



# Awards Ceremonies

## Complete your registration journey now

## How to register to attend your ceremony

Please read the below guide on how to register to attend your graduation ceremony via the Ede and Ravenscroft website.

### 1. Open the Ede and Ravenscroft website using the link in your registration email.

- Please open the Ede and Ravenscroft website: [Graduation Services | Ede & Ravenscroft \(edeandravenscroft.com\)](https://www2.edeandravenscroft.com/graduation/)

### 2. Select your Institution

- In the box under '**Institution Details**' please enter 'UWE Bristol' and select 'University of the West of England, Bristol' (as per the picture below).
- Press '**continue**'.
- **Do not attempt to log in as an existing customer**

The screenshot shows a web browser window with the URL <https://www2.edeandravenscroft.com/graduation/>. The page has a navigation bar with links for MENSWEAR, WOMENSWEAR, ACADEMIC, CEREMONIAL, LEGAL, and ABOUT. The main content area is divided into two sections. The top section is titled 'INSTITUTION DETAILS' and contains the text 'Please select your institution'. Below this is a dropdown menu with 'UWE' selected, and a list of options including 'University of the West of England, Bristol'. A green 'CONTINUE' button is visible. A red arrow points to the dropdown menu. Below this is the 'EXISTING CUSTOMER' section, which has fields for 'Email Address\*' and 'Password\*', and a link for 'Forgotten your password?'. The background of the page features a woman in a graduation gown.

### 3. Enter your details

- Where prompted, enter your **UWE Student ID, Surname** and **Email address**
- Your UWE student ID is 8 digits
- Please enter your surname **exactly** as it appears on your UWE record and in your invitation email.

### 4. Event Details

- Under '**Event Details**', please ensure the selected date of event is the same as the date and time in your award ceremony invitation and press '**continue**'.
- If this does **not** match, please contact the UWE Graduation Team.

## 5. Award Details

- Under '**Award Details**' please ensure the **level** of award is correct. Then, press '**submit**'.
- Level of award refers to the type of degree you are studying (Bachelors, Masters etc.). Therefore, as long as this is correct, you can proceed.
- If the level of award is **not** correct, please contact the UWE Graduation Team. You do not need to contact the UWE Graduation team regarding the course title, providing this is displayed accurately on your invitation email.

## 6. Confirm Selection

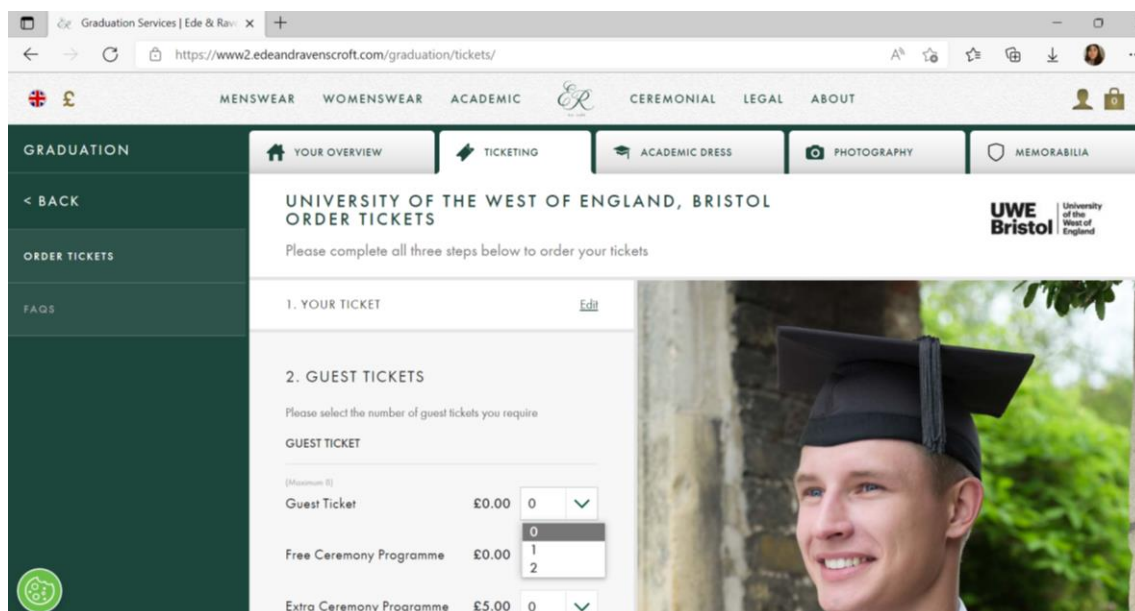
- Please read through all details to ensure your **Institution, Event** and **Award** are correct.
- Select '**yes**'.

## 7. Tickets

- Select the '**Ticketing**' tab (as per the picture below).



- Fill in your First Name and Surname - you can use phonetic spelling if required as this will ensure your name is read correctly. Then, press '**continue**'.
- Select how many guest tickets you require (as per picture below). There is a current limit of 2 guest tickets per graduate.
- If you would like a **free** ceremony programme please select this. If you would like to purchase extra programmes you can select them here.
- Then, if you would like to hire Academic Dress, please select '**Proceed to Gown Hire**'.
- If you do not require Academic Dress or robe hire, please select '**add to bag**' and then proceed to Step 11 (below).



## 8. Academic Dress

Wearing robes to your ceremony is optional, although most graduates choose to do so. You **do not** have to hire Academic Dress at the same time as registering. You can log back into your Ede and Ravenscroft account until 22 June 2022 to purchase/hire your robes.

