Online Store Guide – Annual Alumni Reunion

1. Visit [https://tinyurl.com/l2qqf32](https://tinyurl.com/l2qqf32)

2. Click Book Event

3. You will need to either log in to your Online Store account if you have one OR create a new account if you are a new customer

4. Once logged in click continue until you reach the Delegate Details page

5. In Delegate details, complete the fields. Select 'Use my Customer details' on the right to auto-complete the fields. Continue

6. On the ‘Optional Extras’ screen, select the paid options you wish to attend.

7. Continue and complete Questionnaire and Itinerary sections. Your Alumni Membership Number can be found on your invitation email. Please complete ALL required fields, then Continue

8. Click ‘Continue’ to the Booking Summary screen. To add a guest, click the ‘Add Guest’ button and ‘Continue’ on the next screen

9. Complete guest details. **Ensure your guest’s name is correct.** Complete questionnaire and itinerary sections for guest.

10. Check the booking summary screen to ensure all details are correct

11. To see an overview of your booking, click ‘View Pending Booking’

12. When you are happy with your selections, click ‘Add to Basket’ in the bottom right.

**PLEASE NOTE: YOUR BOOKING IS NOT CONFIRMED UNTIL YOU HAVE GONE THROUGH THE CHECKOUT PROCESS**

13. Your Delivery Address is where your tickets and final information will be sent prior to the event

14. Click ‘Confirm your order’ to complete the booking

For any further assistance with the booking process, email alumni@sheffield.ac.uk or telephone 0114 222 1079 or 0114 222 1039.