

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'.

My intray
My messages

Intray Messages for [REDACTED] Message 1 of 1

From graduation@hud.ac.uk
Received 03/Apr/2023
Due Date
Subject Ceremony

Please click the bottom right hand corner to continue.

[REPLY](#)

[INTRAY](#) [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

Ceremony Reference: [REDACTED] 23SUMQG_26

Step 200 Invite to Ceremo

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.

Task Control Bar

Step 200 Invite to Ceremo *Step 500 Attend?*

Ceremony Reference: ██████████23SUMQG_26

Your graduation ceremony is:
11:15am, Tuesday 18 July 2023
at Oastler

We advise that you arrive approximately an hour and a half before the start time of your ceremony to register that you are here, collect your tickets, be dressed in your robe and have any photos taken. The ceremony lasts approximately one hour and is followed by a non-compulsory drinks reception which lasts a further hour.

Please select the option that applies to you.

I wish to attend the graduation ceremony detailed above in person

I do not wish to attend the graduation ceremony and will therefore graduate in absentia

⋮

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 [REDACTED]/23SUMQG_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.

- No Oastler Building guest
- 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.

Task Control Bar

Step 200 Invite to Ceremo Step 500 Attend? Step 970 Guest Ticket? *Step 1230*

Ceremony Reference: [REDACTED]/23SUMQG_26

Please let us know if you or any of your guests require special arrangements, such as ground floor access, a wheelchair space etc.

As these details are important to ensure that appropriate arrangements are made, if you do not inform us at this stage, we cannot guarantee that suitable seating will be available on the day.

Please note:

* Level access seating is limited and may have slightly restricted views

* We regret that we are unable to supply wheelchairs for the use of those attending the ceremonies

Please select one option:

Special arrangements are NOT required

Special arrangements are required. (Please specify on the next page)

Next

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.

Task Control Bar

Step 200 Invite to Ceremo Step 500 Attend? Step 970 Guest Ticket? Step 1230 *Step 2100*

Special Arrangements

Please provide full details of the special arrangements/adjustments required (i.e. ground floor seating, wheelchair access, end of row, etc), making it clear to whom these relate (if more than one person requires assistance, i.e. yourself and guest or both guests, please indicate each person's requirements seperately).

e.g. GUEST Requires ground level seating
e.g. STUDENT Requires a wheelchair space

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.

Task Control Bar

Step 200 Invite to Ceremo

Step 500 Attend?

Step 970 Guest Ticket?

Step 1230

Step 320 Memorabilia

Step 300 Name and Course

Name and Course Details

Ceremony Reference: [REDACTED]/23SUMQG_08

Below is how your name will appear on your award certificate.

Full Name [REDACTED]

If this is incorrect, you must take your passport or birth certificate to the IPoint in Student Central along with your student card before the date of your Course Assessment Board to change it. Unfortunately, it is not possible to change it after that date.

⋮ Your course title is currently listed as the below, but will be based on the final recommendation of the Course Assessment Board.

Your Course Title: BA (Hons) Contemporary Art & Illustration FT

If you believe the course title above is incorrect, please contact your school office.

If either of these items needs amending, it will be done outside of this booking process, so please proceed by clicking the next button below.

Next

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 Ceremony Record Maintenance

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 Ceremony Record information for your selected record(s).
Now showing 1 of 1

Field Name	Field Value
Contact address	[Redacted]
Contact address 2	[Redacted]
Contact address 3	[Redacted]
Contact address	[Redacted]
Contact address 5	[Redacted]
Contact address postcode	[Redacted]
Contact Telephone Number	[Redacted]
Contact Telephone No 2	[Redacted]
You must provided an e-mail address	[Redacted]

Store

End of SCY vista.

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

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](#) **[*Step 6000 Confirmation*](#)**

Confirmation Page

Please confirm these details before continuing.

Ceremony Reference: [REDACTED]23SUMQG_26
Full Name: [REDACTED]

Subject to the successful completion of your course
[BSc \(Hons\) Air Transport and Logistics Management FT](#)

You are invited to attend the Graduation Ceremony on
Tuesday 18 July 2023
at 11:15am
in Oastler

Number of guest tickets ordered: 2
Include my name on the merchandise: [Yes](#)
Special requirements required: [Yes](#)
You must continue to the next page

[Confirmation](#)

This page confirms your booking is complete.

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

Step 6000 Confirmation

Step 6500 Other Details

Please print this page for reference

Name: [REDACTED]

Ceremony Reference: [REDACTED] 23SUMQG_26

Ceremony: Tuesday 18 July 2023 at 11:15am

in Oastler

Thank you for booking your place at your ceremony. Your details are:

Number of guest tickets ordered: 2

Include my name on the merchandise: [Yes](#)

Special requirements required: [Yes](#)

Confirmation will be sent to you by email and further email alerts will be issued nearer the time of the ceremony. Details of times and locations of where to register on the day will be emailed to you in the weeks before the ceremonies or are available [here](#)

All tickets are collected on the day of the ceremony at the Registration Desk. No tickets are posted out before the ceremonies.

If you need to contact the Graduation Team, please email us at graduation@hud.ac.uk

The Graduation Team

Not Attending

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

Task Control Bar

Step 200 Invite to Ceremo *Step 500 Attend?*

Ceremony Reference: ██████████23SUMQG_26

Your graduation ceremony is:
11:15am, Tuesday 18 July 2023
at Oastler

We advise that you arrive approximately an hour and a half before the start time of your ceremony to register that you are here, collect your tickets, be dressed in your robe and have any photos taken. The ceremony lasts approximately one hour and is followed by a non-compulsory drinks reception which lasts a further hour.

Please select the option that applies to you.

I wish to attend the graduation ceremony detailed above in person

I do not wish to attend the graduation ceremony and will therefore graduate in absentia

Next

Please confirm you do not want to attend and click next.

Task Control Bar

Step 200 Invite to Ceremo Step 500 Attend? *Step 600*

Confirm graduation in-absentia

Ceremony Reference: ██████████23SUMQG_26

Please confirm that you do not wish to attend your Awards Ceremony

Confirm do not want to attend

Mistake want to attend

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

