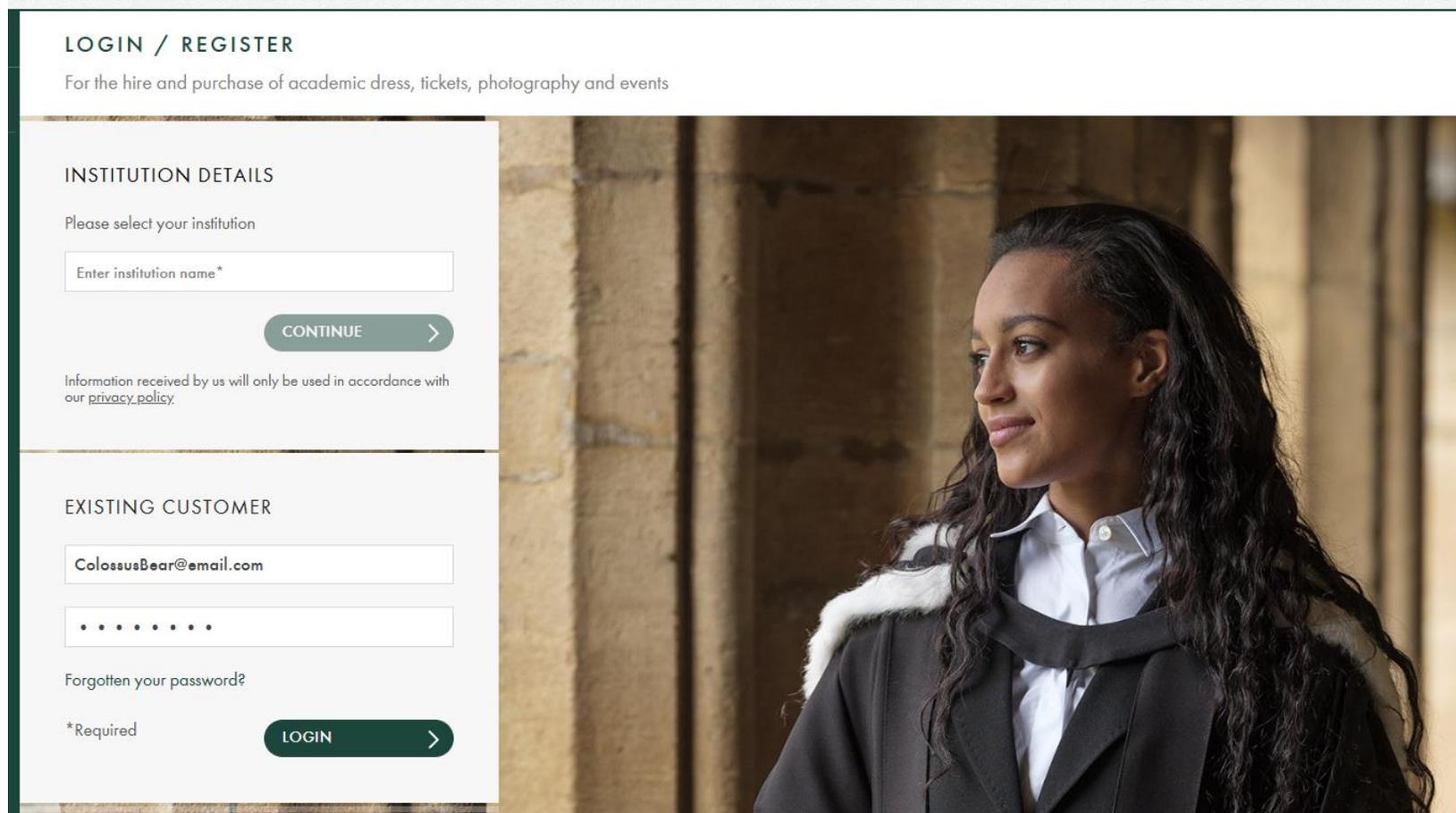
GRADUATION NAME PRONUNCIATION GUIDE



STEP 1. OPEN THE EDE AND RAVENSCROFT BOOKING SITE AS AN EXISTING CUSTOMER.



