

Guest Registration Guide

This guide is prepared to help you with the guests registration for Graduation Ceremony 2025 via the Eventbrite platform. It contains the guest registration links and step-by-step instructions for registration. Each graduand can invite up to 2 guests for the Graduation Ceremony.

Guest registration will commence from Thursday, 27 Mar 2025, 2:00pm and will close on Thursday, 17 April 2025, 9:00am. Please refer to <https://www.rp.edu.sg/graduation> for the Graduation Ceremony 2025 schedule.

An access code is required to register your guests for the Graduation Ceremony. The access code is a combination of the graduand's Student ID and Date of Birth (in DDMMYYYY format).

Guests Registration Links

Session 1: <https://for.edu.sg/rpgc-s1>

Session 2: <https://for.edu.sg/rpgc-s2>

Session 3: <https://for.edu.sg/rpgc-s3>

Session 4: <https://for.edu.sg/rpgc-s4>

Session 5: <https://for.edu.sg/rpgc-s5>

Session 6: <https://for.edu.sg/rpgc-s6>

Session 7: <https://for.edu.sg/rpgc-s7>

Session 8: <https://for.edu.sg/rpgc-s8>

Session 9: <https://for.edu.sg/rpgc-s9>

Session 10: <https://for.edu.sg/rpgc-s10>

Session 11: <https://for.edu.sg/rpgc-s11>

Session 12: <https://for.edu.sg/rpgc-s12>

Session 13: <https://for.edu.sg/rpgc-s13>

Session 14: <https://for.edu.sg/rpgc-s14>

Guest Registration

Please follow the instructions closely to register your friend/family member for your Graduation Ceremony.

Step 1

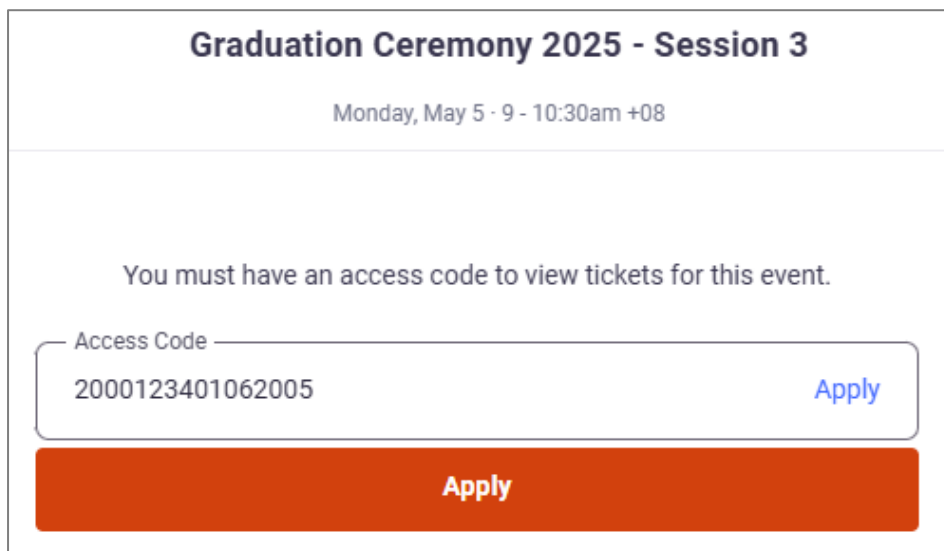


Click on 'Get tickets' to register for your Guest tickets.

Step 2

The access code is the graduand's Student ID + Date of Birth (D.O.B) in DDMMYYYY format.

E.g. Student ID: 20001234; D.O.B: 01 Jun 2005. The access code is 2000123401062005.



Enter your Access Code and click 'Apply'

Step 3

Graduation Ceremony 2025 - Session 3
Monday, May 5 - 9 - 10:30am +08

Promo Code
Enter code Remove

2000123401062005 applied. New tickets unlocked below.

TRCC Theatre Door 1 - Guest Ticket(s) - 2 +

Free
Unlocked
Guest Ticket(s)

Powered by eventbrite Language: English (US) ▾

GRADUATION
2 - 8 MAY 2025

Order summary

2 x TRCC Theatre Door	SGD\$0.00
1 - Guest Ticket(s)	
Total	SGD\$0.00

(i) Select the no. of ticket(s)

(ii) Click 'Register' to confirm your selection

Register

Step 4

Graduand to key in your own **'First name'**, **'Last name'** and **'Email address'** in the Contact Information fields shown below.

Checkout
Time left 29:49

Please enter the graduand's First name, Last name, and Email address in the "Contact information" section below.

Contact information

[Log in](#) for a faster experience. * Required

First name *	Last name *
Email address *	Confirm email *

Step 5

- Enter your Student ID and acknowledge that you have completed the Form for RP Graduands.
- Verify that the number of e-tickets you selected is correct.
- Click the 'Register' button to complete the registration process.

GRADUATION
2 - 8 MAY 2025

Checkout
Time left 28:56

Keep me updated on more events and news from this event organizer.
 Send me emails about the best events happening nearby or online.

Student ID*

Have you registered for the Graduation Ceremony via the Form for RP Graduands? Please note that Eventbrite is for guest registration, while the Form for RP Graduands is for graduand registration.

Yes
 No

By selecting Register, I agree to the [Eventbrite Terms of Service](#)

Register

Powered by eventbrite

Order summary
Monday, May 5 - 9 - 10:30am +08

1 x TRCC Theatre Door	SGD\$0.00
1 - Guest Ticket(s)	
Delivery	SGD\$0.00
1 x eTicket	
Total	SGD\$0.00

(i) Answer these questions

(ii) Ensure the no. of e-ticket(s) you selected is correct.

(iii) Click the 'Register' button to complete the registration process.

