

Veranstaltungsmanagement

## How to register on the event portal

1. If you would like to register for the graduation ceremony, please use the following link, which will take you to the ceremony website: www.hs-geisenheim.de/akademische-feier. Please scroll down the page until you see the window shown below:

2. Select the ceremony and enter the number of people attending.

BOOK YOUR TICKETS	HERE			
Graduation Ceremony WiSe 23/24	Fee: free	Available until: 07/22/2024	items 0	
Booking possible from 02	.07.2024, 14:00:00 until	22.07.2024, 19:00:00		
• The tickets in the shopping cart are not yet reserved or occupie		erved or occupied.	SIGN UP FOR EVENT	

3. Go to "SIGN UP FOR THE EVENT", and continue with "VIEW CARD" and "CONTINUE WITH THE REGISTRATION".

4. If you are not logged in yet, you will be asked to log in to your account or create a new one. Please note that this account is different from your university account.



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5. You can also book your tickets via GUEST CHECKOUT.

6. In the next step, you can personalize your order. Enter your details (all fields marked with \* must be filled in) and the details of your guests. Select your degree in the "Studiengang" field. For your guests, please select "Gast/Mitarbeiter:in"

SHOPPING CART PERSONALIZE ORDER INFORMATION OCHECK CONFIRMATION

# PERSONALIZE YOUR ORDER HERE

① The items in the cart are not yet reserved or occupied.

### YOUR ARTICLES

#### **GRADUATION CEREMONY**

07/28/2023			
Pos. 1			8
Graduation Ceremony Summer Semester 23		fee: free	
ealutation*		first name*	
Diverse	~	first name	
last name*		F-Mall*	
last name		E-Mail	
Studiennann*			
Gast / Mitarbeiter:in	~		

CONTINUE WITH THE REGISTRATION



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7. Enter your complete personal details.

## **ORDER INFORMATION**

	~	Title Title	
First name*		Last name*	
Street*			
Street			
Zip code*	City*		
ZIP code	UITY		
Organization / Company			
Organization / Company	(		
Organization / Company	/		
Organization / Company Country* Deutschland	/		
Organization / Company Country* Deutschland Email*			
Organization / Company Country* Deutschland Email* Email			
Organization / Company Country* Deutschland Email* Email Phone number*			
Organization / Company Country* Deutschland Email* Email Phone number* Phone number			

8. Check your order and confirm your purchase by accepting the privacy policy and terms of use.

9. You will then be able to view your order. A confirmation will also be sent to the email address you provided. If you do not receive a confirmation, please check that your email address is correct.