We highly recommend using a desktop PC or laptop to make your booking. If you don't have a personal laptop or desktop, you can access them for free in the Computer Lab or Emily Wilding Davison Building on campus.



The screenshot shows a web page titled 'LOGIN / REGISTER' with the subtitle 'For the hire and purchase of academic dress, tickets, photography and events'. The page is divided into two main sections: 'INSTITUTION DETAILS' and 'EXISTING CUSTOMER'. The 'INSTITUTION DETAILS' section has a text input field labeled 'Enter institution name*' and a 'CONTINUE' button. Below it is a link to the 'privacy policy'. The 'EXISTING CUSTOMER' section has a text input field containing 'ColosusBear@email.com', a password field with six dots, a link for 'Forgotten your password?', and a 'LOGIN' button. An orange arrow points to the 'EXISTING CUSTOMER' section.

STEP 2. CLICK 'VIEW / EDIT' YOUR ORDER.



RECENT ORDERS

[View All](#)

ORDER #	DATE	SHIP TO	ORDER TOTAL	STATUS	ACTION
1234567	11/04/2025	COLOSSUS BEAR	£0.00	ORDER RECEIVED	VIEW/EDIT

Prices shown are for tutorial purposes only.



You will automatically open the site on your account dashboard.

The ribbon shown above with your order details will be at the top of the page. Click the 'view/edit' button on the right-hand side of the ribbon.

STEP 3. AMEND YOUR TICKET ORDER.

Scroll down the page until you see the 'Cancel/Amend Order' section.

Under 'Cancel/Amend Order,' select the 'Amend Ticket Order' button.

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 TICKET ORDER >

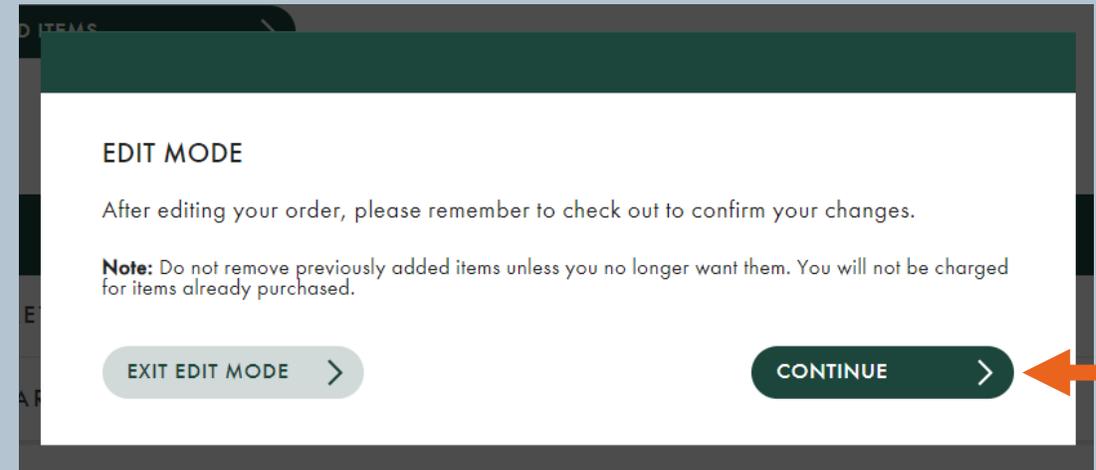
CANCEL ENTIRE ORDER >



STEP 4. CLICK 'CONTINUE'.

A pop-up will inform you that you're entering edit mode.