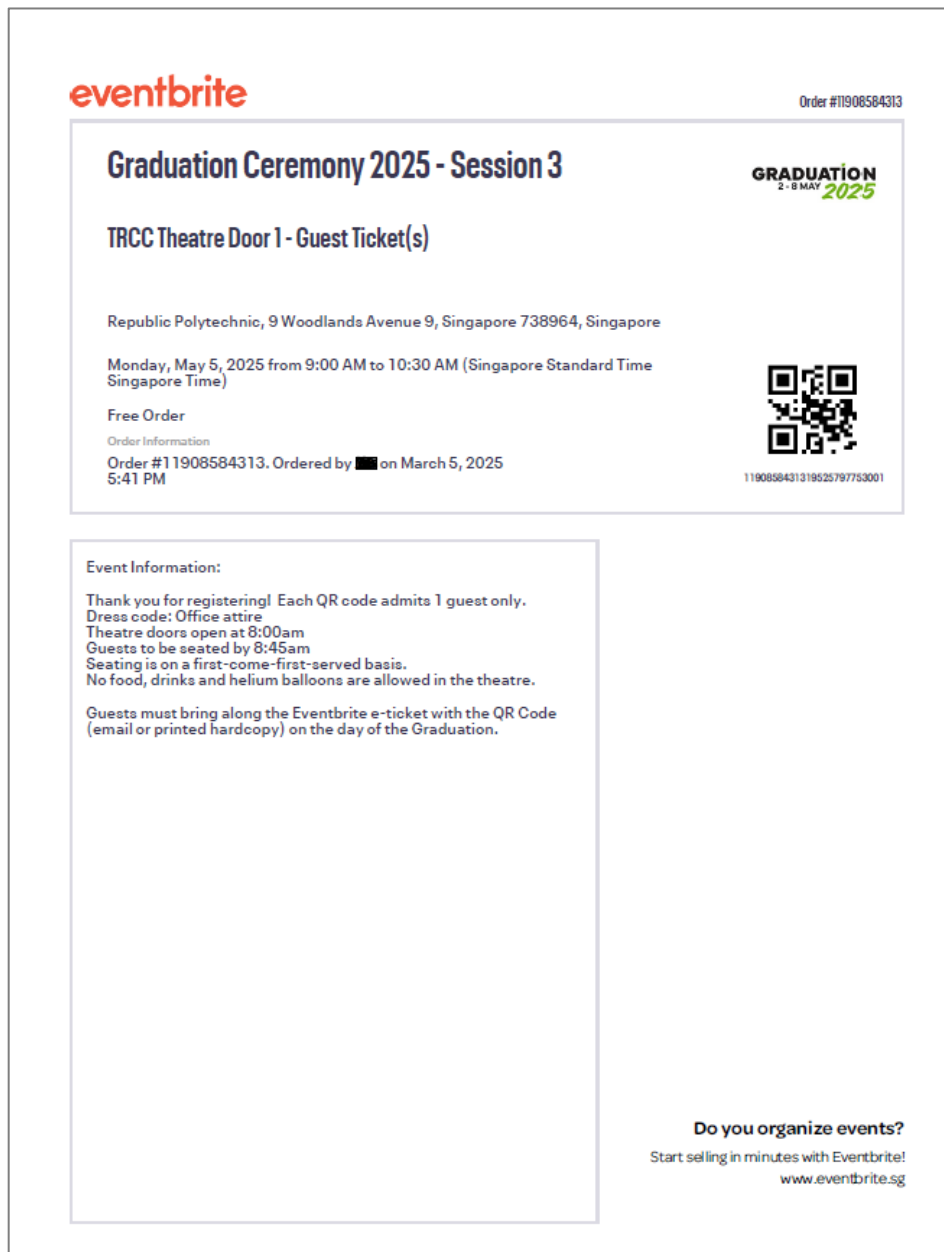
Step 6

Eventbrite will send the e-ticket(s) with QR code to the email address stated by you in the Contact Information (refer to step 4).

Your guest(s) must bring along the e-ticket with the QR Code on the day of the Graduation Ceremony for check-in purposes.

Each QR code admits 1 guest.

Below is a sample image of the e-ticket with the QR code



Questions

1) How do I retrieve my e-ticket(s) if I could not find it in my email mailbox?

Please visit the link below for more information:

<https://www.eventbrite.com/help/en-us/articles/319355/where-are-my-tickets/>

2) Access Code issue

- Halfway through the registration, you accidentally closed your web browser, when you re-enter using your Access Code, the system showed error message 'The tickets you selected are no longer available' or 'Your requested ticket quantity exceeds the number provided by your promotional code.'
- How to troubleshoot?
 - Close all your web browsers to ensure that you do not have the website running in the background or
 - Clear your web browser cache and/or
 - Use a different device to register

3) I need additional guest e-ticket(s), where do I submit my request?

Graduands can submit their request via link <https://for.edu.sg/rpgcadditional>. This request for additional guest e-ticket(s) will close on 17 April 2025, 9:00am.

Graduands must fulfil the following criteria to be considered:

- Have registered their attendance for Graduation Ceremony (GC) via the Form for RP Graduands (<https://for.edu.sg/rpgraduationform>).
- Have requested for their two guest e-tickets via Eventbrite (<https://www.rp.edu.sg/docs/default-source/graduation-doc/eventbrite-guest-registration-manual.pdf>) before submitting this request for additional guest e-tickets.

Please note that this request for additional guest e-ticket(s) will be subjected to availability. The outcome of this request will be sent to you by 25 April 2025, 6:00pm, via the email address indicated in the Request for Additional Guest e-ticket(s) Form.

RP reserves the right to disqualify any submission that is incomplete, at its sole discretion. All decisions are final, and no further discussion or correspondence will be considered.