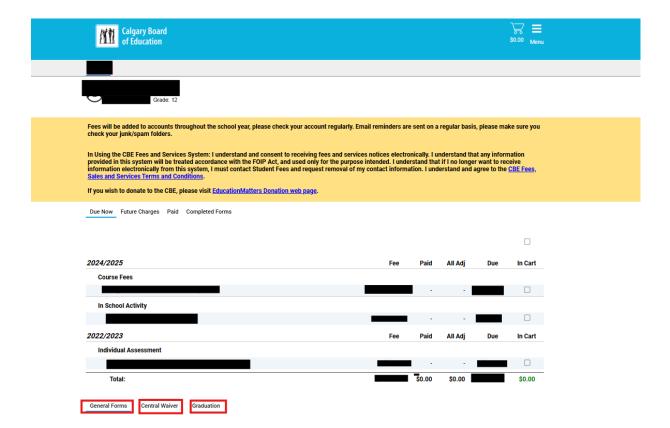
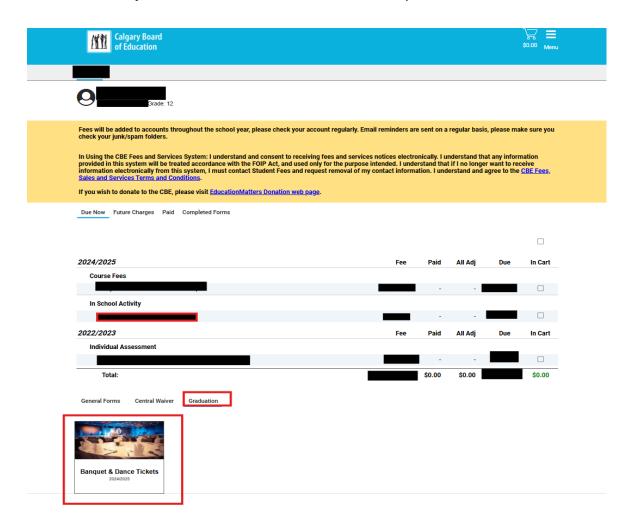
How to Buy Grad Banquet Tickets via MyCBE

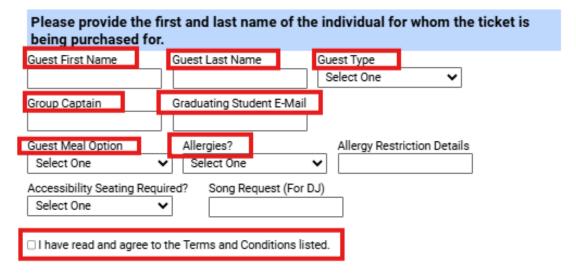
- ❖ Log into My CBE. If the student is over 18, do this in the student's account.
- Choose the grade 12 student.
- ❖ At the bottom of the resulting page, you will see options titled General.Forms, Central. Waiver and Graduation;.
- Select Graduation



Once selected, you will see a form button labelled Banquet and Dance Tickets



❖ When clicked, a screen will appear containing event information as well as the form below.



* Review event information and complete form for each guest (maximum 5).

- ❖ Again you need to complete this form for EACH guest / ticket. This means clicking the form multiple times and adding to the cart.
- Complete purchase

Please Note:

- The maximum number of tickets that can be purchased is 5 tickets.
- ❖ If you requested additional tickets they will appear on your MyCBE account by end of Day Monday 14 April. Within 24 hours of making purchase, you will receive an email with a link to where you can submit guest information for the additional tickets.
- ❖ You can add tickets to the cart and return to the cart later to complete the purchase.

 However, the system will only hold the tickets for 24 hours before guest details will need to be reinputted once more.
- ❖ If you have outstanding fees OR the student is not graduating the Banquet & Dance Tickets form will not appear. If you clear your fees – the form does not automatically appear. You will need to wait until someone in the business office is able to grant access to the form. This is done during school business hours only – and there is a long weekend coming up.
- Field Descriptions:
 - Guest.Name Is the name of adult guest or student attending
 - Guest.Type Is to advise is the ticket is for a student or adult guest
 - Group.Captain- If students want to be grouped together for a table, please designate a group captain
 - Graduating.students.e_mail A students email that questions can be directed to
 - Guest.meal.option Parent to choose beer or vegetarian
 - Allergies. Parent to indicate yes or no, if yes, the allergy details are mandatory.
 - Allergy.Restrictions only required if allergies are marked as yes
 - Accessibility.seating Indicate yes or no
 - Song.request- Optional if students would like a specific song played
 - Terms.™.conditions Mandatory to be clicked acknowledging.