

# Registering and Sending Guest Tickets for Curtin Students

**GFP Events**





# Registering and Sending Guest Tickets for Curtin Students

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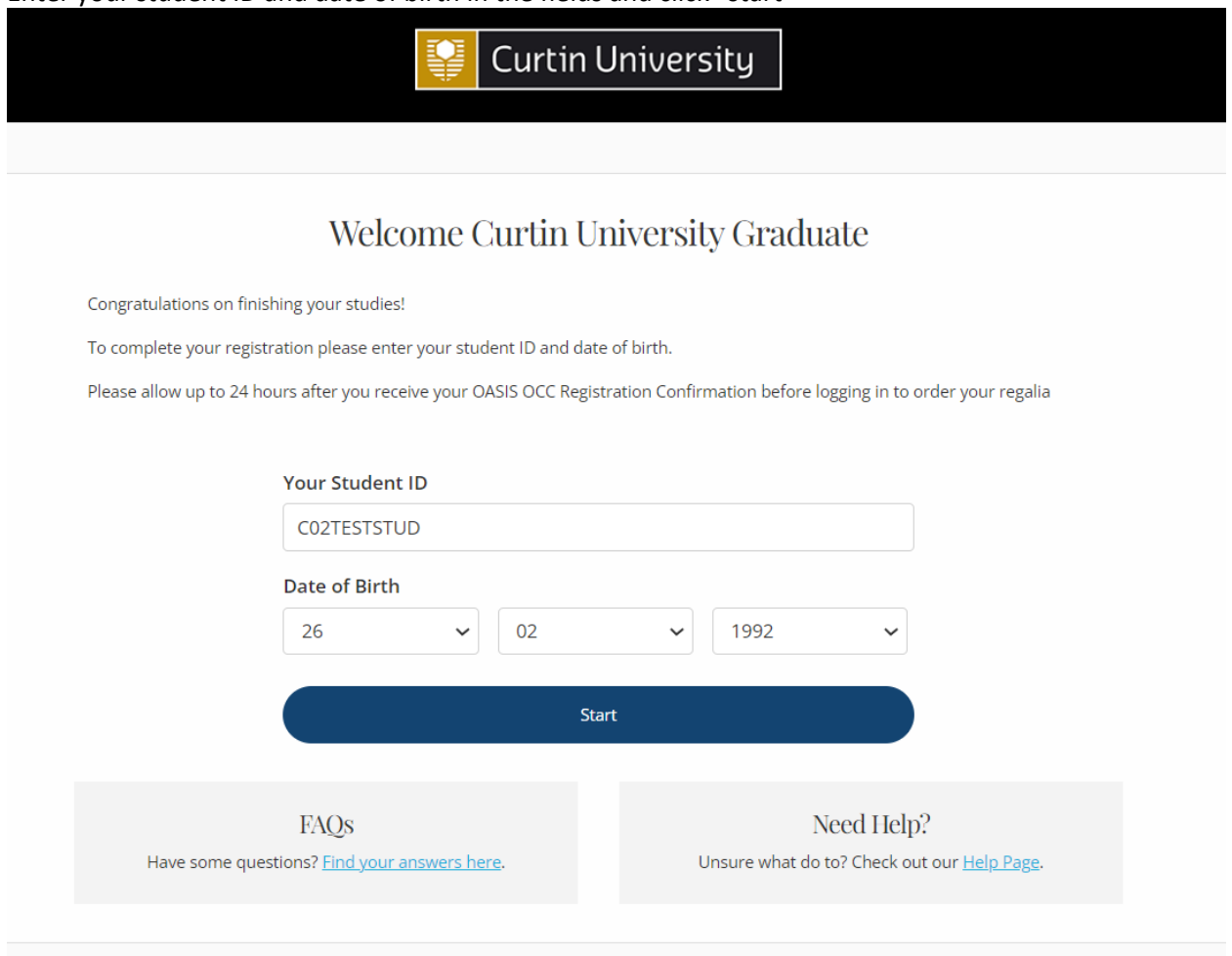
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## Purpose

This guide is to help students change details of their guest tickets once they have already gone through the process of registering for the ceremony.