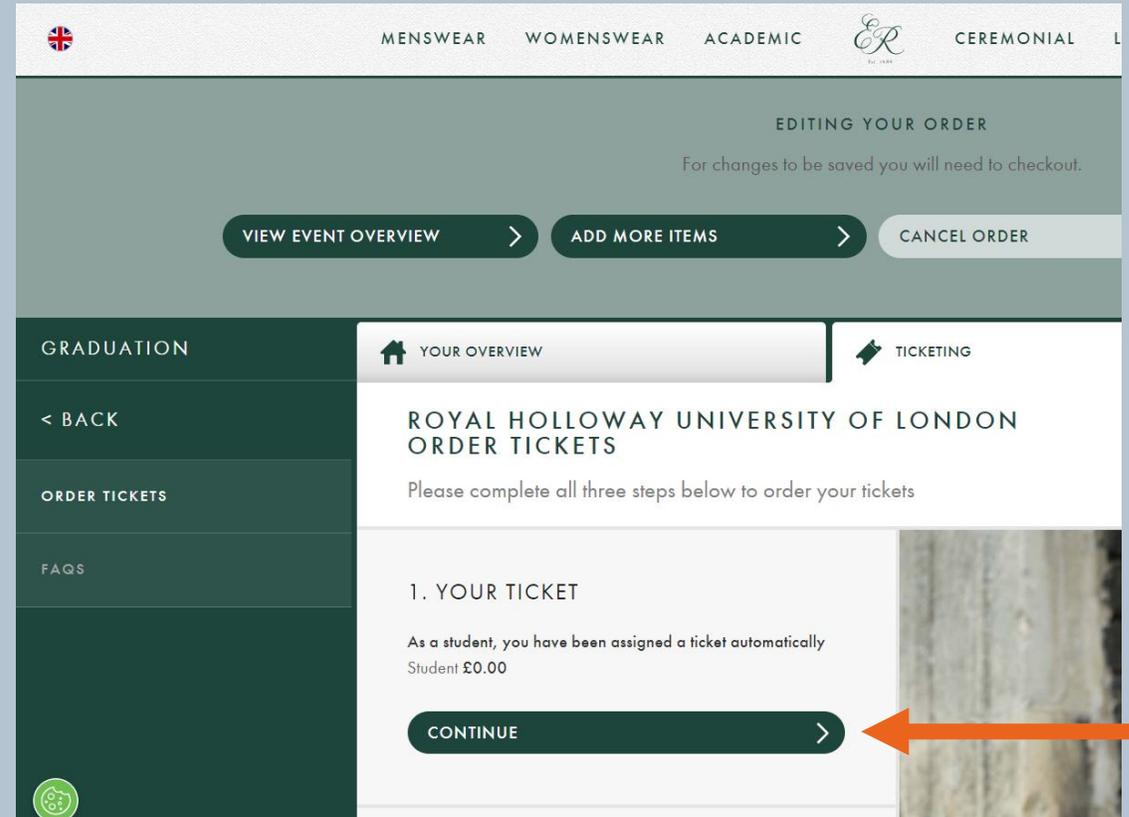
Make note of the warning **not to remove any items**, and click 'continue.'



STEP 5. CONTINUE TO THE QUESTIONNAIRE.

Follow the same pages for the original ticketing process by clicking 'continue.'

Be careful not to edit any other details of your order, as these may not be recoverable if you do.

