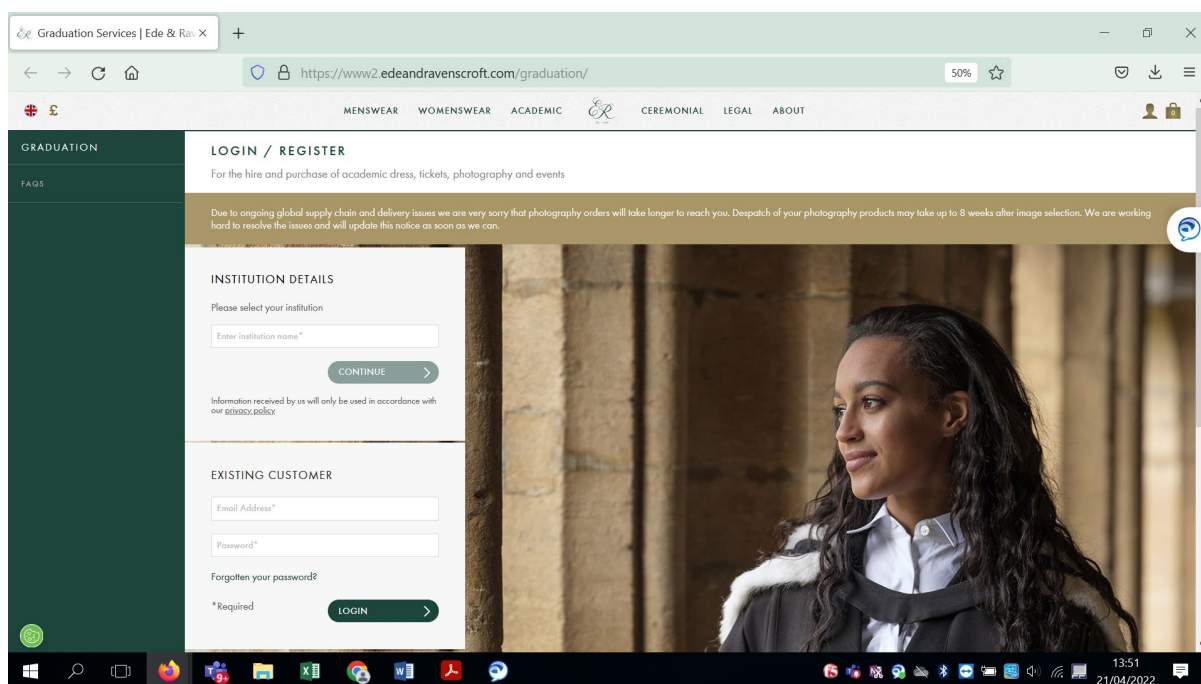


# Booking Guide for Graduation 2023

## Student login

Go to: <https://www2.edeandravenscroft.com/graduation/>



The screenshot shows a web browser window with the URL <https://www2.edeandravenscroft.com/graduation/>. The page has a dark green sidebar on the left with 'GRADUATION' and 'FAQS' links. The main content area is titled 'LOGIN / REGISTER' and includes a notice about global supply chain issues. Below the notice, there are two sections: 'INSTITUTION DETAILS' with a text input for 'Enter institution name\*' and a 'CONTINUE' button, and 'EXISTING CUSTOMER' with text inputs for 'Email Address\*' and 'Password\*', a 'Forgotten your password?' link, and a 'LOGIN' button. A large image of a woman in academic dress is on the right. The Windows taskbar is visible at the bottom.


If this is the first time you are graduating from Middlesex then you should search for the institution.

If you have attended a Middlesex graduation ceremony before then you should be an existing customer.

The screenshot shows a web browser window with the URL <https://www2.edeandravenscroft.com/graduation/>. The page has a dark green sidebar with 'GRADUATION' and 'FAQS' links. The main content area is titled 'LOGIN / REGISTER' and includes a notice about global supply chain issues. Below the notice is a form with two sections: 'INSTITUTION DETAILS' and 'EXISTING CUSTOMER'. The 'INSTITUTION DETAILS' section has a label 'Please select your institution' and a text input field containing 'Test Institution'. A green 'CONTINUE' button is below the field. The 'EXISTING CUSTOMER' section has fields for 'Email Address\*' and 'Password\*', a 'Forgotten your password?' link, and a 'LOGIN' button. A large background image of a woman in a graduation gown is visible on the right side of the form.

Graduation Services | Ede & Rav X

← → ↻ 🏠 🔒 <https://www2.edeandravenscroft.com/graduation/> 50% ☆ 📧 ⬇️ ☰

MENSWEAR WOMENSWEAR ACADEMIC  CEREMONIAL LEGAL ABOUT

GRADUATION

FAQS

**LOGIN / REGISTER**  
For the hire and purchase of academic dress, tickets, photography and events

Due to ongoing global supply chain and delivery issues we are very sorry that photography orders will take longer to reach you. Despatch of your photography products may take up to 8 weeks after image selection. We are working hard to resolve the issues and will update this notice as soon as we can.

**INSTITUTION DETAILS**  
Please select your institution

Test Institution

CONTINUE >

Information received by us will only be used in accordance with our [privacy policy](#)

**EXISTING CUSTOMER**

Email Address\*

Password\*

Forgotten your password?

\* Required


LOGIN >

Type in Middlesex (do not use Test Institution – this is just an example) and click continue.

The screenshot shows the same web browser window, but the form is now at the 'YOUR DETAILS' step. The 'INSTITUTION DETAILS' section is collapsed. The 'YOUR DETAILS' section has three text input fields: 'Student ID' (containing 'e.g. vvdghj435636'), 'Surname', and 'Email'. A green 'CONTINUE' button is below the fields. Below this are sections for 'EVENT DETAILS' and 'AWARD DETAILS'. The background image of the woman in a graduation gown remains on the right.

Graduation Services | Ede & Rav X

← → ↻ 🏠 🔒 <https://www2.edeandravenscroft.com/graduation/> 50% ☆ 📧 ⬇️ ☰

MENSWEAR WOMENSWEAR ACADEMIC  CEREMONIAL LEGAL ABOUT

GRADUATION

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**INSTITUTION DETAILS** Edit

**YOUR DETAILS**

Student ID e.g. vvdghj435636

Surname

Email

CONTINUE >

**EVENT DETAILS**

**AWARD DETAILS**

Enter your student id number, surname and the email address you would like to use for your booking. This can be any email, it does not have to be your MDX email address and then click continue.

Graduation Services | Ede & Rav X

https://www2.edeandravenscroft.com/graduation/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

GRADUATION

FAQS

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TEST INSTITUTION [Edit](#)

TEST [Edit](#)

EVENT DETAILS

**!** If you are an academic graduating as student please contact the Graduation Team

Please note this site is for student orders only

Please select your event

Leeds United, 21 July 2022, 10:00

[CONTINUE](#)

AWARD DETAILS

A dropdown box will appear with the ceremony date and time you have been allocated to, this cannot be amended. Click continue.

Graduation Services | Ede & Rav X

https://www2.edeandravenscroft.com/graduation/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

GRADUATION

FAQS

LOGIN / REGISTER

For the hire and purchase of academic dress, tickets, photography and events

Due to ongoing global supply chain and delivery issues we are very sorry that photography orders will take longer to reach you. Despatch of your photography products may take up to 8 weeks after image selection. We are working hard to resolve the issues and will update this notice as soon as we can.

