



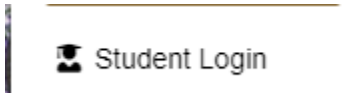
TEXAS WOMAN'S UNIVERSITY™

Instructions to Retrieve Commencement Tickets

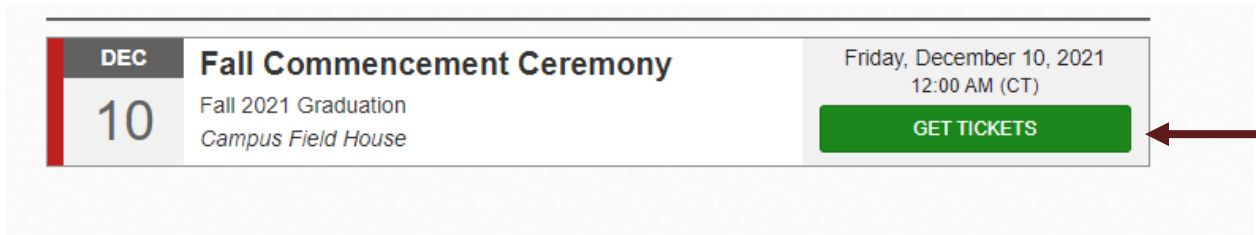
1. Navigate to <https://twugradtickets.universitytickets.com/>. Please Note: Use Google, Microsoft Edge, or Firefox.
2. Click on Log In/Register



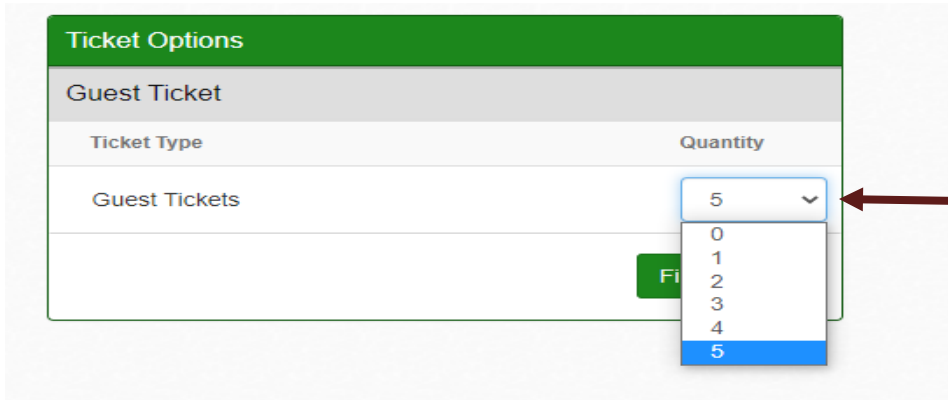
3. Select Student Login and sign in using your TWU credentials



