

Gown Hire Guidance for Academic and Professional Services Staff

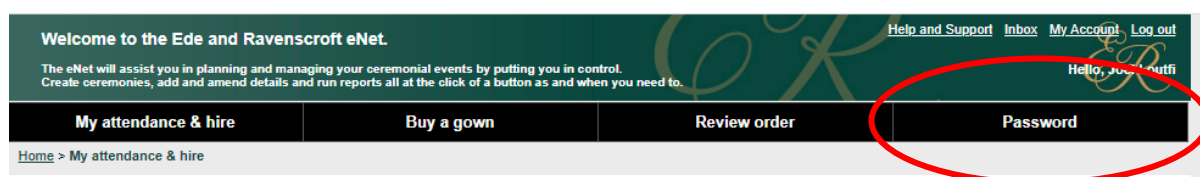
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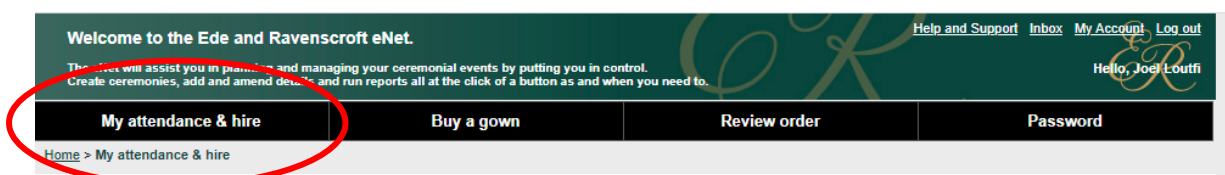
1. Setting up a new account to order your gown

You will need to complete the below steps by **Friday 23 June 2023** to guarantee a gown on the day of your ceremony.

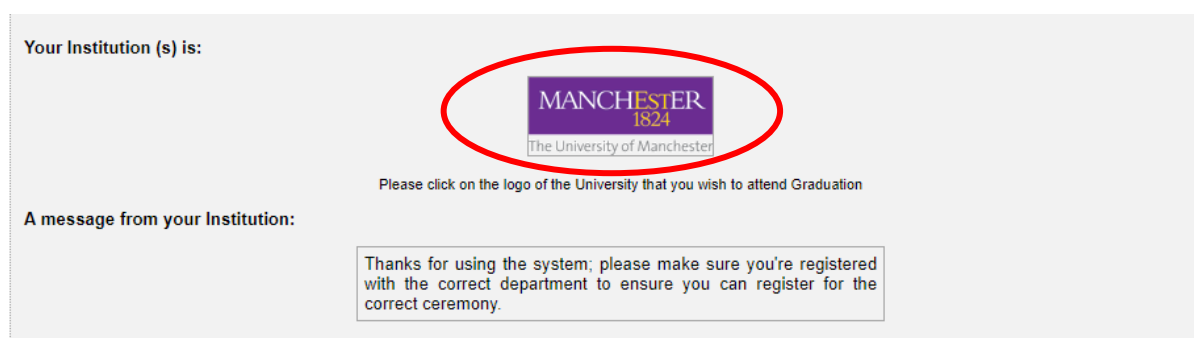
1. Email ENETSupport@edeandravenscroft.com from your University email address requesting a sign-up for an ENET account. After 24 hours, you will receive a confirmation email that your account has been set-up. If you already have an account but have forgotten your password, go to <https://www.enet.uk.net> and click 'Forgotten your password?'
1. Once you've received confirmation or have reset your password, go to <https://www.enet.uk.net> and login using your email address (e.g. xxxxxx@manchester.ac.uk) as your **username** and 'password1' as the **password**.
2. Click on 'Password' at the top of the screen and enter a new password for your account:



3. Click on 'My attendance & hire' to request a gown:



4. Click on the University of Manchester logo



- Enter your details as appropriate, ensuring you select the correct department or Professional Services for non-academic roles. Do not enter any addresses.

*Mandatory fields

Personal Information

Title*:

First name*:

Last name*:

Contact number:

Status*:

Department*:

You only need to add your address if you are purchasing your own Attire. Hired items will be delivered to University for the day of the ceremony.