TEST INSTITUTION [Edit](#)

TEST [Edit](#)

LEEDS UNITED, 21 JULY 2022, 10:00 [Edit](#)

AWARD DETAILS

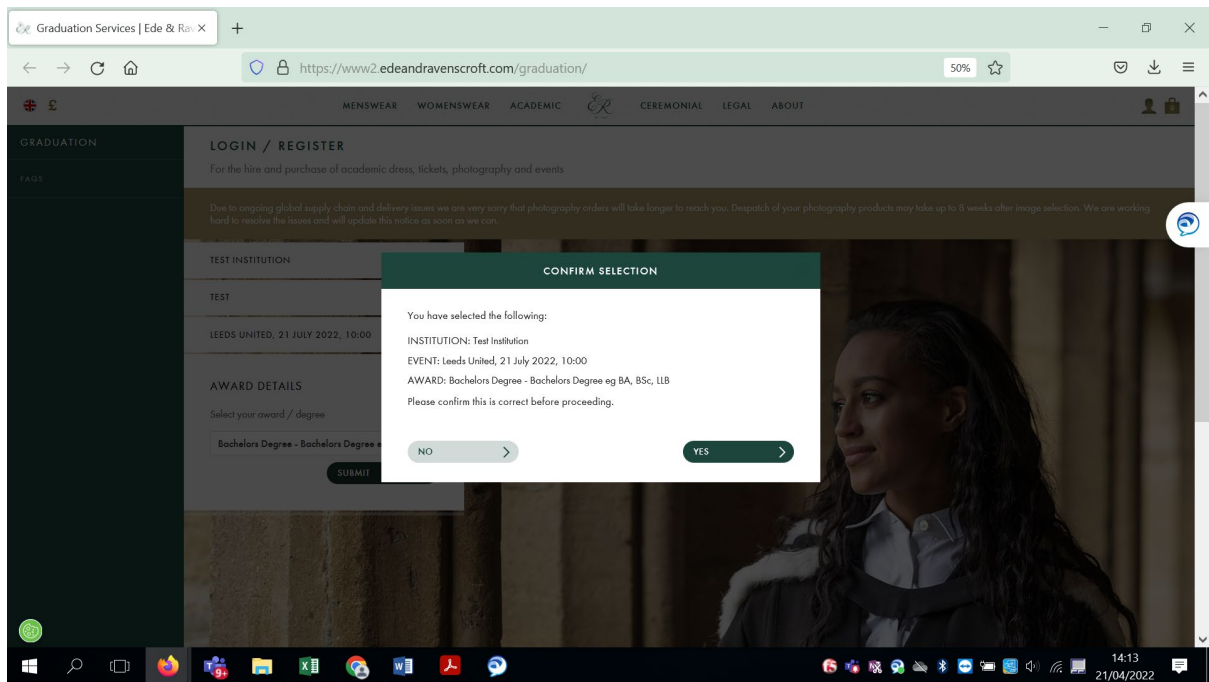
Select your award / degree

Bachelors Degree - Bachelors Degree eg BA, B

[SUBMIT](#)

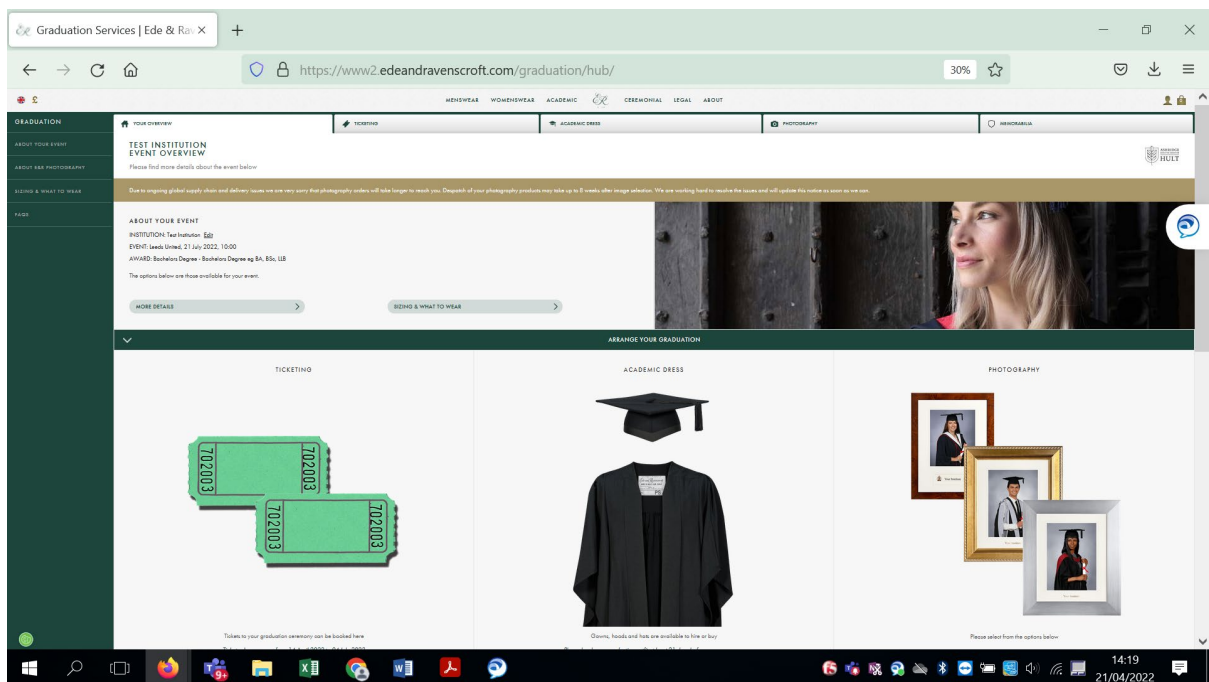
Your award are pre-populated. This relates to the gown you will be wearing. If you need to amend this, or think it is incorrect please contact the graduation office on 0208 411 6770 or [graduation@mdx.ac.uk](mailto:graduation@mdx.ac.uk) Click submit.





Please check the ceremony and degree and let us know of anything that you think is incorrect.

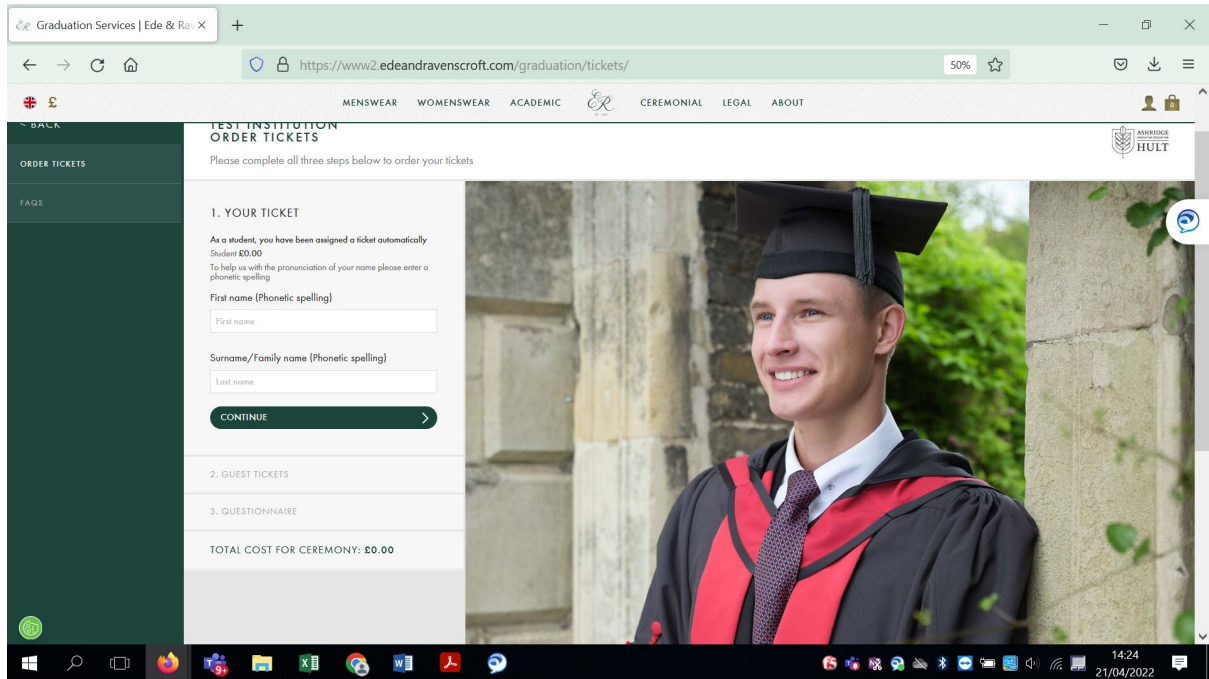
If everything is correct click Yes.



