



# 2020/2021 GRADUATION REWIND CELEBRATION HOW TO COMPLETE REGISTRATION & CLAIM GUEST TICKETS STEP-BY-STEP GUIDE

# PRE-REGISTRATION IS CLOSED

**PLEASE NOTE:** Pre-registration and payment of registration fee was required for access to ticketing. The deadline for pre-registration was October 4, 2024, and cannot be extended.

Only those graduates who pre-registered and paid the fee will be able to follow the steps outlined in this document to complete their registration and claim guest tickets.



# Access the email sent to you on October 21.

All eligible Rewind graduates (grads who pre-registered for the ceremony and paid the fee) should have been sent an email on October 21, inviting them to create an account to access their guest tickets.

Click the link to access website

Subject: 🖘 2020/21 Graduation Rewind Celebration - Complete your registration & claim guest tickets



Hello Herky,

Thank you so much for pre-registering for the 2020/2021 Graduation Rewind Celebration, taking place Saturday, December 14, 2024 at 7:00 PM.

To complete your registration and access guest tickets for the ceremony, please click the link below. You will be prompted to create a password before logging in.

#### Set Password Here

Please note, you may return to the site anytime to reaccess your claimed tickets by going to https://csus.marchingorder.com and using this email address:

joshuafl@usc.edu

Sincerely,

#### The Sacramento State Commencement Team

www.csus.edu/commencement



# **Create a password**

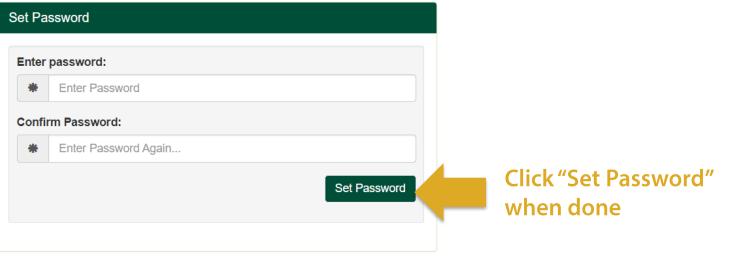
### ✓ Registration

Welcome TEST TEST, please create your MarchingOrder password.

Passwords must meet the following criteria:

- A minimum length of 8 characters.
- At least 1 uppercase letter.
- At least 1 lowercase letter.
- At least 1 number.
- Inclusion of at least one special character, e.g., ! @ # ? ]

#### Remember, this password will be only used in the MarchingOrder system.



Need Help?



# Click the "Register for Commencement" button





### **Commencement Registration & Ticketing**

Please click the "Register for Commencement" button below to indicate your attendance plans



#### 2020/2021 Graduation Rewind Celebration

Saturday Dec 14, 2024 at 7:00 PM

Golden 1 Center 500 David J Stern Walk Sacramento, CA 95814

Register for Commencement



You must select which name you wish to be read aloud & displayed

You can spell out the pronunciation of your name

You can input your cell-phone number for commencement related text messages

Comp	lete	the	RS	VP	form
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Primary Nama			
Primary Name	Hercules T. Hornet		
If you wish to change your primary name, you must contact the Student Service Center in Lassen Hall 1000 or at (916) 278-3625.			
Preferred Name	Herky the Hornet		
This field was automatically pulled over from your student record. If you wish to edit th existing field you may do so. If you wish to add a preferred name to be read aloud and displayed at the ceremony, you may do so. If left blank, your primary name will be utilized at the ceremony.			
Name to be read aloud and displayed on screen as you cross the stage <b>*</b>			
Deadline to have your name pre-recorded by a professional name-reader is Novembe 19, 2024 at midnight.	r		
How do you pronounce your name?			
For example:  Raul Gonzalez: rah-OOL gon-SAH-les  Ngoc Nguyen: nahk nuh-WEN  Andrea Weinstein: An-DRE-uh Wine-Steen			
Phonetic Pronunciation Guide			
Sacramento State Student ID Number	00000000		
Email Address	herky@csus.edu		
Mobile Phone Number:			
If you would like to receive commencement-related information via text message, please enter a ten-digit cell number (for example, 800-555-1212).	Please enter a ten-digit phone number (for example, 800-555-1212)		
Career Code	UGRD		
Expected Graduation Term	Fall 2024		
College Description	College of Business		
Academic Plan Description	Business Administration (Marketing)		