## Registering Guest Tickets Through The Curtin Student Registration Portal

1. Go to <https://curtin.graduations.com.au/>
2. Enter your student ID and date of birth in the fields and click “start”



The screenshot shows the Curtin University registration portal. At the top, there is a black header with the Curtin University logo and name. Below the header, the text reads "Welcome Curtin University Graduate". A congratulatory message follows: "Congratulations on finishing your studies!". Below this, instructions state: "To complete your registration please enter your student ID and date of birth." and "Please allow up to 24 hours after you receive your OASIS OCC Registration Confirmation before logging in to order your regalia". The registration form includes a text input field for "Your Student ID" containing "C02TESTSTUD", and three dropdown menus for "Date of Birth" with values "26", "02", and "1992". A blue "Start" button is positioned below the form. At the bottom, there are two grey boxes: "FAQs" with the text "Have some questions? [Find your answers here.](#)" and "Need Help?" with the text "Unsure what do to? Check out our [Help Page.](#)".

- Since you are already registered to attend click "Click here to continue"

## Confirm your attendance

Graduation Fee PAID

You are registered for this ceremony.

[Click here to continue](#)

All guests require a ticket to attend your graduation ceremony.  
Each guest must have a ticket and present the electronic ticket to gain entry to the venue.

- Follow the prompts through to the Guest Ticket section. Select the drop down, select the required number of tickets (In This case two) and click Next

3 Guest Ticket

All guests require a ticket to attend your graduation ceremony.  
Entry to the venue will not be permitted without an electronic ticket.  
*Please note: Everyone attending a graduation ceremony will be required to show proof of their COVID-19 vaccination.*

[Graduate Ticket](#) [Guest Tickets](#) [Venue Info](#)

| Ticket Type   | Price | Quantity   | Subtotal             |
|---------------|-------|--|----------------------|
| Complimentary | \$0   | <input style="width: 100%;" type="text" value="2"/> <div style="border: 2px solid red; padding: 2px;">           Select Qty<br/>           0<br/>           1<br/> <b>2</b> </div> | AUD 0                |
|               |       |  | <b>Total: AUD\$0</b> |

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[Next](#)

- Follow the prompts through to the checkout. Enter your details and click process order, you will not need to pay for the guest tickets and as a result no credit card is required unless you order additional items. Once details are entered click "Process order"

5 Checkout

**Review Your Cart**

| Item Name                    | Qty | Total Price       |                      |
|------------------------------|-----|-------------------|----------------------|
| Guest Ticket (Complimentary) | 2   | AUD \$0.00        | <a href="#">Edit</a> |
| <b>Total amount due</b>      |     | <b>AUD \$0.00</b> |                      |

**Title\*** **First Name\*** **Last Name\***

Mr.

**Country Code** **Mobile Phone\***

Australia (61)

**Email Address\*** **Confirm Email Address\***

info@gfp.com.au

**Address 1\***

**Address 2**

**City\*** **State/Province/Region\***

Perth

**Post/Zip Code\*** **Country\***

6000

Please use your university supplied email address.  
The graduate may be required to access this info at the ceremony.

No payment required.

YES! I would like to receive updates about Graduation products, services and promos from GFP Events.

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➔
Process Order

- The order will process and a popup will appear asking you to register your guest tickets, press the "click here" link

**Guest Ticket Registration** ✕

Please note, you must register and download your guest tickets. Click below to complete the registration process.

Click Here

- Fill in the **Guest's details** for each ticket. Do not put your own details in these fields. It is very important to **double check the email address as if this is incorrect, they will not receive the ticket.** Please note the Vaccination requirements for the event and be aware that **proof of vaccination will be required.**