4. Select Get Tickets

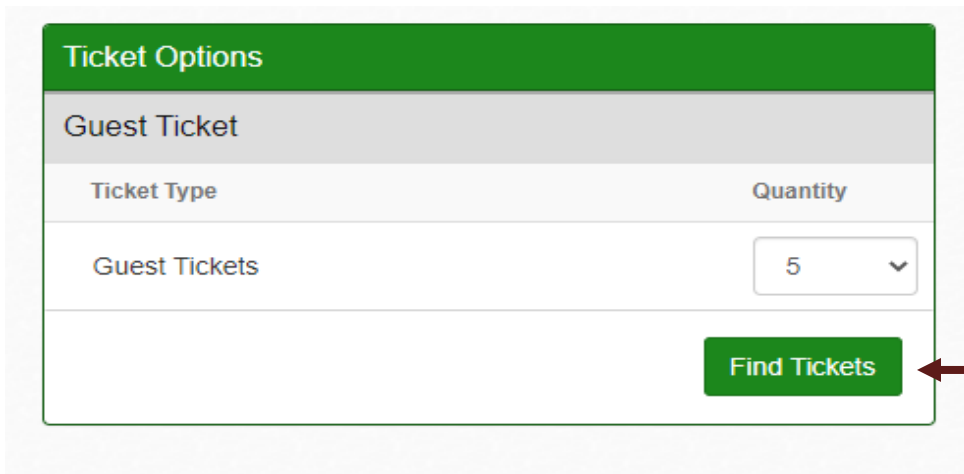


5. Select the number of tickets you need from the drop-down box.



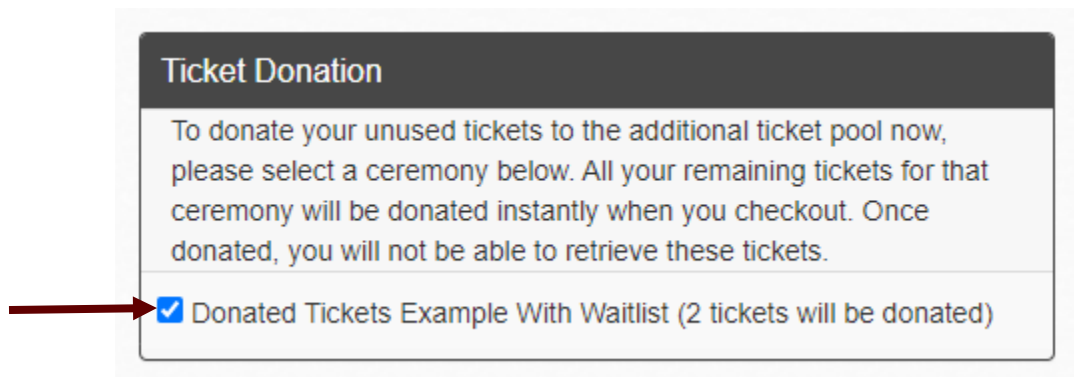
The screenshot shows a form titled "Ticket Options" with a green header. Below the header is a section for "Guest Ticket". Underneath, there is a table with two columns: "Ticket Type" and "Quantity". The "Ticket Type" column contains "Guest Tickets". The "Quantity" column has a dropdown menu that is currently open, showing a list of numbers from 0 to 5. The number 5 is selected and highlighted in blue. A red arrow points to the dropdown menu.

6. Once the number of tickets have been selected, click Find Tickets.



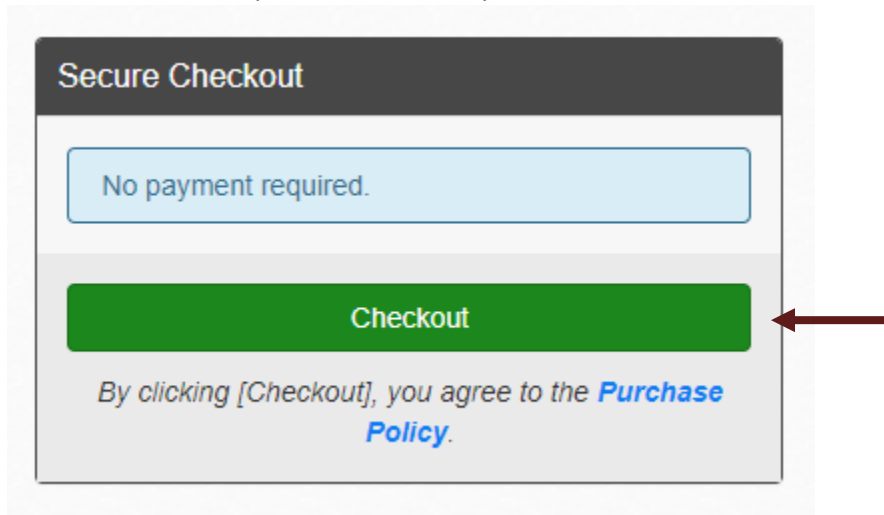
The screenshot shows the same "Ticket Options" form. The dropdown menu for the quantity is now closed, and the number 5 is displayed in the input field. A green button labeled "Find Tickets" is located at the bottom right of the form. A red arrow points to the "Find Tickets" button.