This is your homepage – from here you book your ticket to attend your ceremony, book guest tickets, gowns and photography.

## Student and Guest Tickets

The first thing to do is to book your own ticket – you must do this so we know you would like to attend, and a seat is allocated to you. You can either click on the TICKETING tab at the top of the page, or the picture of the tickets.



The screenshot shows a web browser window with the URL <https://www2.edeandravenscroft.com/graduation/tickets/>. The page is titled "TEST INSTITUTION ORDER TICKETS" and includes a navigation menu with links for MENSWEAR, WOMENSWEAR, ACADEMIC, CEREMONIAL, LEGAL, and ABOUT. The main content area is divided into three steps: 1. YOUR TICKET, 2. GUEST TICKETS, and 3. QUESTIONNAIRE. Step 1 includes a form for entering a phonetic spelling of the user's name, with fields for "First name" and "Surname/Family name". A "CONTINUE" button is visible below the form. To the right of the form is a large image of a smiling male graduate in a black and red graduation gown and cap. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 14:24 on 21/04/2022.

Enter a phonetic spelling of your name. For example

Alphabet would be al-fuh-bet

Easy would be ee-zee

Then click Continue.

Enter the number of guest tickets that you would like (up to a maximum of two). As this is an example page you will see details for extra tickets however this part will not be live until extra tickets go on sale and further instructions will be available then. Click continue.

If you do not require any guest tickets then just Click Continue.

If we have any questions that we would like to ask you these will be included in the questionnaire section. Click on proceed to gown hire.

# Gown Hire

Graduation Services | Ede & Rav X

https://www2.edeandravenscroft.com/graduation/dress/index/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

YOUR TICKETS HAVE BEEN ADDED TO THE CART, AND WILL BE RESERVED FOR 20 MINUTES, PLEASE CHECKOUT WITHIN 20 MINUTES

GRADUATION YOUR OVERVIEW TICKETING ACADEMIC DRESS PHOTOGRAPHY MEMORABILIA

TEST INSTITUTION ACADEMIC DRESS

Please complete all four steps below to hire or purchase your academic dress

1. GOWN Size Details

Your Height Please select an option

Chest Size up to 132cm (52in)

PROCEED WITH GOWN HIRE

OR VIEW GOWN PURCHASE OPTIONS

2. HOOD

3. HAT

4. ADD TO BAG

HIRE PRICE (COMPLETE DRESS): £0.00\*

Please note hire costs will be deducted from your order

Image for illustration purposes only

14:34 21/04/2022

If you are already in the process of purchasing tickets you will automatically be taken on the gownhire part of the site. You can also access this by clicking on the Gownhire tab or the picture of the gown in your homepage.

Graduation Services | Ede & Rav X

https://www2.edeandravenscroft.com/graduation/dress/index/

MENSWEAR WOMENSWEAR ACADEMIC CEREMONIAL LEGAL ABOUT

YOUR TICKETS HAVE BEEN ADDED TO THE CART, AND WILL BE RESERVED FOR 20 MINUTES, PLEASE CHECKOUT WITHIN 20 MINUTES

GRADUATION YOUR OVERVIEW TICKETING ACADEMIC DRESS PHOTOGRAPHY MEMORABILIA

TEST INSTITUTION ACADEMIC DRESS

Please complete all four steps below to hire or purchase your academic dress

1. GOWN Size Details

Your Height 5ft 7in (1.70m)

Chest Size up to 132cm (52in)

PROCEED WITH GOWN HIRE

OR VIEW GOWN PURCHASE OPTIONS

2. HOOD

3. HAT

4. ADD TO BAG

HIRE PRICE (COMPLETE DRESS): £0.00\*

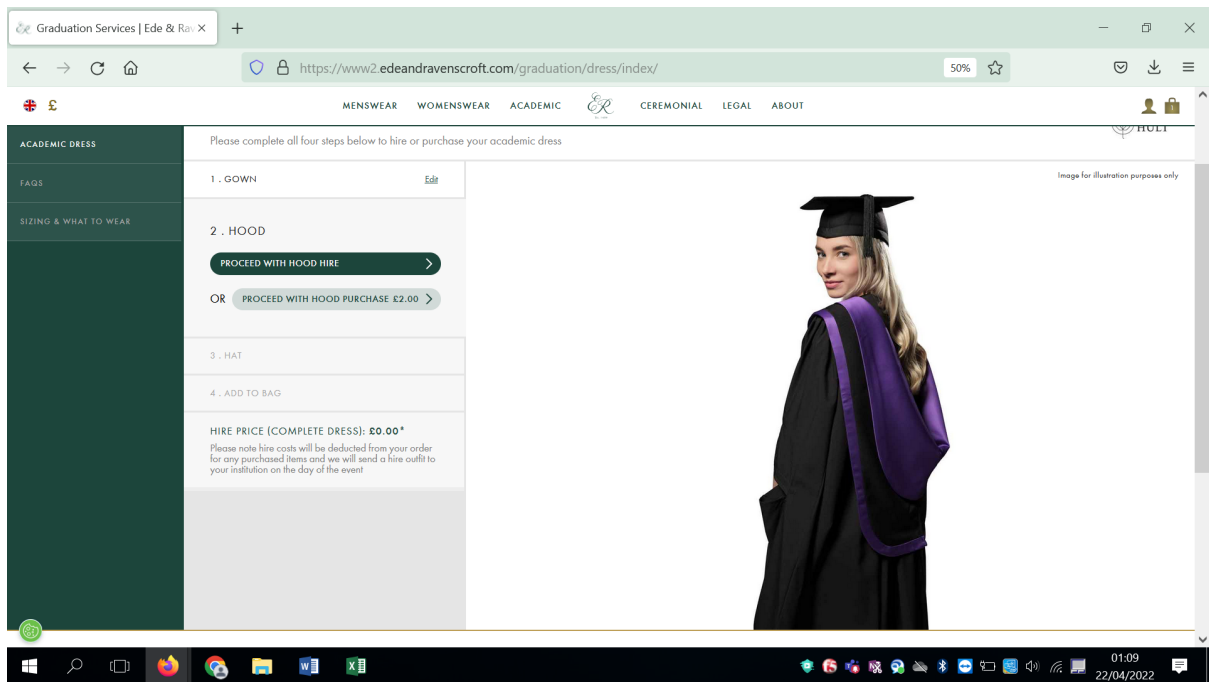
Please note hire costs will be deducted from your order

