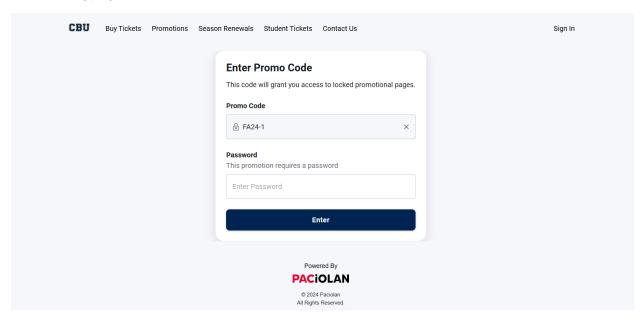
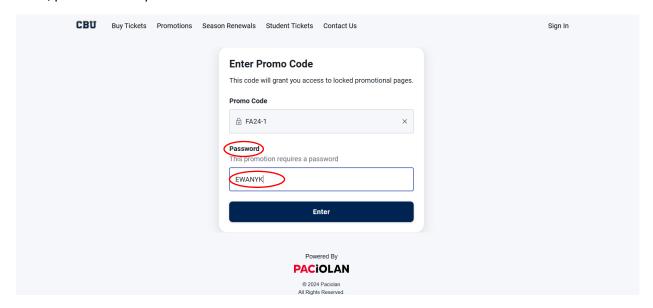
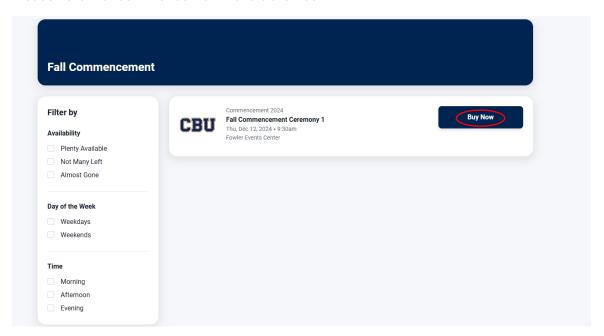
Step 1: You will receive a link via email to enter your promo code/password. The link will take you to the ticketing page



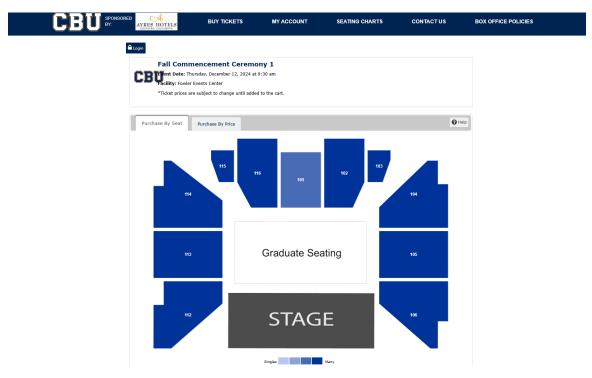
Step 2: In the promo code section, you will see the name of your commencement ceremony. DO NOT press the "X." Enter the code you received via email into the password field. After entering the code, press Enter to proceed.



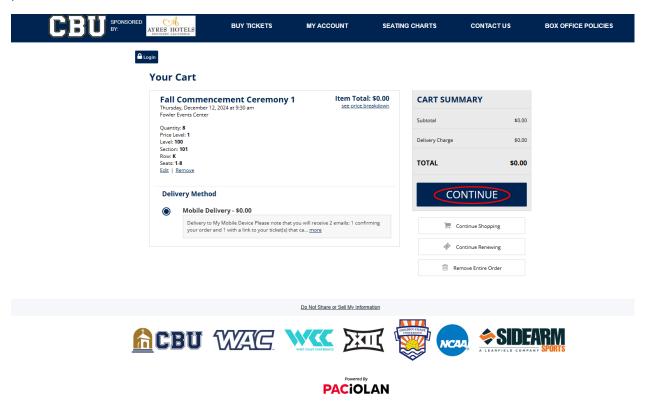
Step 3: After entering your code, you will be directed to this page. Click **"Buy Now"** to proceed. Please note that commencement tickets are free.