Ticket 0000726611 - Complimentary **First Ticket**

|   |                                     |   |   |
|---|-------------------------------------|---|---|
| <b>Guest First Name *</b>   | <b>Guest Surname *</b>              | <b>Email *</b>                                  | <b>Mobile *</b>                         |
| <input type="text" value="Guest 1"/>  | <input type="text" value="Guest1"/> | <input type="text" value="james.w@gfp.com.au"/> | <input type="text" value="0411111111"/> |
| <b>Address 1 *</b>  |                                     | <b>Address 2</b>                                |   |
| <input type="text" value="1 Example Road"/>   |                                     | <input type="text" value="Address 2"/>          |   |
| <b>Suburb *</b>   | <b>State *</b>                      | <b>Postcode *</b>                               |   |
| <input type="text" value="Perth"/>  | <input type="text" value="WA"/>     | <input type="text" value="6000"/>               |   |
| <b>Country *</b>  |                                     |   |   |
| <input type="text" value="Australia"/>  |                                     |   |   |
| <b>Wheelchair seating required?*</b>  |                                     |   |   |
| <input type="text" value="No"/>   |                                     |   |   |
| I understand the requirement for me and my guests to be fully vaccinated against COVID-19 to attend the graduation ceremony.*   |                                     |   |   |
| <input type="text" value="Yes"/>  |                                     |   |   |
| Please note that everyone attending a graduation ceremony will be required to show proof of their COVID-19 vaccination. There may also be other requirements to attend the ceremony which will be notified closer to the date of the ceremony.* |                                     |   |   |
| <input type="text" value="Yes"/>  |                                     |   |   |

Ticket 0000726612 - Complimentary **Second Ticket**

|  |                                     |   |   |
|--|-------------------------------------|---|---|
| <b>Guest First Name *</b>                    | <b>Guest Surname *</b>              | <b>Email *</b>  | <b>Mobile *</b>                         |
| <input type="text" value="guest2"/>          | <input type="text" value="guest2"/> | <input type="text" value="exampleEmail@outlook.com"/> | <input type="text" value="0411111112"/> |
| <b>Address 1 *</b>                           |                                     | <b>Address 2</b>                                      |   |
| <input type="text" value="Example Address"/> |                                     | <input type="text" value="Address 2"/>                |   |
| <b>Suburb *</b>                              | <b>State *</b>                      | <b>Postcode *</b>                                     |   |
| <input type="text" value="Perth"/>           | <input type="text" value="WA"/>     | <input type="text" value="6000"/>                     |   |

Please note that everyone attending a graduation ceremony will be required to show proof of their COVID-19 vaccination. There may also be other requirements to attend the ceremony which will be notified closer to the date of the ceremony.\*

Save

- Down the very bottom of the page is a save button, click it

9. Below each ticket detail's fields appears a button that says "Email This Ticket" This will send a ticket to the email address specified in that ticket's details. **Click "Email this ticket" for every ticket**

Please note that everyone attending a graduation ceremony will be required to show proof of their COVID-19 vaccination. There may also be other requirements to attend the ceremony which will be notified closer to the date of the ceremony.\*

Yes

**EMAIL THIS TICKET**

---

Ticket 0000726612 - Complimentary

|                    |                 |                          |            |
|--------------------|-----------------|--------------------------|------------|
| Guest First Name * | Guest Surname * | Email *                  | Mobile *   |
| guest2             | guest2          | exampleEmail@outlook.com | 0411111112 |

|                 |           |
|-----------------|-----------|
| Address 1 *     | Address 2 |
| Example Address | Address 2 |

|          |         |            |
|----------|---------|------------|
| Suburb * | State * | Postcode * |
| Perth    | WA      | 6000       |

Country \*

Australia

Wheelchair seating required?\*

No

I understand the requirement for me and my guests to be fully vaccinated against COVID-19 to attend the graduation ceremony.\*