Image for illustration purposes only

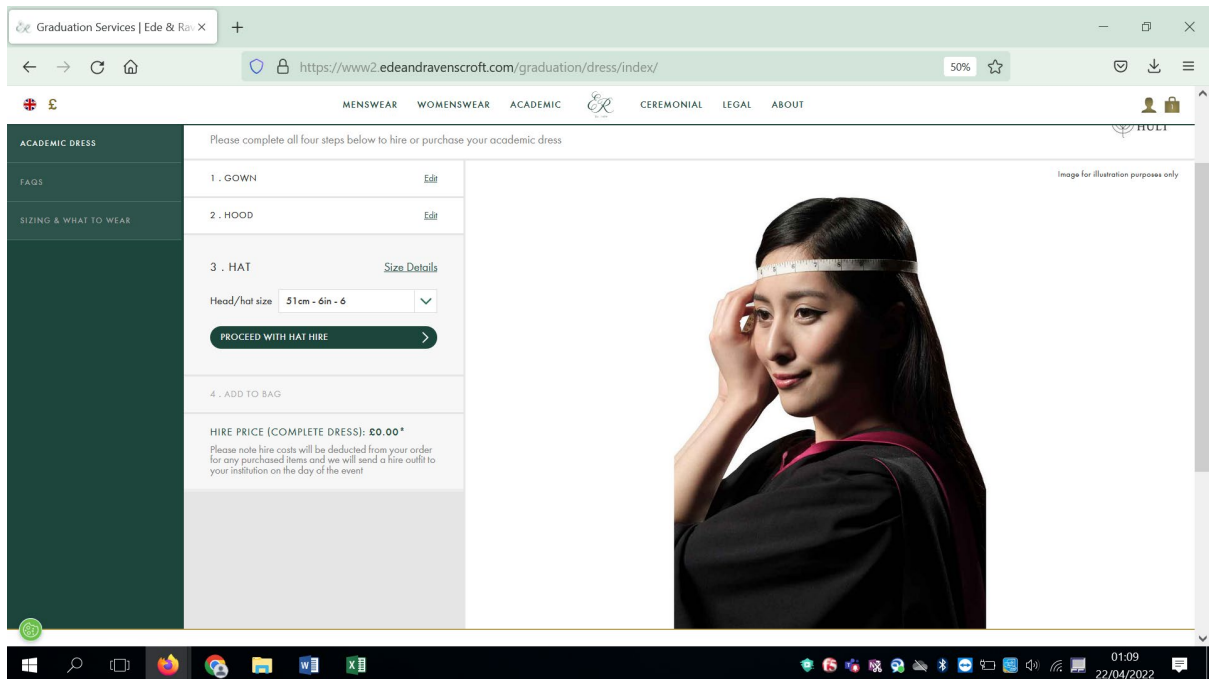
14:36 21/04/2022

Enter your height and chest size and then click on Proceed with Gown Hire. Only click View Gown Purchase Options if you wish to buy a gown for your own personal use.



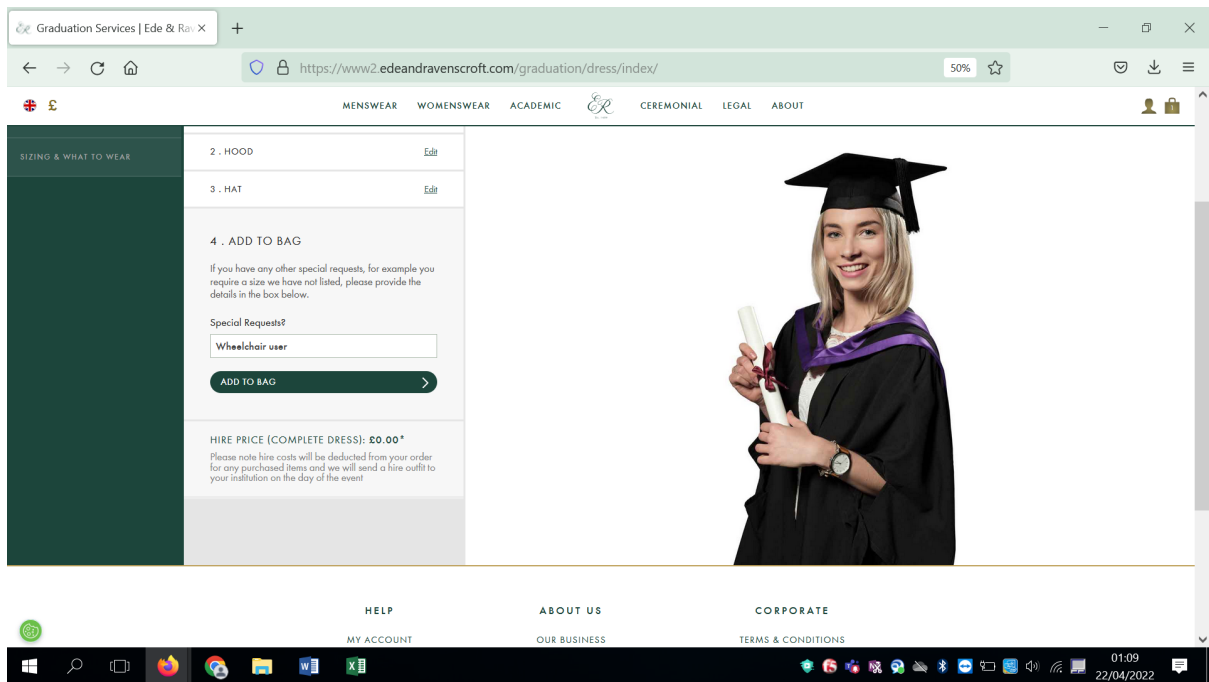


Click on proceed with hood hire

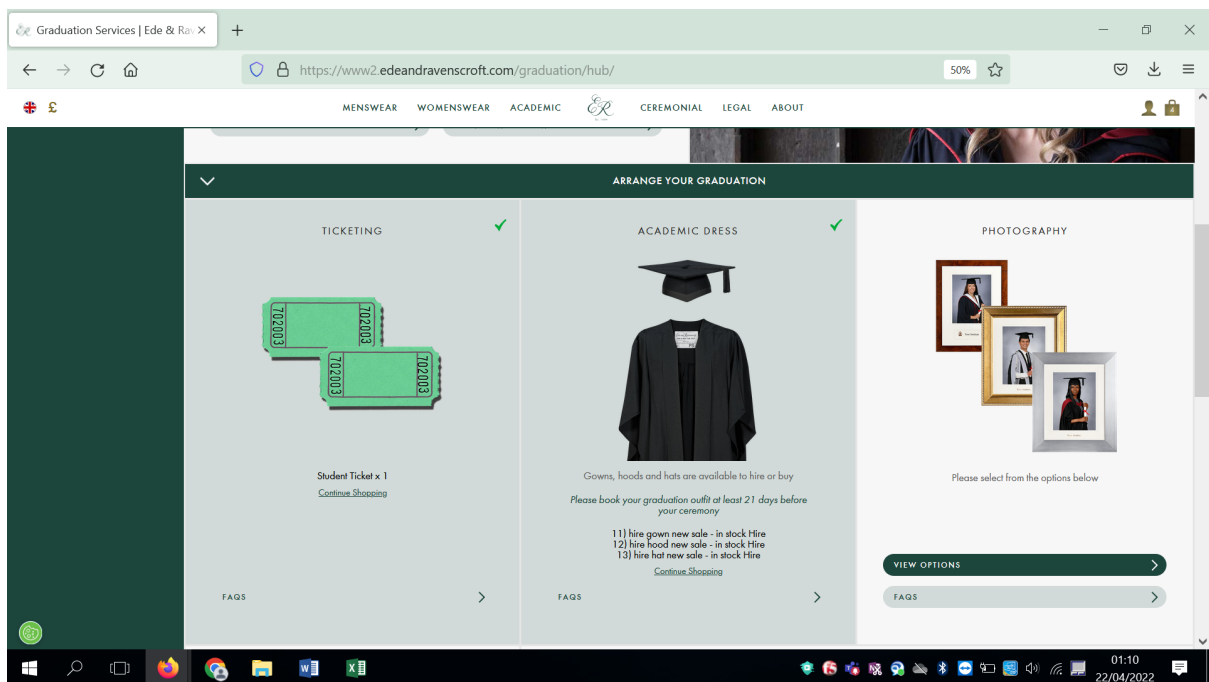


Measure your head for your hat size. If you click on the Size Details this will give you help with sizing for your gown and hat.





