

UDST Graduation Ceremony – Graduate Guest Registration Manual

Graduates may register up to **four (4) guests** to attend the upcoming graduation ceremony.

Registration Link

Access the official guest registration form using the link published on the website for your ceremony.



College of Engineering & Technology and College of Health Sciences

7 days & 6 hours to start

Graduate's Guest Registration

Student ID Number *

Student Full Name *

Student E-mail *

Mobile number *

I acknowledge that children under the age of 10 will not be permitted to this event. *

I acknowledge that guest without QR code will not be permitted to this event. *

Graduate's Guest

	Full name *	E-mail *	I need a designated area for wheelchair	
01	<input type="text"/>	<input type="text"/>	<input type="button" value="Yes"/>	<input type="button" value="No"/>

+ Add Guest

REGISTER

 MICETribe
Event software

Step-by-Step Registration Process

1. Graduate Information

The graduate must complete the initial section of the form by entering the following:

- **Student ID Number**
- **Full Name**
- **UDST Email Address**
- **Mobile Number** (with country code)

2. Acknowledgements

Before proceeding, the graduate must confirm the following:

- No children under the age of 10 will be permitted at the event.
- Only guests with a valid **QR code** will be granted entry to the venue.

3. Guest Registration

For each guest (up to four), the following information must be provided:

- **Full Name**
- **Email Address**

Ensure the email is valid, as the guest's unique QR code will be sent directly to this address.

- **Wheelchair Assistance** – Indicate whether the guest requires a wheelchair-accessible seat.

The process should be repeated for each additional guest.

4. Submission

Once all guest details have been entered, click **“Register”** to submit the form.

Confirmation Emails

• Graduate Email

The graduate will receive a confirmation email containing an **“Edit Group”** button. This allows the graduate to:

- **Update existing guest information** (excluding email addresses; doing so will not regenerate QR codes).

- **Remove and replace a guest** by clicking the delete icon next to the guest entry.

This action will **invalidate** the old guest's QR code and issue a **new QR code** to the newly added guest.

- **Guest Email**

Each registered guest will receive a separate email containing their unique **QR code** and the ability to edit their details.

Note: If you face any issue receiving your confirmation email address for graduate or the guest please reach out to help@contactless.io.