



Gearing up for Grad Checklist!!!!

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!

STEP ONE: Grad Photos:

<input type="checkbox"/> All appointments are done online!!!	<input type="checkbox"/> Your proofs will be mailed to you directly!
<input type="checkbox"/> You must have an email	<input type="checkbox"/> You will choose your package and pay the company directly as well. All pictures are mailed to you NOT THE SCHOOL!
<input type="checkbox"/> You must book no later than FRIDAY NOVEMBER 10, 2017!!!!	
<input type="checkbox"/> Website to book is: bookmygrad.ca	
<input type="checkbox"/> School code is: SHE and follow the prompts	
<input type="checkbox"/> Available appointment dates are: Monday November 12, 2018 to Friday November 16, 2018	
<input type="checkbox"/> Follow the instructions on back of this handout and book your appointment.	
<input type="checkbox"/> \$30.00 to be brought on day of appointment. Cash or cheque. Payed to photographer directly!!	
<input type="checkbox"/> Ladies: Hair and makeup done and wear white blouse/shirt.	
<input type="checkbox"/> Gentlemen: comb hair, white shirt and tie.	
<input type="checkbox"/> Smile!!!	

STEP TWO: Prom Ticket Purchase:

<input type="checkbox"/> Go to the website SCHOOL CASH ONLINE and follow the prompts.	<input type="checkbox"/> *** At ticket pick up semester 2 you will be required to sign up for a table. Maximum 10 people per table ***
<input type="checkbox"/> Will only be available from October 1, 2018 until March 9, 2019	<input type="checkbox"/> 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.
<input type="checkbox"/> Make sure you have enough funds in the account to purchase.	If you do NOT purchase the prom tickets by the final date, the price will be \$75.00 per ticket.
<input type="checkbox"/> 1 ticket \$70.00 or 2 tickets \$140.00 (you and your date) EARLY BIRD SPECIAL!!	
<input type="checkbox"/> You will pick up your tickets in April 2019 Listen to announcements. This will take place in rm 251	

STEP THREE: Grad Gown PURCHASE:

<input type="checkbox"/> Website: https://www.buildagrad.ca/sherwood and follow the prompts.	<input type="checkbox"/> Deadline is: FRIDAY APRIL 26, 2019 OR YOU WILL NOT HAVE A GOWN!!!
<input type="checkbox"/> Cost: \$30.00. Purchasing directly from the company. This includes the Gown, cap, v-stole and tassel. You get to keep it all!!	<input type="checkbox"/> If you do not have a gown, YOU DO NOT WALK ACROSS THE STAGE!!
<input type="checkbox"/> Gown, cap, v-stole and tassel are purchased NOT a rental.	PICK UP WILL BE THE DAY BEFORE GRAD (TUES JUNE 25) FROM 9AM-10AM ONLY! IN THE CAF!

STEP FOUR:	
<input type="checkbox"/> Make sure all steps one, two and three are complete.	
<input type="checkbox"/> HAVE AN AMAZING YEAR!!	

1. INSTRUCTIONS FOR BOOKING GRAD PHOTO APPOINTMENT ONLINE

Step 1: Go to website: bookmygrad.ca

(First site that comes up: "Book your grad session-edge 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 9, 2018!!!!

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



Welcome to the Regalia Registration Home Page for Sherwood Secondary School

Website Opening Date: October 1st, 2018 – April 26th, 2019

Please have your Student ID Number ready when registering for your regalia.

GRADUATION DETAILS

Ceremony Date and Time

Wednesday, June 26, 2019 at 3:00pm

Ceremony Location

Carmen's Banquet Centre

ORDER CONFIRMATION DETAILS

You will receive 2 email once your regalia registration is complete.

The first will be from **Gaspard** this contains payment information. If you have used a credit card other than your own, it will show on this confirmation. The academic dress will be onsite in your name.