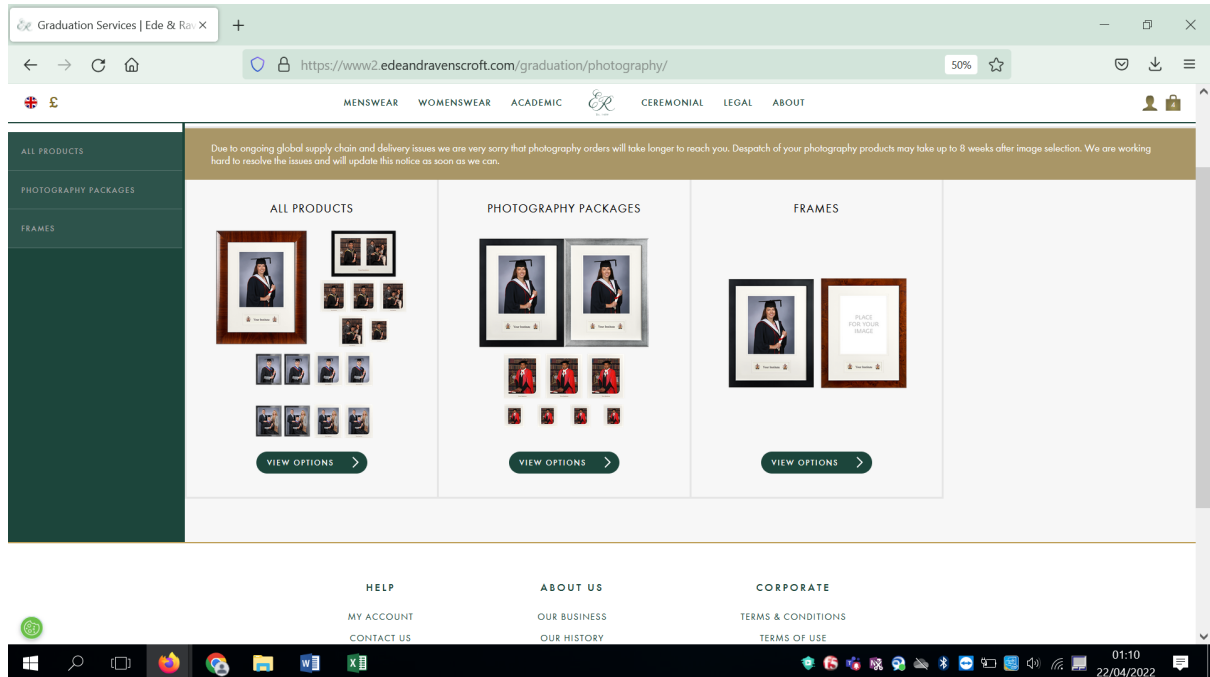
If you have any special gown request such as being a wheelchair user, are under 4ft 8in or over 6ft 6in please enter those details into the box.



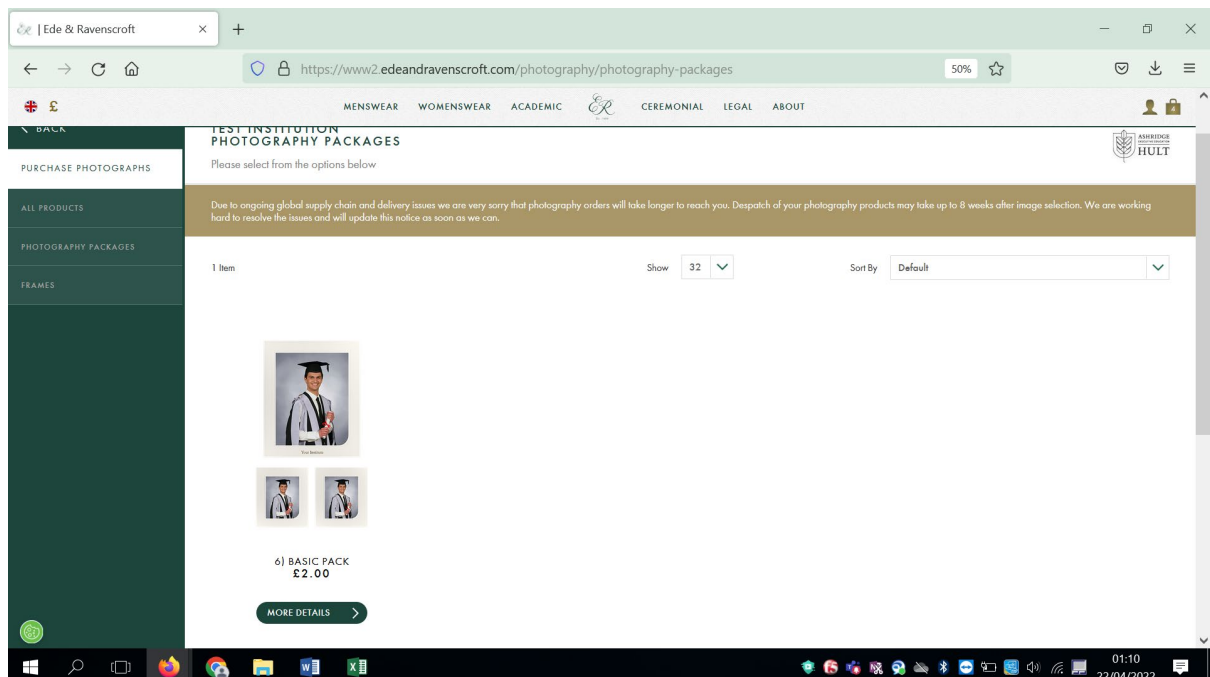
The parts of the process that you have completed will turn light green and be ticked.

