SAS Convocation Registration System Ticket Instructions

To download your tickets for convocation, visit Convocation Registration System and login with your NetID username and password.

You will be presented with a screen like Figure 1 that shows the details of each ceremony. If the ceremony has available seats, the RSVP for this event button will be visible. If you are already registered for an event, the Update my RSVP button and Print guest tickets buttons will be available. If the event is already full, no buttons will appear.

If you are already registered for an event and you want to change events, click on the RSVP for this event button for the new event you want to attend. Your registration will be switched to the new event, any tickets that you downloaded from the old event will be invalidated and you can print tickets for the new event.

To print tickets, you must first select the number of tickets you need. If you don’t see the Print guest tickets button, click on the Update my RSVP button (Figure 1), and choose Attending. Requesting ticket(s) for X guest(s) and then click RSVP for this event (Figure 2).

You will be returned to the first screen (Figure 1), and you should now see the Print Guest button. Click on that button and your tickets will be downloaded to your computer.

You can return to the system and re-print your tickets if necessary, but the ticket numbers will remain the same and each ticket number can be used once for admission to the ceremony.