

Guest Registration Guide

This guide is prepared to help you with guest registration for Graduation Ceremony 2024 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 Monday, 25 Mar 2024, 2:00pm and will close on Tuesday, 18 April 2024, 9:00am. Please refer to <https://www.rp.edu.sg/graduation> for the Graduation Ceremony 2024 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 last four characters of the NRIC/FIN number.

Guest Registration Links

Session 1: <https://for.edu.sg/2024gcs1>

Session 2: <https://for.edu.sg/2024gcs2>

Session 3: <https://for.edu.sg/2024gcs3>

Session 4: <https://for.edu.sg/2024gcs4>

Session 5: <https://for.edu.sg/2024gcs5>

Session 6: <https://for.edu.sg/2024gcs6>

Session 7: <https://for.edu.sg/2024gcs7>

Session 8: <https://for.edu.sg/2024gcs8>

Session 9: <https://for.edu.sg/2024gcs9>

Session 10: <https://for.edu.sg/2024gcs10>

Session 11: <https://for.edu.sg/2024gcs11>

Session 12: <https://for.edu.sg/2024gcs12>

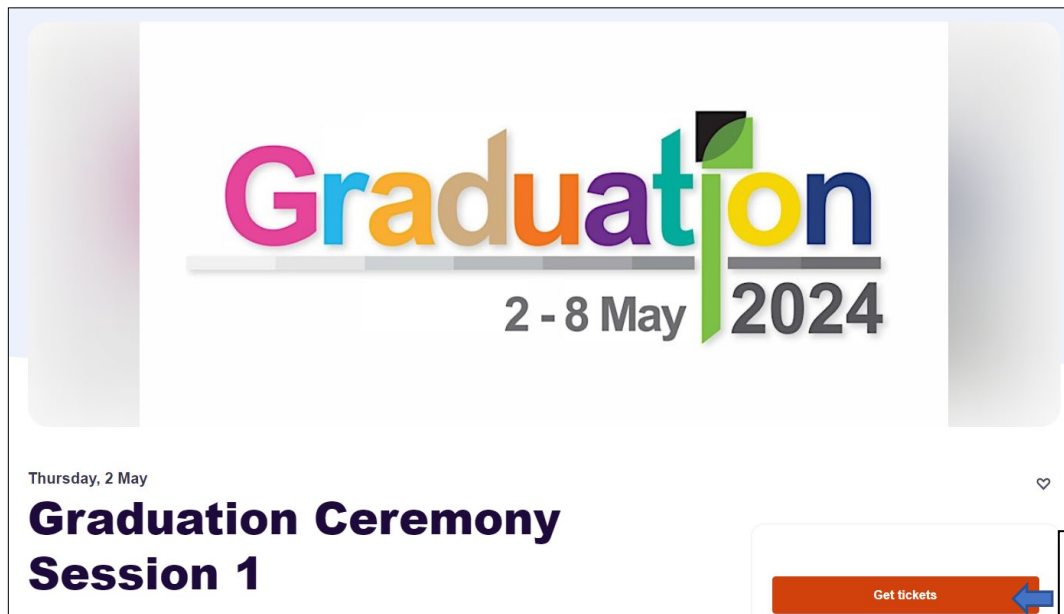
Session 13: <https://for.edu.sg/2024gcs13>