# Photography and Frames

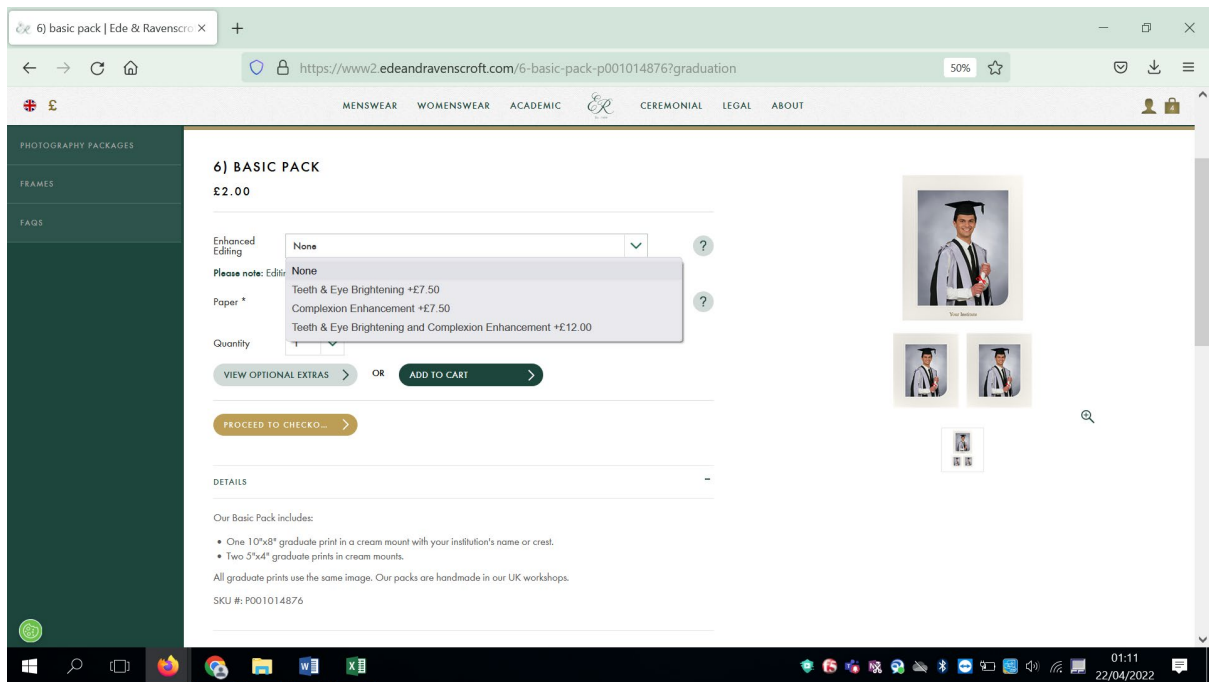
Click on the photography picture



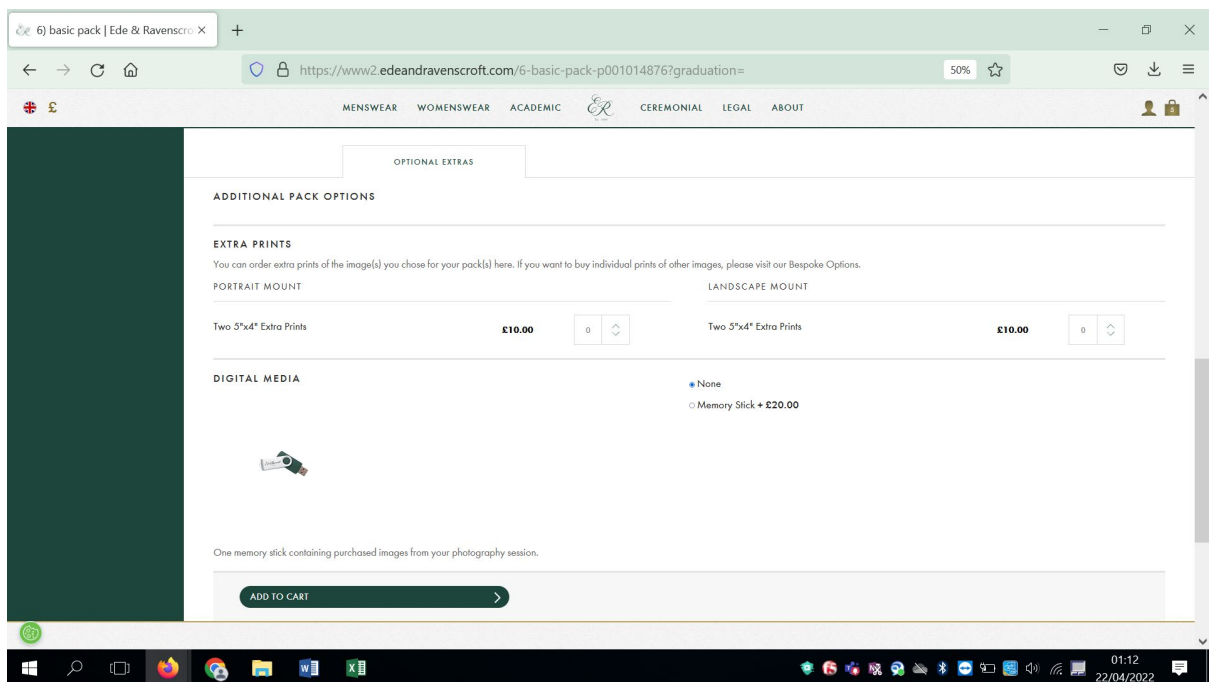
The photography products are split into All Products, Photography Packages and Frames. Choose the section you would like to look at.



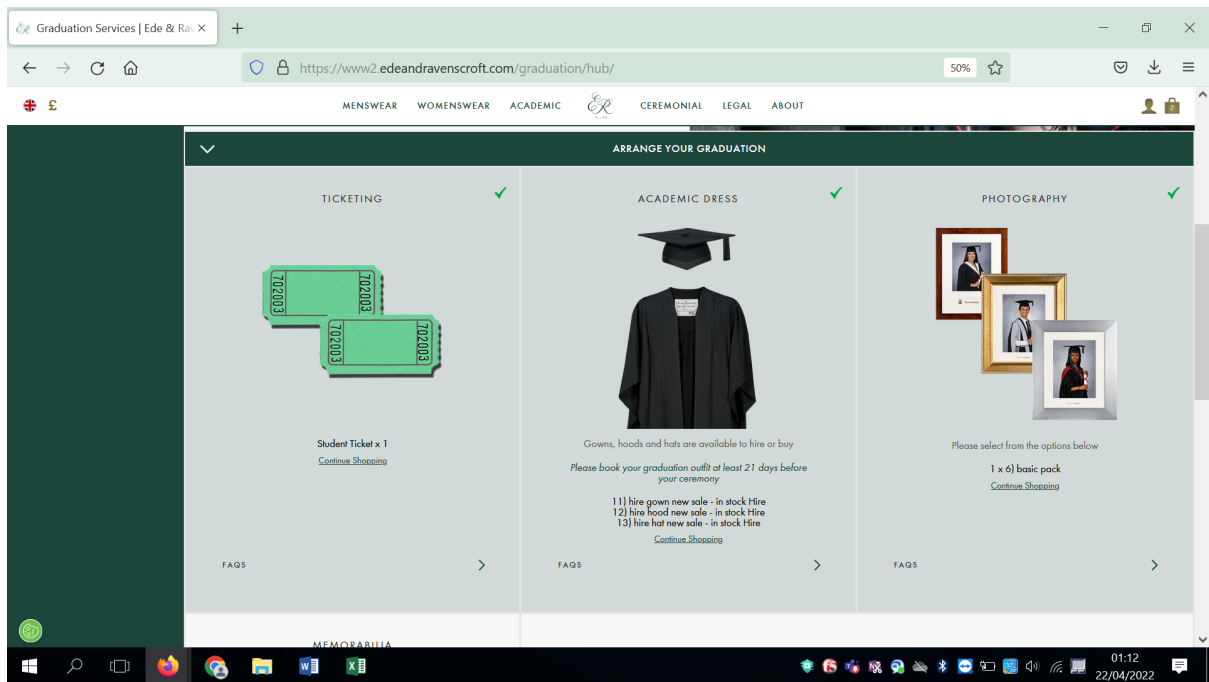
Click on the image or the More Details tab for further information about the product.



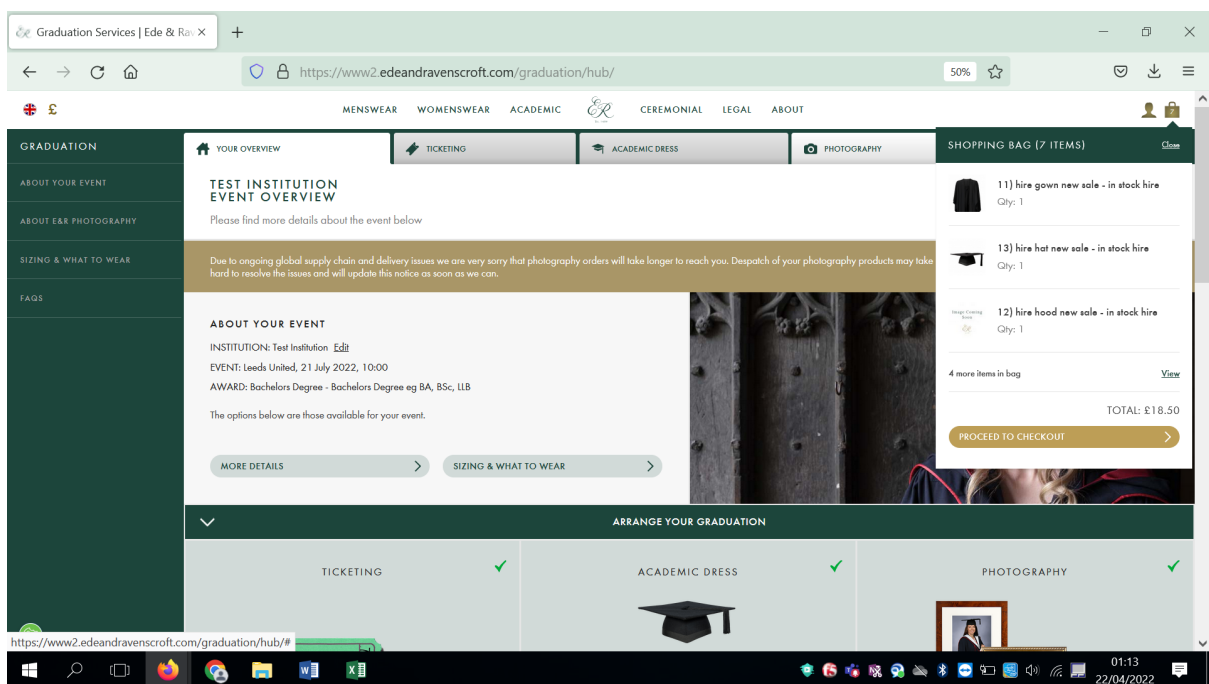
You can then choose if you would like your photos edited and the type of paper they are printed on.



Scroll further down the page and any optional extras such as extra prints and USB sticks are shown.