В

#### Claim your guest ticket quantity from drop-down

### Claim Your Guest Tick

Record your name pronunciation

D

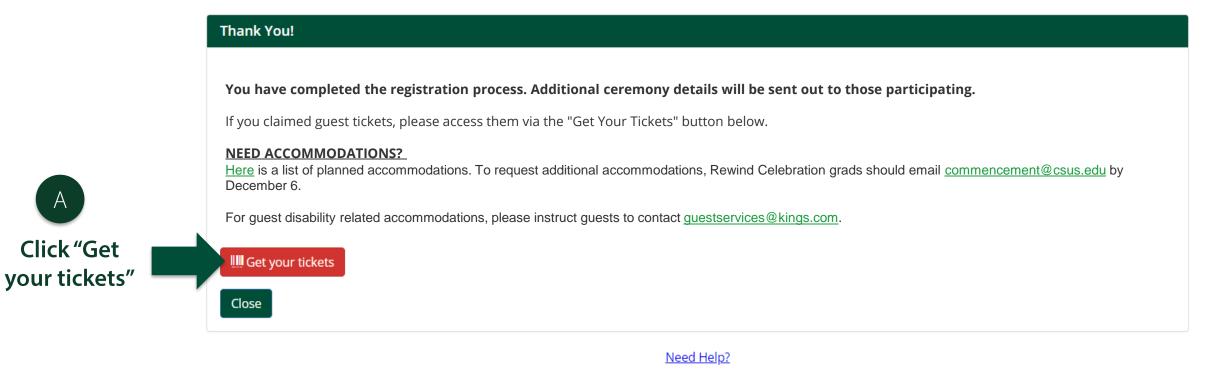
Hit Submit!

Submit

Guest Tickets *	0 total tickets
Choose the number of tickets you would like to receive for your guests from the drop-down box.	
Allotment: Up to 9 Guest Tickets.	0 total tickets
*Graduates do NOT need a ticket to attend their own ceremony.	1 total tickets
*Children under the age of 3 (1 and 2 year olds) who will sit on a guardian's lap do NOT need a ticket to attend.	2 total tickets
	3 total tickets
	4 total tickets
Record Your Name	5 total tickets
	6 total tickets
Q: Why might this be important?	7 total tickets
A: If you would like to ensure that the reader pronounces your name correctly, you may record your name to provide accurate pronunciatio	8 total tickets
Note: This recording will be used as a reference, and will NOT be played during the ceremony.	9 total tickets
Necord now using your microphone	

PLEASE NOTE: 9 additional guest tickets per graduate have been allotted for the Rewind Ceremony. Pre-Registered graduates can now claim up to 18.



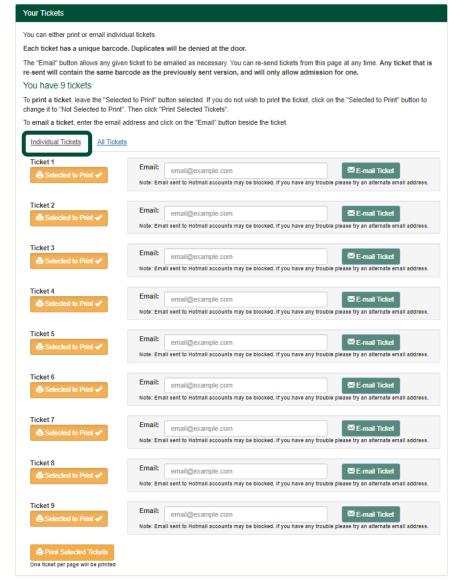


You will have access to log back in and access your *claimed* tickets at csus.marchingorder.com, up until your ceremony date.

#### Your Tickets

## 2020/2021 Graduation Rewind Celebration Golden 1 Center

500 David J Stern Walk, Sacramento, CA 95814





#### You can print and/or email individual tickets,

by remaining on the "Individual Tickets" tab and following the instructions at the top of the page.

Back

### **Your Tickets**

### 2020/2021 Graduation Rewind Celebration Golden 1 Center 500 David J Stern Walk, Sacramento, CA 95814

#### Your Tickets

You can either print or email individual tickets.

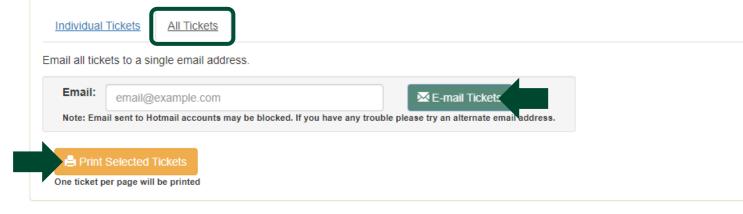
Each ticket has a unique barcode. Duplicates will be denied at the door.

The "Email" button allows any given ticket to be emailed as necessary. You can re-send tickets from this page at any time. Any ticket that is re-sent will contain the same barcode as the previously sent version, and will only allow admission for one.

#### You have 8 tickets

To print a ticket, leave the "Selected to Print" button selected. If you do not wish to print the ticket, click on the "Selected to Print" button to change it to "Not Selected to Print". Then click "Print Selected Tickets".

To email a ticket, enter the email address and click on the "Email" button beside the ticket.





by clicking on the "All Tickets" tab and following the instructions at the top of the page.

# **RE-ACCESSING GUEST TICKETS**

If you need to re-access guest tickets...

Simply log back in at csus.marchingorder.com using the password you created.

Then Click the "Email Tickets" button now visible on your MarchingOrder home screen.





### **Commencement Registration & Ticketing**

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#### 2020/2021 Graduation Rewind Celebration

Saturday Dec 14, 2024 at 7:00 PM

Golden 1 Center | 500David J Stern Walk, Sacramento, CA 25814

Register for Commencement

nencement Email Tickets

Form last submitted: Wednesday Jan 24, 2024 at 3:20 PM PST



# **CONTACT US:**

commencement@csus.edu csus.edu/commencement