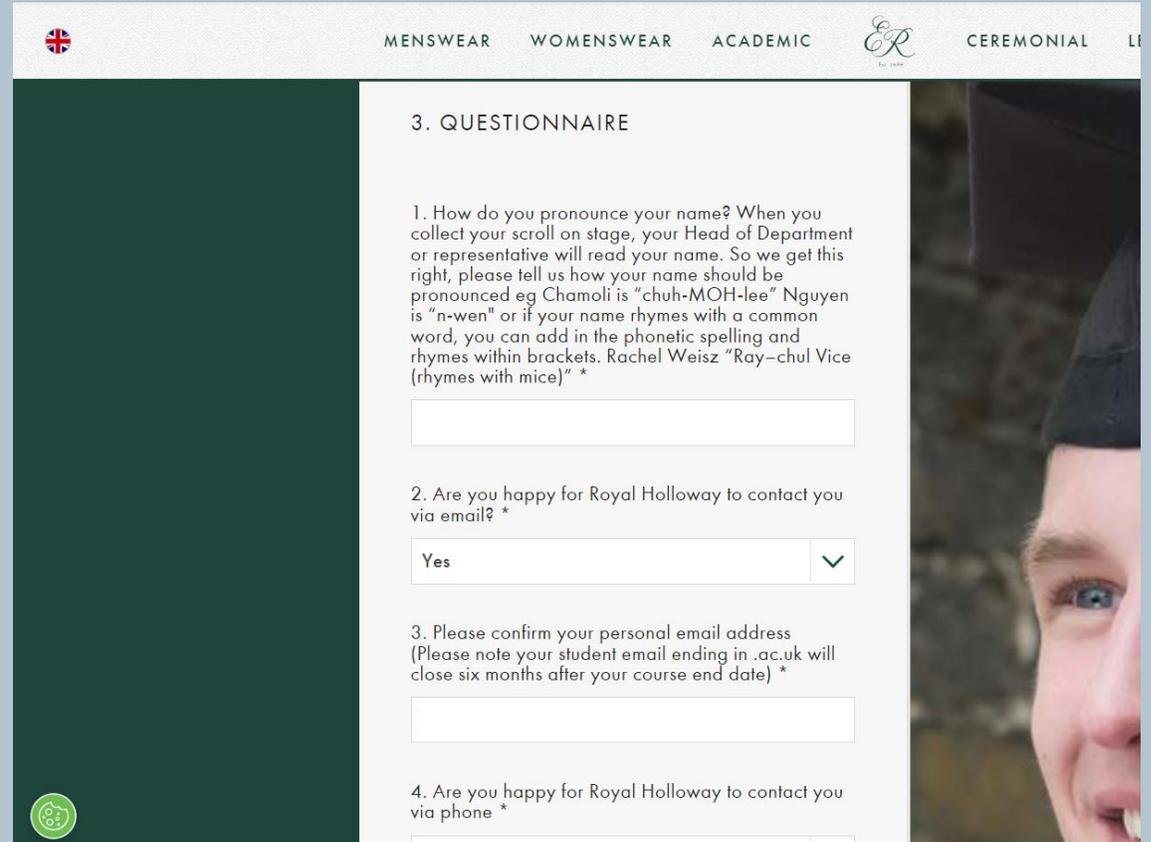


STEP 6. EDIT YOUR PHONETIC SPELLING.

Reconfirm your tickets and proceed to the questionnaire at Stage 3.

Here, you can amend your answer to the question about phonetic spelling.

Once you are happy with your written name pronunciation, click 'proceed to checkout'.

