

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 Graduationj.
- ❖ Select Graduation



Calgary Board
of Education



\$0.00



Menu



Grade: 12

Fees will be added to accounts throughout the school year, please check your account regularly. Email reminders are sent on a regular basis, please make sure you check your junk/spam folders.

In Using the CBE Fees and Services System: I understand and consent to receiving fees and services notices electronically. I understand that any information provided in this system will be treated accordance with the FOIP Act, and used only for the purpose intended. I understand that if I no longer want to receive information electronically from this system, I must contact Student Fees and request removal of my contact information. I understand and agree to the [CBE Fees, Sales and Services Terms and Conditions](#).

If you wish to donate to the CBE, please visit [EducationMatters Donation web page](#).

Due Now

Future Charges

Paid

Completed Forms

2024/2025

	Fee	Paid	All Adj	Due	In Cart
Course Fees					
		-	-		☐
In School Activity					
		-	-		☐

2022/2023

	Fee	Paid	All Adj	Due	In Cart
Individual Assessment					
		-	-		☐
Total:		\$0.00	\$0.00		\$0.00

General Forms

Central Waiver

Graduation

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

The screenshot shows the MyCBE account interface for the Calgary Board of Education. At the top, there's a blue header with the CBE logo and navigation links. Below the header, a yellow banner contains important notices about fees and consent. The main content area displays a table of fees for the 2024/2025 and 2022/2023 school years. At the bottom, there are tabs for 'General Forms', 'Central Waiver', and 'Graduation'. The 'Graduation' tab is active, and within it, the 'Banquet & Dance Tickets' button is highlighted with a red rectangular box.

Calgary Board of Education

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Due Now Future Charges Paid Completed Forms

2024/2025	Fee	Paid	All Adj	Due	In Cart
Course Fees		-	-		☐
In School Activity		-	-		☐
2022/2023	Fee	Paid	All Adj	Due	In Cart
Individual Assessment		-	-		☐
Total:		\$0.00	\$0.00		\$0.00

General Forms Central Waiver **Graduation**

Banquet & Dance Tickets
2024/2025

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

The screenshot shows the ticket purchase form. At the top, a blue banner instructs the user to provide the first and last name of the individual for whom the ticket is being purchased. Below this, several form fields are visible, each highlighted with a red rectangular box: 'Guest First Name', 'Guest Last Name', 'Guest Type' (a dropdown menu), 'Group Captain', 'Graduating Student E-Mail', 'Guest Meal Option' (a dropdown menu), 'Allergies?' (a dropdown menu), 'Allergy Restriction Details' (a text input field), 'Accessibility Seating Required?' (a dropdown menu), 'Song Request (For DJ)' (a text input field), and a checkbox at the bottom stating 'I have read and agree to the Terms and Conditions listed.'

Please provide the first and last name of the individual for whom the ticket is being purchased for.

Guest First Name Guest Last Name Guest Type
Select One

Group Captain Graduating Student E-Mail

Guest Meal Option Allergies? Allergy Restriction Details
Select One Select One

Accessibility Seating Required? Song Request (For DJ)
Select One

☐ I have read and agree to the Terms and Conditions listed.

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

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- ❖ **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.