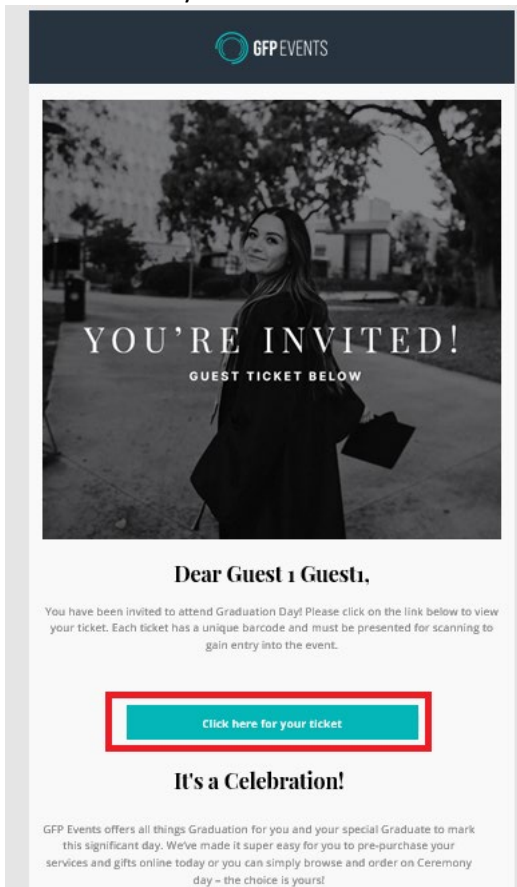
Yes

Please note that everyone attending a graduation ceremony will be required to show proof of their COVID-19 vaccination. There may also be other requirements to attend the ceremony which will be notified closer to the date of the ceremony.\*

Yes

**EMAIL THIS TICKET**

10. The Guest will receive an email with the ticket link, to access the ticket in their email click the “Click here for your ticket” button





11. The link will take you to the guest's ticket with a QR code which will be scanned at the ceremony



## Updating Ticket information Through The Link in Your Email Confirmation

1. Go you your email which is registered with GFP events, search for your Order confirmation your received from the email address [info@gfp.com.au](mailto:info@gfp.com.au) Titled “Curtin University Graduation Ceremony Order Confirmation”
2. In the content of the email there is a link to register guest tickets, click this link



3. Each ticket has its own set of details, update **each** ticket with that **guest's details**. Please ensure the email address is correct as otherwise the guest will not receive the ticket. Please take note of the vaccination requirements and know that **proof of vaccination will be required**. Once details have been filled in you must click "Save" first

Ticket 0000726612 - Complimentary

|                    |                 |                          |            |
|--------------------|-----------------|--------------------------|------------|
| Guest First Name * | Guest Surname * | <b>Email *</b>           | Mobile *   |
| guest2             | guest2          | exampleEmail@outlook.com | 0411111112 |

Address 1 \*  
Example Address

Address 2  
Address 2

Suburb \*  
Perth

State \*  
WA

Postcode \*  
6000


Country \*  
Australia

Wheelchair seating required? \*  
No

I understand the requirement for me and my guests to be fully vaccinated against COVID-19 to attend the graduation ceremony.\*  
Yes

Please note that everyone attending a graduation ceremony will be required to show proof of their COVID-19 vaccination. There may also be other requirements to attend the ceremony which will be notified closer to the date of the ceremony.\*  
Yes

[EMAIL THIS TICKET](#)

 [Save](#)

- Once the page has loaded again for **each ticket** click “email this ticket” to send to the nominated email address.

Please note that everyone attending a graduation ceremony will be required to show proof of their COVID-19 vaccination. There may also be other requirements to attend the ceremony which will be notified closer to the date of the ceremony.\*

Yes

**EMAIL THIS TICKET**

---

Ticket 0000726612 - Complimentary

|                    |                 |                          |            |
|--------------------|-----------------|--------------------------|------------|
| Guest First Name * | Guest Surname * | Email *                  | Mobile *   |
| guest2             | guest2          | exampleEmail@outlook.com | 0411111112 |

|                 |           |
|-----------------|-----------|
| Address 1 *     | Address 2 |
| Example Address | Address 2 |

|          |         |            |
|----------|---------|------------|
| Suburb * | State * | Postcode * |
| Perth    | WA      | 6000       |

Country \*

Australia

Wheelchair seating required?\*

No

I understand the requirement for me and my guests to be fully vaccinated against COVID-19 to attend the graduation ceremony.\*

Yes

Please note that everyone attending a graduation ceremony will be required to show proof of their COVID-19 vaccination. There may also be other requirements to attend the ceremony which will be notified closer to the date of the ceremony.\*

Yes

**EMAIL THIS TICKET**

- The Guest will receive an email with a link to the ticket, if they do not, please recheck the email address by going back to this page.