7. If you selected less than the max amount of tickets and wish to donate the remainder of them, check the box in the Ticket Donation section located on the right side of your screen.

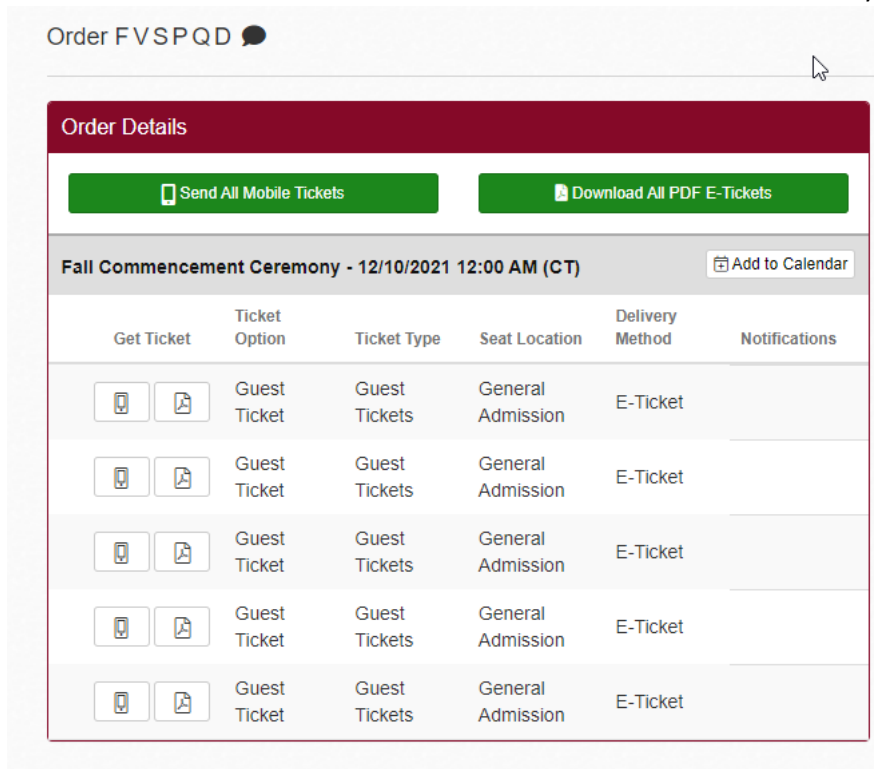


The screenshot shows a section titled "Ticket Donation" with a dark grey header. Below the header is a text box containing the following text: "To donate your unused tickets to the additional ticket pool now, please select a ceremony below. All your remaining tickets for that ceremony will be donated instantly when you checkout. Once donated, you will not be able to retrieve these tickets." Below the text box is a list of donation options. The first option is "Donated Tickets Example With Waitlist (2 tickets will be donated)", which has a checked checkbox. A red arrow points to the checked checkbox.

8. Follow the checkout process to reserve your tickets.



9. Summary of Reservation Screen will appear with your tickets to download and print or send to an individual via mobile. You will also receive a confirmation email with your tickets.



10. You can access your tickets at any time by clicking on the drop-down arrow next to your name in the upper right hand corner of the screen and selecting Your Orders.

IMPORTANT

1. Please print each ticket. **Each guest will need a separate, unique ticket for entry.**

2. All tickets will have a bar code needed for entry into the ceremony. Upon entry, the barcode will be scanned and will no longer be valid for entry after being scanned. **Please keep in mind that tickets are ceremony-specific.**
3. Guests should plan to be seated **10 minutes prior to the start of the ceremony.**
4. Children under the age of 3 (sitting on the lap of a parent) will not need a ticket.