

### Gearing up for Grad Checklist! 2017-2018

A checklist of things that every potential grade 12 should have as they gear up for grad!! Be prepared! Please keep this checklist safe and use it so you don't miss out on anything!

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STEP ONE: Grad Photos:	
☐ All appointments are done online!!!	☐ Your proofs will be mailed to you directly!
☐ You must have an email	☐ You will choose your package and pay the company directly as well. All pictures are mailed to you NOT THE SCHOOL!
☐ You must book no later than FRIDAY NOVEMBER 10, 2017!!!!	
☐ Website to book is: www.edgeimaging.ca	
□ School code is: SHE	
☐ Available appointment dates are: Monday November 13,2017 to Friday November 17,2017	
☐ Follow the instructions on back of this handout and book your appointment.	
\$30.00 to be brought on day of appointment. Cash or cheque. Payed to photographer directly!!	
☐ Ladies: Hair and makeup done and wear white blouse/shirt.	
$\hfill \square$ Gentlemen: comb hair, white shirt and tie.	
□ Smile!!!	
<b>STEP TWO: Prom Ticket Pur</b>	chase:
☐ Go to the website SCHOOL CASH ONLINE and follow the prompts.	*** At ticket pick up semester 2 you will be required to sign up for a table. Maximum 10 people per table ***
☐ Will only be available from October 2,2017 until March 9, 2018	☐ If you have less than 10 people when you come to sign up for your table, we will be filling your table with other people.
☐ Make sure you have enough funds in the account to purchase.	
☐ 1 ticket \$65.00 or 2 tickets \$130.00 (you and your date)	
☐ You will pick up your tickets from April 9-11 2018 ONLY!! This will take place in room 251	
<b>STEP THREE: Grad Gown PU</b>	RCHASE:
☐ Website: https://www.buildagrad.ca/sherwood and follow the prompts.	☐ Deadline is: FRIDAY APRIL 27, 2018 OR YOU WILL NOT HAVE A GOWN!!!
☐ Cost: \$25.00. Purchasing directly from the company. This includes the Gown, cap, v-stole and tassel. You get to keep it all!!	☐ If you do not have a gown, YOU DO NOT WALK ACROSS THE STAGE!!
☐ Gown, cap, v-stole and tassel are purchased NOT a rental.	PICK UP WILL BE THE DAY BEFORE GRAD (TUES JUNE 26) FROM <b>9AM TO 10AM ONLY!</b> IN RM 251
Openina Purchase Date: October 02/17	•

STEP FOUR:	
☐ Make sure all steps one, two and three are complete.	
□ HAVE AN AMAZING YEAR!!	

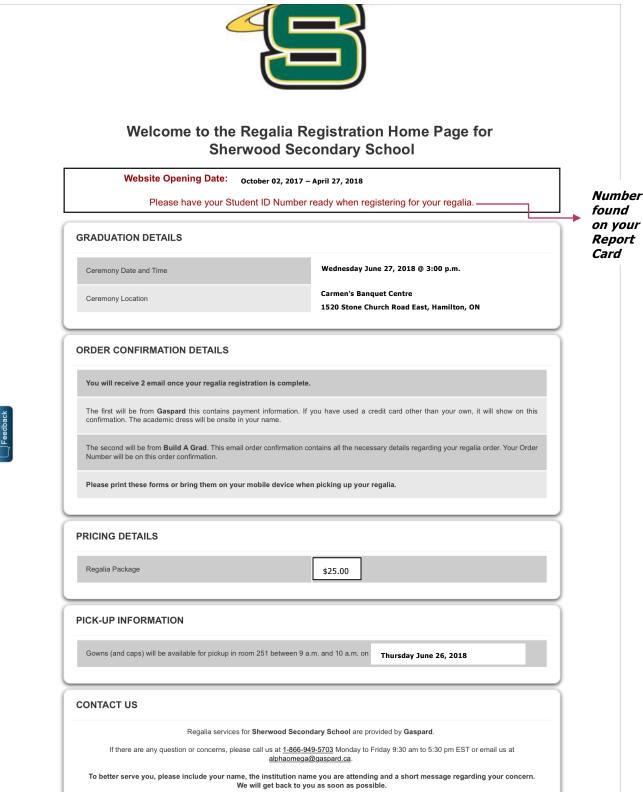
## 1. <u>INSTRUCTIONS FOR BOOKING GRAD PHOTO</u> <u>APPOINTMENT ONLINE</u>

- **Step 1:** Go to website: bookmygrad.ca (First site that comes up: "Book your grad sessionedge imaging)
- **Step 2:** Type in school code **SHE** then click book appointment and follow the prompts from there.

