



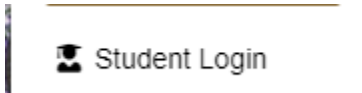
TEXAS WOMAN'S UNIVERSITY™

Instructions to Retrieve Commencement Tickets

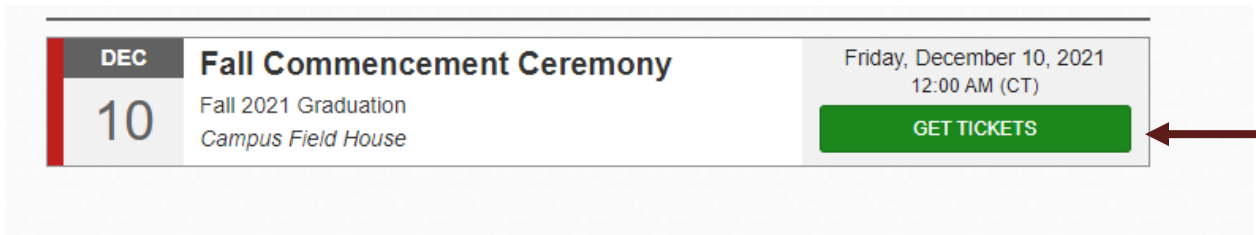
1. Navigate to <https://twugradtickets.universitytickets.com/>. Please Note: Use Google, Microsoft Edge, or Firefox.
2. Click on Log In/Register



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 'Ticket Options' section with a green header. Below the header is a 'Guest Ticket' section. A table with two columns, 'Ticket Type' and 'Quantity', is visible. The 'Ticket Type' column contains 'Guest Tickets'. The 'Quantity' column has a drop-down menu with the number 5 selected. A red arrow points to the drop-down menu.

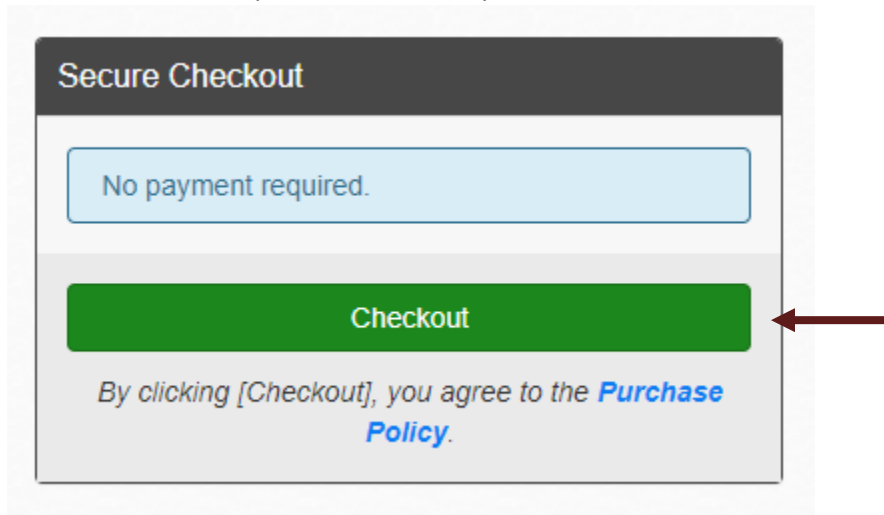
6. Once the number of tickets have been selected, click Find Tickets.

The screenshot shows the 'Ticket Options' section with the 'Quantity' drop-down menu now displaying the number 5. A green 'Find Tickets' button is located at the bottom right of the section. A red arrow points to the 'Find Tickets' button.

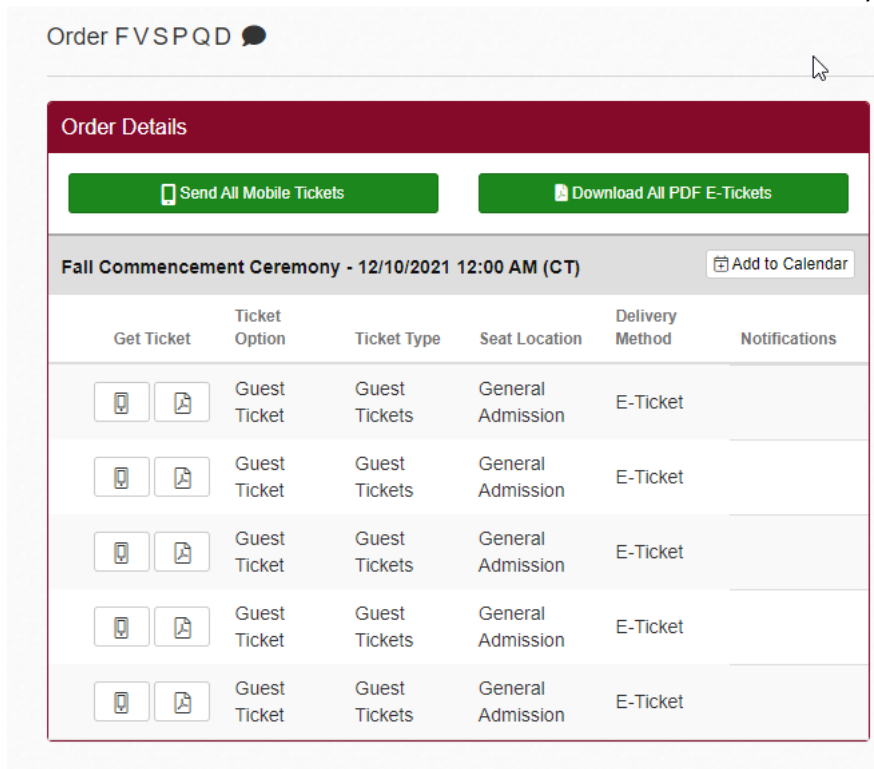
7. If you selected less than the max amount of tickets and wish to donate the remainder of them, check the box in the Ticket Donation section located on the right side of your screen.

The screenshot shows a 'Ticket Donation' section with a dark header. Below the header is a text box explaining the donation process. At the bottom, there is a checkbox labeled 'Donated Tickets Example With Waitlist (2 tickets will be donated)'. A red arrow points to the 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.