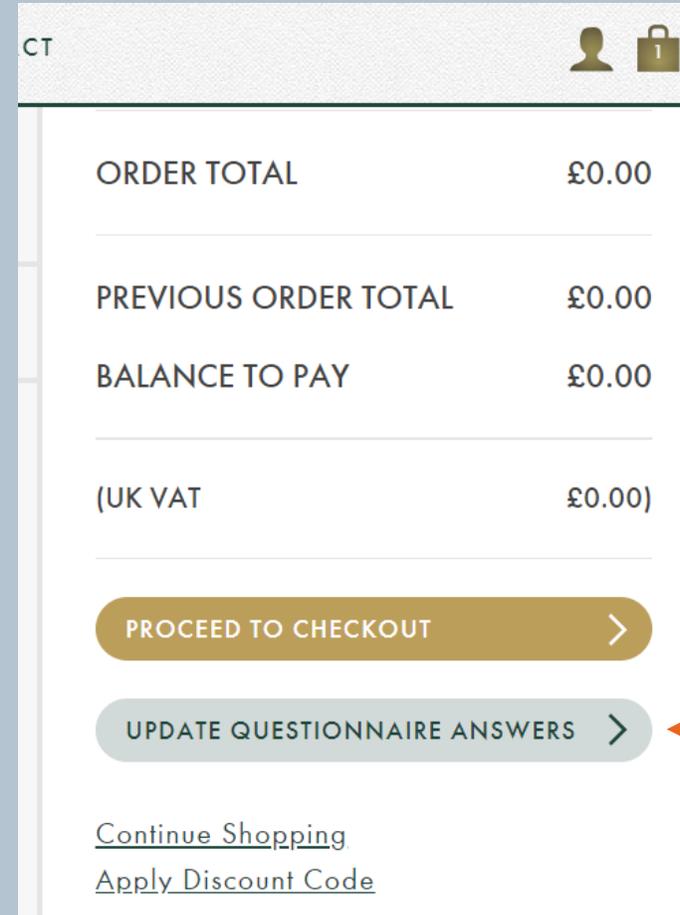


3. QUESTIONNAIRE

1. How do you pronounce your name? When you collect your scroll on stage, your Head of Department or representative will read your name. So we get this right, please tell us how your name should be pronounced eg Chamoli is "chuh-MOH-lee" Nguyen is "n-wen" or if your name rhymes with a common word, you can add in the phonetic spelling and rhymes within brackets. Rachel Weisz "Ray-chul Vice (rhymes with mice)" *

STEP 7. UPDATE QUESTIONNAIRE ANSWERS.

On the right side of the screen, click the 'update questionnaire answers' button.



STEP 8. CHECKOUT.

The screen will flash after updating your answers and take you back to the top.

Once this has happened, click 'proceed to checkout'.

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ORDER TOTAL	£0.00
PREVIOUS ORDER TOTAL	£0.00
BALANCE TO PAY	£0.00
(UK VAT	£0.00)

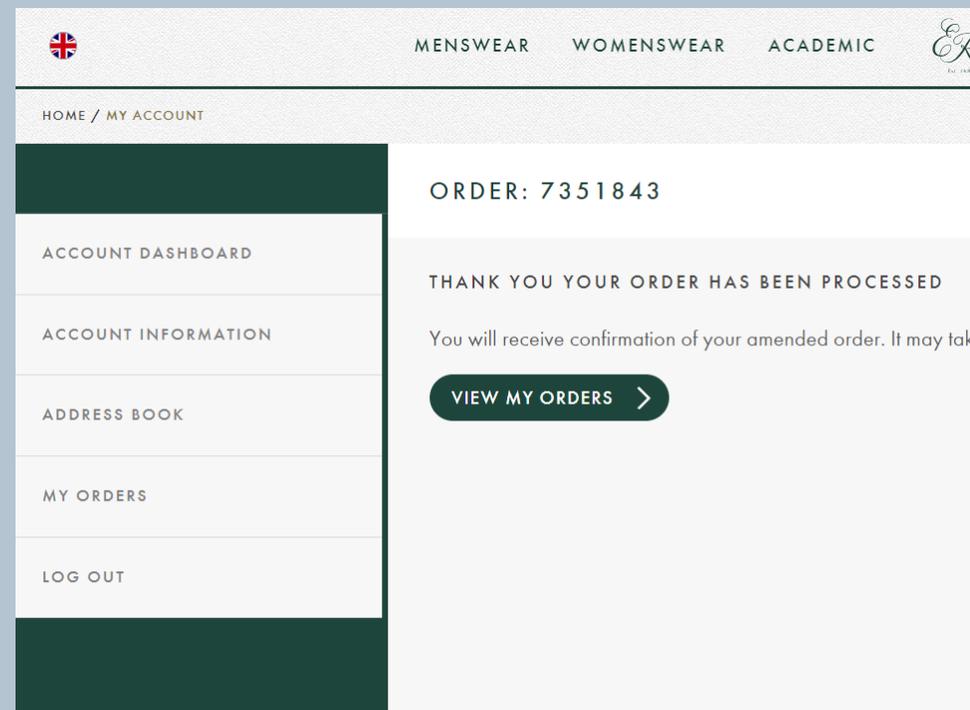
[PROCEED TO CHECKOUT](#) 

[UPDATE QUESTIONNAIRE ANSWERS](#) 

[Continue Shopping](#)
[Apply Discount Code](#)



You have now successfully edited your name pronunciation.



HOME / MY ACCOUNT

ACCOUNT DASHBOARD

ACCOUNT INFORMATION

ADDRESS BOOK

MY ORDERS

LOG OUT

MENSWEAR WOMENSWEAR ACADEMIC

ORDER: 7351843

THANK YOU YOUR ORDER HAS BEEN PROCESSED

You will receive confirmation of your amended order. It may take

[VIEW MY ORDERS >](#)