Buying a May Ball ticket 2022

1. Login to your Upay account – if you do not have one already, please see page 3-4
2. Click on the events image (shown below)

3. Click on the May Ball Alumni Tickets option (shown below)

4. Click the 24th June date, it should be the only option showing

5. Select how many tickets you want to purchase from the drop down menu (up to 4 in total)

6. If bringing a guest, enter guest name(s) where it says Guest 1 Name (etc).

Please note that you have until 25th March to make name changes to your guest tickets, after that there will be a £50 admin fee until 22nd April, rising to £65 until the final deadline on 13th May. Email ellissa.chilley@pet.cam.ac.uk for more information about name changes.
7. Click next when you have entered the names of your guests

8. Choose the ticket type(s) you would like. There are three types of tickets:
   - VIP
   - Standard ticket with queue jump
   - Standard ticket **without** queue jump

   All three tickets come with an option to buy them with a £20 or £50 donation towards subsidised tickets for current Peterhouse students in receipt of a bursary. Please see the email for more information.

9. You MUST ensure the “my choice” box is ticked next to the lead bookers ticket type before it will allow you to continue.

10. Add in any dietary requirements or allergens you may have into the box for special requirements.

11. Click “place booking” and enter your card payment details to complete your order.

12. You will then receive a confirmation email immediately. If you do not see it, please check your spam or junk folder.

13. That’s it! We look forward to seeing you there!

If you have any problems with this process, please contact ellissa.chilley@pet.cam.ac.uk
Setting up a Upay Account

1. Go to https://www.upay.co.uk to sign up

2. Click on the register button shown below:

3. Enter the affiliate ID: Petrean

4. Enter your email address

5. You do not need to enter a referral code

6. Agree to the terms & conditions, you must select the top two as shown below:

   TERMS & SERVICE MESSAGES
   In order to use the Upay service, you must agree to Upay terms and the receipt of service messages from Upay.
   ✔ I AGREE TO UPAY TERMS & CONDITIONS VIEW HERE
   ✔ I AGREE TO RECEIVE SERVICE MESSAGES

7. Click Next

8. Fill in your Title, Forename and Surname
9. Create a password
10. Click Register

Congratulations! Your Upay registration is complete.

Your username is the email address you provided when registering.

Login to your new Upay account now!

11. You will now need to **click the verification link** in the email you will have received. Please check your junk folder if it does not arrive at the email address you have signed up with.

12. You are now ready to login and book your event!