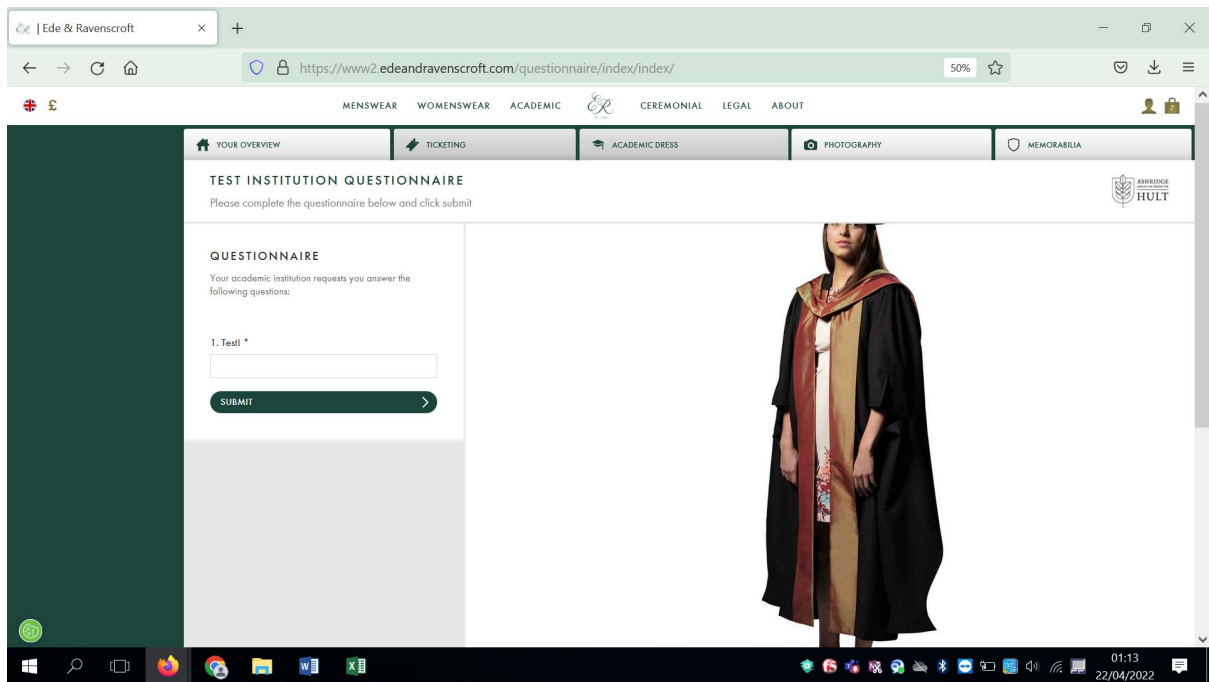


Once you have completed all three processes they will be light green and ticked.

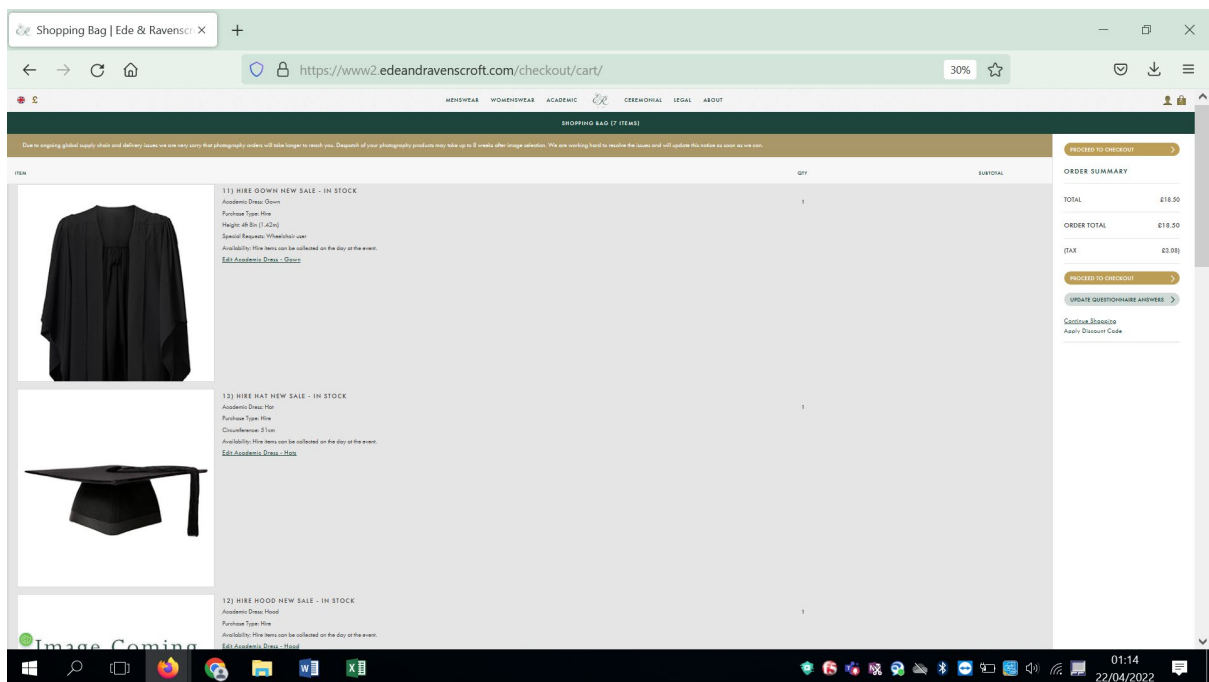


In the top right-hand corner click on the bag to show all of your items and then click Proceed to Checkout.