The second will be from **Build A Grad**. This email order confirmation contains all the necessary details regarding your regalia order. Your Order Number will be on this order confirmation.

Please print these forms or bring them on your mobile device when picking up your regalia.

PRICING DETAILS

Regalia Package

\$30.00

PICK-UP INFORMATION

Gowns (and caps) will be available for pickup in room 251 between 9 a.m. and 10 a.m. on Thursday June 29th ONLY.

CONTACT US

Regalia services for **Sherwood Secondary School** are provided by **Gaspard**.

If there are any question or concerns, please call us at 1-866-949-5703 Monday to Friday 9:30 am to 5:30 pm EST or email us at alphaomega@gaspard.ca.

To better serve you, please include your name, the institution name you are attending and a short message regarding your concern. We will get back to you as soon as possible.

Thank you!

[Sherwood Secondary School](#) > [Students Registration Page](#)

Welcome to the Sherwood Secondary School Regalia Registration Page

Select a convocation below to register for:

Convocation 2016

Order

before Tue, Apr 25, 2017 - 5:30 PM (Eastern Standard Time)

Click on "order"

[Sherwood Secondary School](#) > [Convocation 2016](#) > **Graduate Information**

* All fields with asterisk are required

Graduate Information

Save & Continue

First Name *

Middle Name (Optional)

Last Name *

Student ID Number (do not enter spaces or dashes) *

Email *

Phone (Optional)

Ext

Height * (Without Shoes)

Weight *

Select Ceremony: *

Select a Degree or Program: *

Save & Continue

Feedback

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.

[print this page](#)

Your Transaction Is Successful

Your payment has been accepted and will be processed in sequence.

This is your order summary. You should receive two emails (Order Confirmation and Payment Confirmation) within 24 hours once your order is completed.

For Ship-To-School Orders: Please make sure to print these forms or bring them on your mobile device when you are picking up your regalia.

Order Number:

Rental ID:

Order Date: October 06, 2016 - 7:56 AM (Eastern Standard Time)

Order Total:

Transaction Date: Oct 06, 2016 - 8:07 AM (Eastern Standard Time)

Customer Name: Sherwood Site

Customer Email:

Customer Name: Sherwood Site

Registered Ceremonies:

Degree: Gown, V stole, Cap and Tassel.
Ceremony: Thursday June 29, 2017 03:00 pm
Pick-Up Instruction: Pick up of gowns (and caps) will be in room 251 between 9 a.m. and 10 a.m. on Thursday June 29th ONLY

Drop-Off Instruction (Rental Orders Only): Drop off N/A Souvenir gowns
Purchase/Rental: Rental
Price:

Rental Orders Only: If you rented more than one regalia, you will only be charged for one rental fee (The higher fee if the rental fees vary)
Order must be cancelled by: Tue, Apr 25, 2017 - 5:30 PM (Eastern Standard Time)
For Rental Orders Only: All academic regalia must be returned after your final ceremony.
Unreturned regalia will be charged to form of payment used for this rental at the current retail price.

This is your order summary, if there are any errors or omissions please contact us as soon as possible.
You can contact us by [email - alphaomega@gaspard.ca](mailto:alphaomega@gaspard.ca) or by phone (1-800-380-8214) Monday to Friday between 9:30 AM and 5:30 PM (Eastern Standard Time)

Your credit card statement will show **Gaspard-CHS** as the receiver of payment on behalf of your Institution for this academic regalia rental or purchase.

You should receive an email confirmation of this order within 24 hours.

Transaction ID:

Bank Auth Number:

Name on Card:

Card Type: Visa

Email Address:

Payment Type: CreditCard

Merchant Information:

Merchant Name: Gaspard-CHS
Address: 1266 Fife street
City: Winnipeg

Province: Manitoba
Postal Code: R2X 2N6

Country: Canada
Phone Number: 1-800-380-8214
Online Address: <http://www.gaspard.ca>

See more online at <http://www.gaspard.ca>