



SACRAMENTO
STATE



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.

STEP 01

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



Access the email sent to you on October 21.

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

STEP 02

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.

Set Password

Enter password:

Confirm Password:

Set Password

Click "Set Password"
when done

[Need Help?](#)

STEP 03

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



STEP 04

Complete the RSVP form

Graduate Information	
Primary Name If you wish to change your primary name, you must contact the Student Service Center in Lassen Hall 1000 or at (916) 278-3625.	Hercules T. Hornet
Preferred Name This field was automatically pulled over from your student record. If you wish to edit the 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.	Herky the Hornet
Name to be read aloud and displayed on screen as you cross the stage * Deadline to have your name pre-recorded by a professional name-reader is November 19, 2024 at midnight.	<input type="text"/>
How do you pronounce your name? For example: <ul style="list-style-type: none">• Raul Gonzalez: rah-OOL gon-SAH-les• Ngoc Nguyen: nahk nuh-WEN• Andrea Weinstein: An-DRE-uh Wine-Steen Phonetic Pronunciation Guide	<input type="text"/>
Sacramento State Student ID Number	000000000
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).	<input type="text"/> <small>Please enter a ten-digit phone number (for example, 800-555-1212)</small>
Career Code	UGRD
Expected Graduation Term	Fall 2024
College Description	College of Business
Academic Plan Description	Business Administration (Marketing)

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



Confirm your Graduate Information

B Claim your guest ticket quantity from drop-down



Claim Your Guest Tickets

Guest 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.


**Graduates do NOT need a ticket to attend their own ceremony.*

**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.*

0 total tickets

- 0 total tickets
- 1 total tickets
- 2 total tickets
- 3 total tickets
- 4 total tickets
- 5 total tickets
- 6 total tickets
- 7 total tickets
- 8 total tickets
- 9 total tickets**


C Record your name pronunciation




Record Your Name

Q: Why might this be important?
A: If you would like to ensure that the reader pronounces your name correctly, you may record your name to provide accurate pronunciation.

Note: This recording will be used as a reference, and will NOT be played during the ceremony.

 Record now using your microphone

D Hit Submit!



Submit

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

STEP 05

Get Your Guest Tickets

Thank You!

You have completed the registration process. Additional ceremony details will be sent out to those participating.

If you claimed guest tickets, please access them via the "Get Your Tickets" button below.

NEED ACCOMMODATIONS?

[Here](#) is a list of planned accommodations. To request additional accommodations, Rewind Celebration grads should email commencement@csus.edu by December 6.

For guest disability related accommodations, please instruct guests to contact guestservices@kings.com.

||| Get your tickets

Close

[Need Help?](#)

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

A

Click "Get
your tickets"



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

B

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.

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 9 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.

Individual Tickets [All Tickets](#)

Ticket 1 Selected to Print ✓	Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small>
Ticket 2 Selected to Print ✓	Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small>
Ticket 3 Selected to Print ✓	Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small>
Ticket 4 Selected to Print ✓	Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small>
Ticket 5 Selected to Print ✓	Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small>
Ticket 6 Selected to Print ✓	Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small>
Ticket 7 Selected to Print ✓	Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small>
Ticket 8 Selected to Print ✓	Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small>
Ticket 9 Selected to Print ✓	Email: <input type="text" value="email@example.com"/> E-mail Ticket <small>Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.</small>

Print Selected Tickets
One ticket per page will be printed

[Back](#)

2020/2021 Graduation Rewind Celebration

Golden 1 Center

500 David J Stern Walk, Sacramento, CA 95814



Or, you can print and/or email all of the tickets at once, by clicking on the "All Tickets" tab and following the instructions at the top of the page.

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.

[Individual Tickets](#) **All Tickets**

Email all tickets to a single email address.

Email: **E-mail Tickets**

Note: Email sent to Hotmail accounts may be blocked. If you have any trouble please try an alternate email address.

Print Selected Tickets

One ticket per page will be printed

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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

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

Email Tickets



Form last submitted: Wednesday Jan 24, 2024 at 11:20 PM PST

NEED ASSISTANCE?

CONTACT US:

commencement@csus.edu

csus.edu/commencement