Session 14: <https://for.edu.sg/2024gcs14>

Guest Registration

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

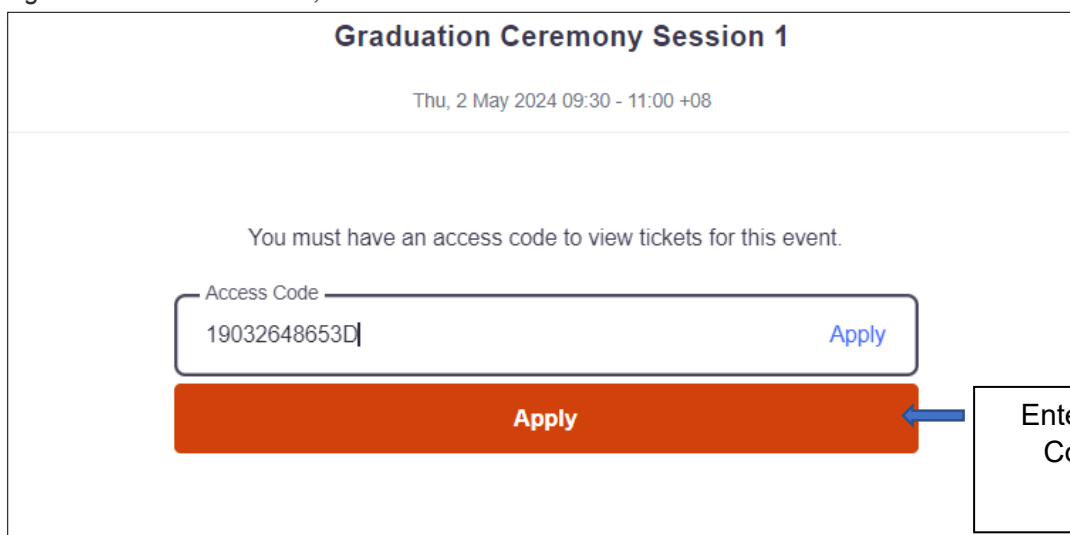
Step 1



Click on 'Get tickets'

Step 2

The access code is the graduand's Student ID + last 4 characters of the NRIC/FIN number.
E.g. Student ID: 19032648; NRIC: TXXXX653D. The access code is 19032648653D.



Enter your Access Code and click 'Apply'.

Step 3

Graduation Ceremony Session 1
Thu, 2 May 2024 09:30 - 11:00 +08

Promo Code
Enter code ✓ Remove

applied. New tickets unlocked below.

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

Free
Unlocked

Guest Ticket(s)

Powered by **eventbrite** Language: English (UK) ▾

Register

1. Select the no. of ticket(s)

2. Click 'Register' to confirm your selection

Step 4

1. Graduant to key in your own **'First Name'**, **'Surname'** and **'Email address'** in the Contact Information fields shown below.

Checkout
Time left 29:36

Please enter graduand's First Name and Surname in the Contact Information page.

Contact information

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

First name* Surname*
First name is required. Surname is required.

Email address* Confirm email*
Please enter a valid email address.

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

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

Register

Powered by **eventbrite**

Graduation
2 - 8 May 2024

Order summary

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

Delivery 2 x eTicket SGD\$0.00

Total SGD\$0.00

2. Ensure the number of e-ticket(s) you selected is correct.

3. Click the 'Register' button

Step 5

- Enter your mobile number and Student ID
- Read carefully and click on the three important points below.
- Click the 'Get Tickets' button to complete the registration process.

Mobile phone *

Whose contact information should I key in for this ticket registration? *

Graduand to key in your own 'First Name' and 'Surname' in the Contact Information fields.

How to retrieve the e-ticket(s) with QR code? *

Eventbrite will send the e-ticket(s) with QR code to the email address stated by you in the Contact Information. Your guest(s) must bring along the e-ticket with the QR Code on the day of the Graduation Ceremony for check-in purposes.

Student ID *

Have you submitted the Graduation Completion Form? *

Graduands to ensure that they have register their attendance via <https://for.edu.sg/rpgraduationform>.

Get tickets

Click the 'Get tickets' button to complete the registration process.

Step 6

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

Your guest(s) must bring along the e-ticket(s) with the QR code(s) 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.

Graduation Ceremony Session 4
TRCC Theatre Door 1 - Guest Ticket(s)



Republic Polytechnic, 9 Woodlands Avenue 9, Singapore 738964, Singapore
Friday, 3 May 2024 from 09:30 to 11:00 (Singapore Time)
Free Order

Order information
Order #91975, Ordered by yan soh on 2024-03-19T09:04:23.599000



919738400015104824200001

Event Information:

Thank you for registering! Each QR code admits 1 guest only.

Dress code: Office attire

Theatre doors open at 8:30am

Guests to be seated by 9:15am

Seating is on a first-come-first-served basis.

No food, drinks and helium balloons are allowed in the theatre.

Guests must bring along the Eventbrite e-ticket with the QR Code (email or printed hardcopy) on the day of the Graduation.

All visitors may park at Carpark P1 or P3, please refer to <https://www.rp.edu.sg/our-campus/campus-map> for more information.