Main Address: [Edit Address](#)

Billing Address: [Edit Address](#)

Delivery Address: [Edit Address](#)

Please tick this box if you would like to receive emails relating to graduation ceremonies

- Enter your institution details and attire requirements before clicking 'Update'. **Please note that under 'Your Degree', you should select your own personal highest degree/award status as an academic member of staff; this will determine the type of gown you receive on the day.** The settings should look like the below (with your own degree, year of degree individual height and hat size).

Attire requirements

I have my own Attire I do not need to Hire

I would like to hire my Attire

I would like to buy my Attire [Please click here](#)

Country from which you graduated:

Institution from which you graduated*:

Your degree*:

Year of degree*:

Outfit required:

I do not require a Gown:

Height*: [Size guide](#)

I do not require a Hat:

Hat size*: [Size guide](#)

Hat type*:

I do not require a Hood:

Do you have any special requirements?

7. Enter the ceremony/ceremonies that you will be attending and require a gown for. **Check that all the details on the page are correct before clicking 'Submit'. Clicking 'Submit' is an irreversible process and you cannot return to edit your details.**

Your ceremonies

Graduation ceremonies you have been invited to are listed below. You can review your attendance at selected ceremonies and confirm or decline new ceremony invitations.

Your attendance

I am: Attending on: **16/12/2021** All ceremonies

10:00
 12:00

Not attending

8. You will now see an order confirmation page. We recommend printing the screen as a PDF and keeping this as a reference of your order request. Should you have any issues with your account or need to edit your details, please contact ENETSupport@edeandravenscroft.com for support.

Preview of Order submitted for University of Manchester 13-17/12/21

Please find a summary of your request, which has also been emailed to you. [If you would like to print this screen, please click here.](#)

Ede & Ravenscroft
Est. 1689

Dear Mr. Joel Loutfi,

This email is to confirm your graduation ceremony attendance and if applicable your gown hire booking. Please find below details of your request:

Your attendance

You will be attending the following Ceremonies:

10:00 - 16/12/2021
12:00 - 16/12/2021

Gown pick-up location


The Gown Pick up Location will be confirmed when your order is dispatched.

2. My School's ceremonies are not displaying for me

This may be because you have been previously registered to another School or Faculty and are seeing their graduation ceremonies. In order to change this:

1. Login via <https://www.enet.uk.net> and click the University logo

Your Institution (s) is:



Please click on the logo of the University that you wish to attend Graduation

A message from your Institution:

Thanks for using the system, please make sure you're registered with the correct department to ensure you can register for the correct ceremony.

2. On the top right hand side, click 'My Account'

Welcome to the Ede and Ravenscroft eNet. [Help and Support](#) [Inbox](#) [My Account](#) [Log out](#)
Hello, Joel Louffi

The eNet will assist you in planning and managing your ceremonial events by putting you in control. Create ceremonies, add and amend details and run reports all at the click of a button as and when you need to.

My attendance & hire	Buy a gown	Review order	Password
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[Home](#) > Personal and Gown details

*Mandatory fields

3. Change your department to 'XXXX and click 'Update'

*Mandatory fields

Personal Information

Title*:

First name*:

Last name*:

Contact number:

Status*:

Department*:

You only need to add your address if you are purchasing your own Attire. Hired items will be delivered to University for the day of the ceremony.

Main Address: [Edit Address](#)

Billing Address: [Edit Address](#)

Delivery Address: [Edit Address](#)

Attire requirements

4. Return to the 'My attendance & Hire tab'

Welcome to the Ede and Ravenscroft eNet. [Help and Support](#) [Inbox](#) [My Account](#) [Log out](#)
Hello, Joel Louffi

The eNet will assist you in planning and managing your ceremonial events by putting you in control. Create ceremonies, add and amend details and run reports all at the click of a button as and when you need to.

My attendance & hire	Buy a gown	Review order	Password
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[Home](#) > Personal and Gown details

*Mandatory fields

Personal Information

Title*:

You only need to add your address if you are purchasing your

5. Confirm the ceremony/ceremonies you will attend and click 'Submit'

Your ceremonies

Graduation ceremonies you have been invited to are listed below. You can review your attendance at selected ceremonies and confirm or decline new ceremony invitations.

Your attendance

I am: Attending on: **16/12/2021** All ceremonies

10:00

12:00

Not attending