Please note: If at any time you are having issues booking you must call the customer service number provided.

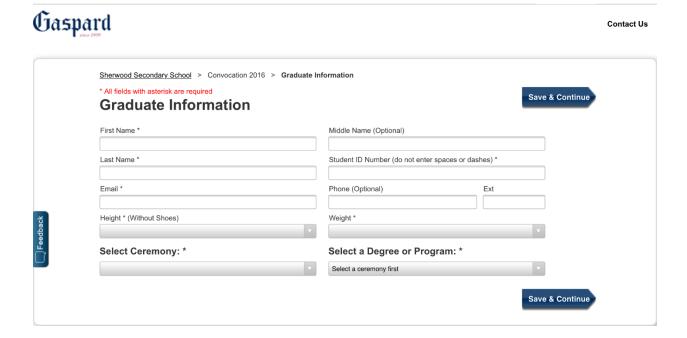
Please Book NO LATER THAN FRIDAY NOVEMBER 10, 2017!!!!

# 2. Instructions for purchasing your grad gown regalia (cap, gown, tassel and v-stole) https://www.buildagrad.ca/sherwood





### Click on "order"



You must fill in ALL of the fields with the correct information, and you must select the correct information in all drop down menus. Click "Save & Continue."

#### **PAYMENT SCREEN:**

After filling in your information you will be taken to the payment screen. Fill in all credit card information.

\*\*When asked for the CVD that is the three numbers on the back signature side of your credit card.\*\*

At the end of your order, you will receive a screen that looks similar to the one below. You will receive 2 emails as well to confirm your order. If you would like a copy of this page, please print it for your records.

<b>Your Transaction</b>	Is Successful	print this page
Your payment has been accepted an	a will be processed in sequence.	
This is your order summary. You sho completed.	uld receive two emails (Order Confirmation and Payment Cor	nfirmation) within 24 hours once your order is
For Ship-To-School Orders: Please m	ake sure to print these forms or bring them on your mobile de	evice when you are picking up your regalia.
Order Number:		
Rental ID		
Order Date:	October 06, 2016 - 7:58 AM (Eastern Standard Time)	
Order Total:	\$25.00	
Transaction Date:	Oct 06, 2016 - 8:07 AM (Eastern Standard Time)	
Customer Name:	Sherwood Site	
Customer Email:		
Customer Name: Sherwood Site		
Tame. Sherwood Site		
Registered Ceremonies:		
Degree: Gown, V stole, Cap and Ta Ceremony: Thursday June 29, 201	7 03:00 pm	
Pick-Up Instruction: Pick up of gow	ons (and caps) will be in room 251 between 9 a.m. and 10 a.m. on	Thursday June 29th ONLY
Drop-Off Instruction (Rental Order Purchase/Rental: Rental Price: \$25.00	s Only): Drop off N/A Souvenir gawns	
For Rental Orders Only: All academic	re than one regalia, you will only be charged for one rental fee (Tor 25, 2017 - 5:30 PM (Eastern Standard Time) c regalia must be returned after your final ceremony, form of payment used for this rental at the current retail price.	he higher fee if the rental fees vary)
This is your order summary, if there are You can contact us by (email - alpha Standard Time)	e any errors or omissions please contact us as soon as possible. omega@qaspard.ca) or by phone ( 1-800-380-8214 ) Monday to	to Friday between 9:30 AM and 5:30 PM (Eastern
Your credit card statement will show G	aspard-CHS as the receiver of payment on behalf of your Instituti	on for this academic regalia rental or purchase
You should receive an email confirm		g and of politicals,
Transaction ID:		
Bank Auth Number: Name on Card:		
Card Type: Visa Email Address:		
Payment Type: CreditCard		
Merchant Information:		
Merchant Name: Gasp Address: 1266 Fife	ard-CHS street	
City: Winnipeg  Province: Manitoba		
Postal Code: R2X 2Nd	6	
Country: Canada Phone Number: 1-800		
Online Address: http	e.// mm.gasparu.ca	