Frequently Asked Questions

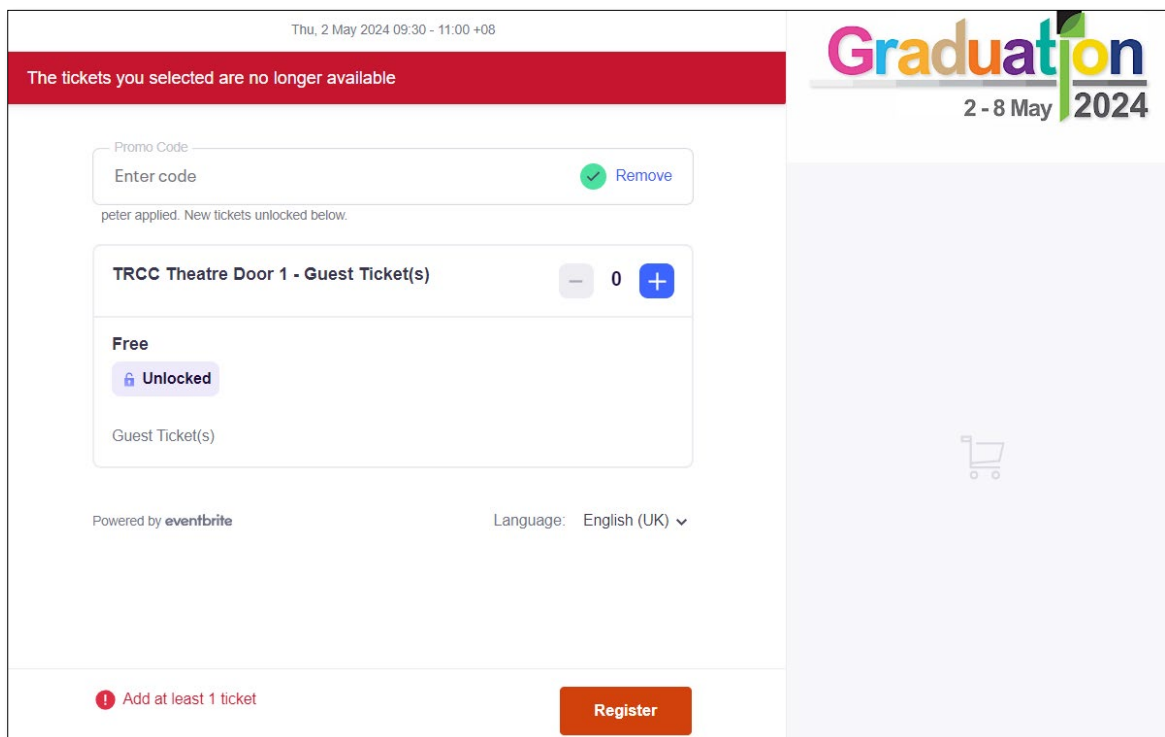
1) How do I retrieve my e-ticket(s) if I could not find it in my email mailbox?

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?
 - 1) Close all your web browsers to ensure that you do not have the website running in the background, or
 - 2) Clear your web browser cache, or
 - 3) Use a different device to register



The screenshot displays a web browser window with the following elements:

- Top status bar: Thu, 2 May 2024 09:30 - 11:00 +08
- Red error banner: The tickets you selected are no longer available
- Eventbrite logo and event title: Graduation 2 - 8 May 2024
- Promo Code section: A text input field containing "Enter code" with a green checkmark and a "Remove" button. Below it, the text "peter applied. New tickets unlocked below." is visible.
- Ticket selection section: A card for "TRCC Theatre Door 1 - Guest Ticket(s)" with a quantity of "0" and minus/plus buttons. Below the card, it is labeled "Free" and "Unlocked" with a lock icon.
- Footer: "Powered by eventbrite" and "Language: English (UK) v".
- Bottom navigation: A red warning icon with the text "Add at least 1 ticket" and an orange "Register" button.

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

Graduands can submit their requests via <https://for.edu.sg/rpgcadditional>. The request for additional guest e-ticket(s) will close on 18 April 2024, 9:00am.

Graduands must fulfil the following criteria to be considered:

- Have registered their attendance for Graduation Ceremony (GC) via the Graduation Completion Form 2024 (<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 the request for additional guest e-ticket(s) will be subjected to availability. The outcome of your request will be sent to you by 26 April 2024, 6:00pm, via the email address indicated in the Request for Additional Guest e-Ticket(s) Form.

RP reserves the right to disqualify any incomplete entries in its sole and absolute discretion. All decisions shall be final and no discussion or correspondence will be entertained.