- Where prompted, please enter your **height** and **chest size**.
- Most students choose to **hire** their academic dress for their ceremony day, if you would like to **hire** your robes, please select '**Proceed with Gown Hire**'.  
OR if you would prefer to **purchase** your academic dress, please select '**View Gown Purchase Options**'.
- Your hood colour should state **Black / Red**, then select '**Proceed with Hood Hire**'.
- Where prompted, please enter your **hat** size. For help with this, you can press '**size details**'. If you are hiring the hat, please select '**Proceed with Hat Hire**'.
- OR if you would prefer to **purchase** the hat, please select '**View Hat Purchase Options**'.
- If you have any special requests, please ensure you enter this in the text box. If you don't, leave this blank.
- Select '**Add to Bag**'.

## 9. Overview

- You will now be redirected to the '**Your Overview**' tab. If you would like to purchase photography or memorabilia, please proceed to Step 10 below. If you do not require photography or would prefer to purchase on the day, please proceed to Step 11 below.

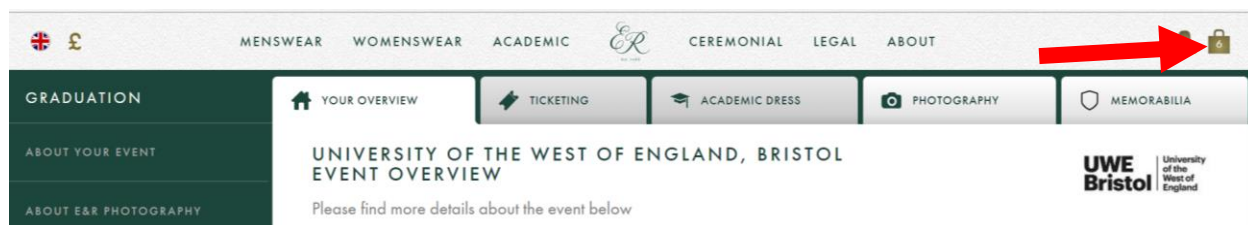
## 10. Photography and Memorabilia

- Photography can be purchased on the day of your ceremony and **does not** have to be purchased in advance.
- You can log back into the Ede and Ravenscroft website at any point after you have registered, in order to purchase photography or memorabilia.
- If you would like to purchase photography beforehand, please select the '**Photography**' tab and view the options that are available. You can then select the packages you would like to purchase and '**Add to Cart**'.
- Memorabilia from Ede and Ravenscroft will not be sold on the day of your ceremony. If you would like to purchase any memorabilia, please select the '**Memorabilia**' tab and view the options that are available. You can then select the items you would like to purchase and '**Add to Cart**'.

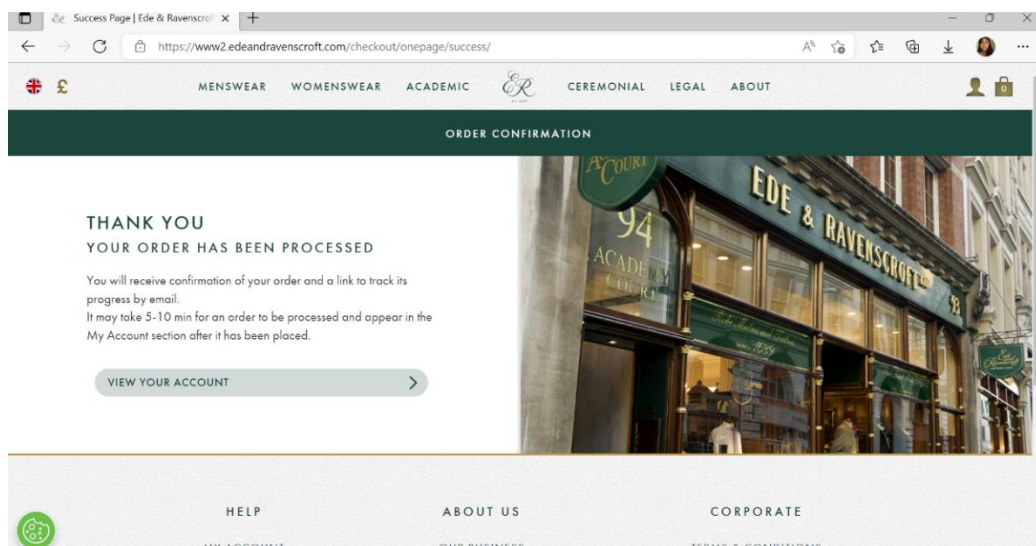
## 11. Checkout

You **MUST** checkout of the Ede and Ravenscroft website in order to register. If you do **not** checkout then your registration will not be processed and you will not be able to attend your ceremony.

- Please select the '**shopping bag**' at the top of your screen (as per picture below).



- Select '**Proceed to Checkout**'
- Check through your basket to ensure all items are correct. Ensure you check the amount of **guest tickets** is correct.
- If you have a discount code, please enter it here.
- Select '**Proceed to Checkout**'.
- Please select '**Create an Account**' and enter your details where prompted.
- You will then be directed to enter your payment details and billing address. Please enter your details and read through them to ensure they are correct.
- Then select '**Place Order**'.
- You will then be directed to the **order confirmation** page, where you will see the below message.



- If you **do not** receive an email to confirm your order, please contact the **Ede and Ravenscroft** team on 01223 861 854.

**Once you have received your confirmation, you are registered!**  
**You do not need to contact the UWE Graduation Team to confirm your attendance.**