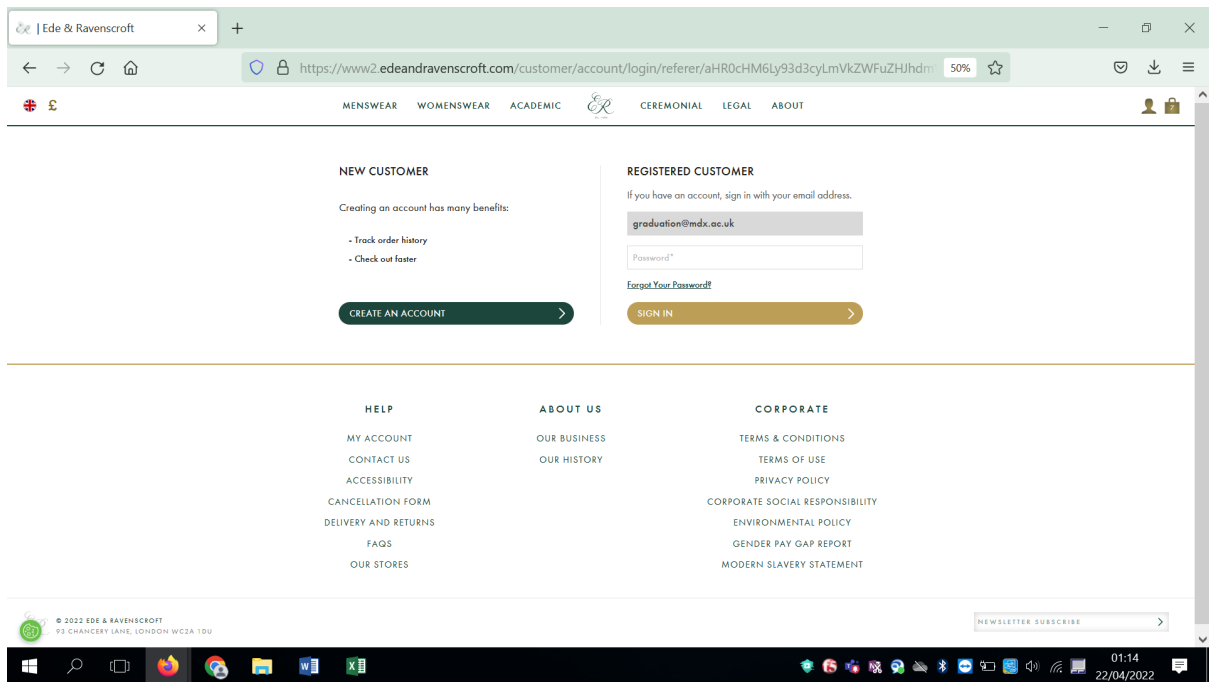




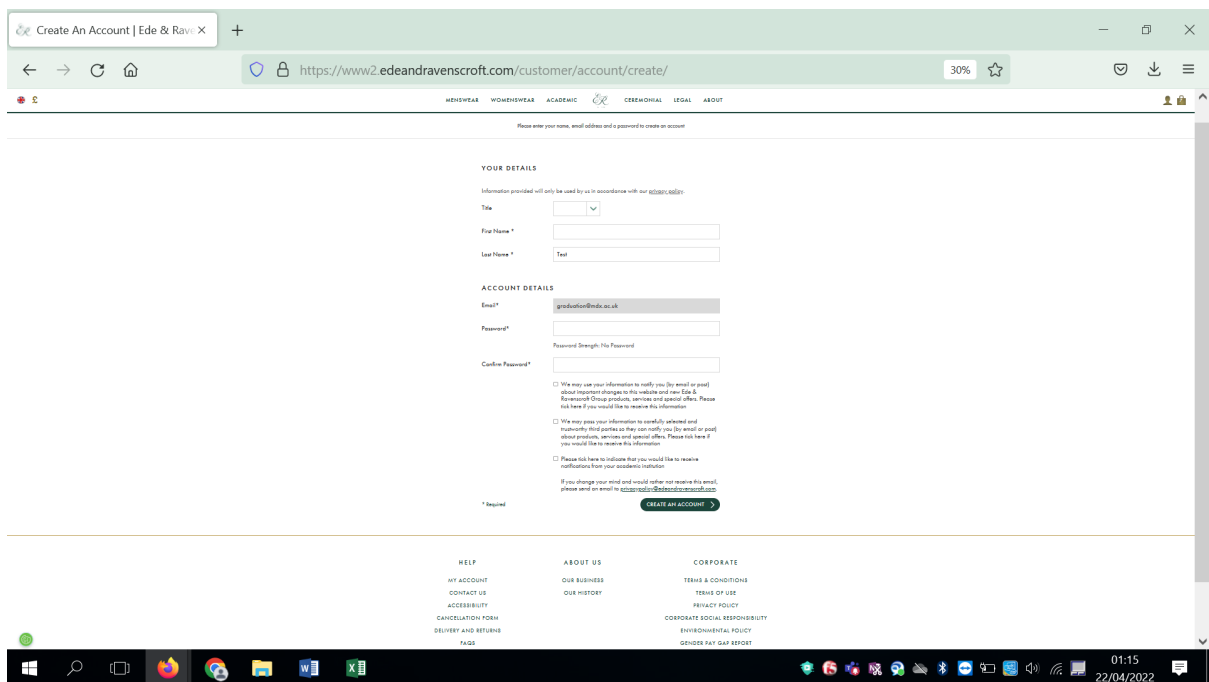
At this point there is a mandatory question to answer. If you answer YES we will contact you for further details.



View the contents of your bag and if you are happy click on Proceed to Checkout.



You will then need to create an account if you have never used the website before. If you have attended a Middlesex graduation in the past, then you should already have an account.



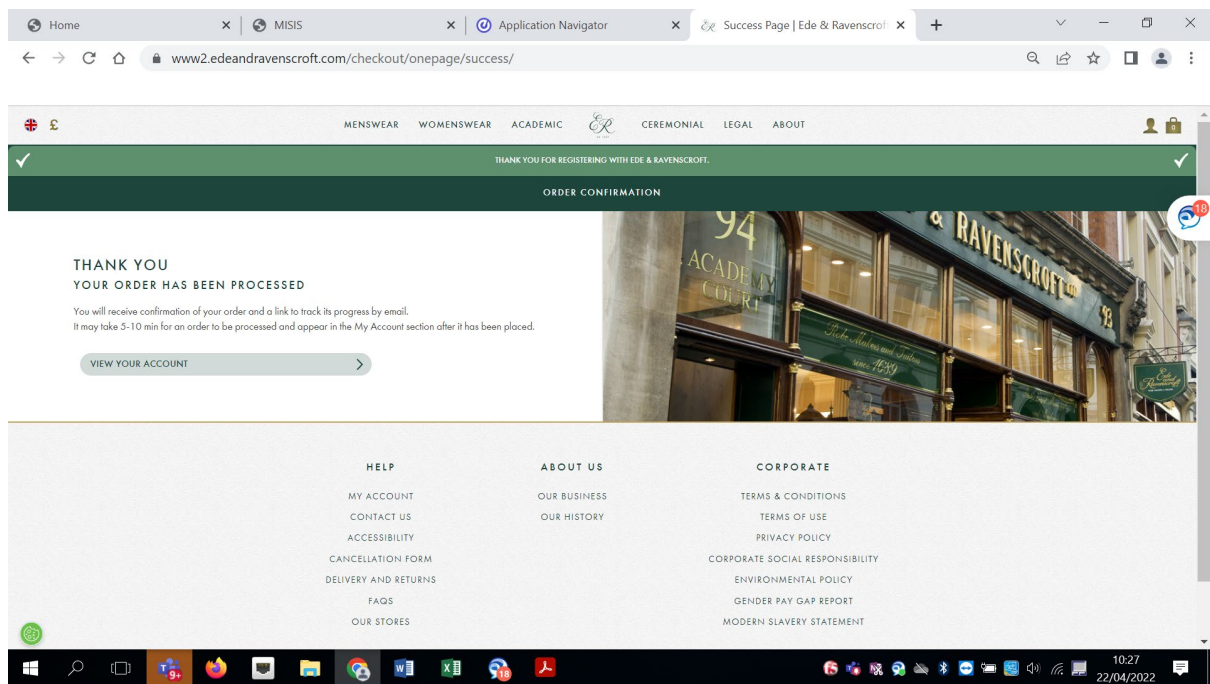
Complete your details and click on Create an Account.

The screenshot shows the checkout page for Ede & Ravenscroft. The browser tabs include Home, MISIS, Application Navigator, and Checkout | Ede & Ravenscroft. The URL is www2.edeandravenscroft.com/checkout/. The page has a dark green header with 'Back to Shopping Bag' and 'CHECKOUT'. Below the header, the 'PAYMENT DETAILS' section is active, with the instruction 'Please enter your billing address and preferred method of payment below'. The 'BILLING ADDRESS' section states 'No Payment Information Required'. There is an 'Address Search' bar with a placeholder 'Please enter any part of your address to search'. Below this are fields for Title (a dropdown menu), First Name, Last Name, Street Address, City, State/Province, Zip/Postal Code, and Country (a dropdown menu). There is also a 'Phone Number' field. A note below the fields says 'Information required by us if only to be used in association with our Express Checkout service'. At the bottom of the form is a checkbox 'I confirm that I have read and accepted the Ede & Ravenscroft Terms and Conditions of supply.' and a 'Check Out' button. On the right side, the 'ORDER SUMMARY' shows: Student Ticket £0.00, TOTAL £0.00, and ORDER TOTAL £0.00. There is a contact number '+44 (0) 1223 861834' and a link to 'EMAIL CUSTOMER SERVICES'.

Complete your billing address details and make sure you click to accept that you have read the Terms and Conditions. Then click on Enter Payment Information.

The screenshot shows the checkout page for Ede & Ravenscroft. The browser tabs include Home, MISIS, Application Navigator, and Checkout | Ede & Ravenscroft. The URL is www2.edeandravenscroft.com/checkout/. The page has a dark green header with 'Back to Shopping Bag' and 'CHECKOUT'. Below the header, the 'PAYMENT DETAILS' section is active, with the instruction 'Please enter your billing address and preferred method of payment below'. The 'BILLING ADDRESS' section states 'No Payment Information Required'. The address is pre-filled: Mr John Test, 72 Fords Grove,, London, London N21 3DP, United Kingdom, 07813566490. There is an 'EDIT' button. Below the address is a checkbox 'I confirm that I have read and accepted the Ede & Ravenscroft Terms and Conditions of supply.' and a 'PLACE ORDER' button. On the right side, the 'ORDER SUMMARY' shows: Student Ticket £0.00, TOTAL £0.00, and ORDER TOTAL £0.00. There is a contact number '+44 (0) 1223 861834' and a link to 'EMAIL CUSTOMER SERVICES'.

If you need to make a payment you should enter your payment details on this screen. Then click Place Order.



Once you have placed your order you should see the confirmation screen. An email will also be sent to you with details of your order.