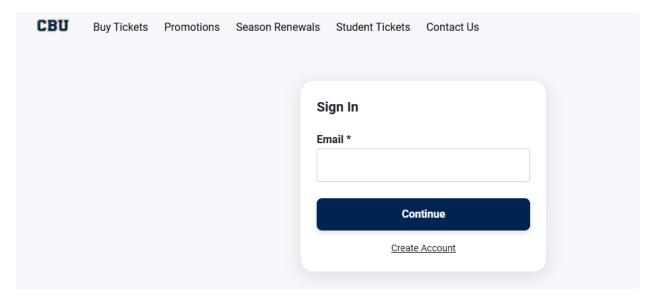
Step 4: Once you press "Buy Now", you will be directed to the seating map, where you can select the seats for your guests. When you click on a section, available seats will be marked with green dots, while unavailable seats will appear as grey dots. The maximum number of tickets you can select is 7 or 8, depending on the allocation granted to your college or school. The system will not allow you to exceed this limit.



Step 5: After you add all the tickets to your cart, you will be directed to this page. Click "Continue" to proceed.

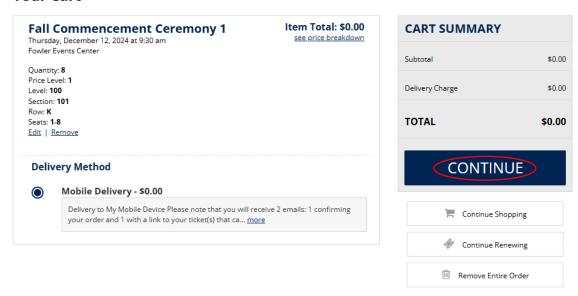


Step 6: If you are not logged into your account, you will be redirected to this page. If you have never logged in before, use your CBU email (your full name, not your ID number). An email with a code will be sent to your Lancer Mail. Enter the code and follow the instructions to create your account.

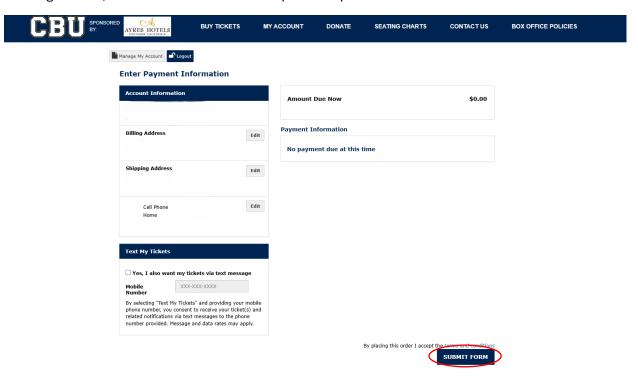


Step 7: After you log in or create an account, you will be redirected to "Your Cart." Click "Continue" again to proceed.

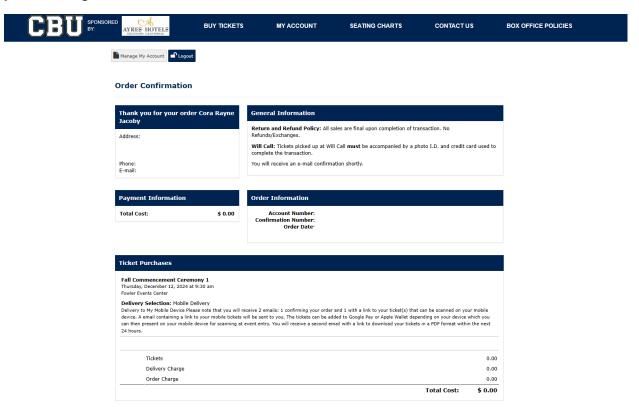
## **Your Cart**



Step 8: Since the tickets are free, you do not need to enter any payment information. If you would like to receive the tickets via text message, check the box next to "Yes, I also want my tickets via text message." Then, click "Submit Form" to complete the process.



Step 9: This is the final page that will appear. It serves as your order confirmation and includes all your ticketing information.



If you have any questions or need assistance, please contact the CBU Athletic Ticketing Office by email at tickets@calbaptist.edu.

Please visit the Commencement website for Commencement related information.