Steps to Selecting Indoor Commencement Tickets

1) Go to https://events.stolaf.edu/commencement

This will appear on your screen

2) Click on “Forgot your password?”

3) You will be redirected to this screen.
4) Use your full St. Olaf email address as your Username and Email Address.

Click “Recover Password”

5) An email will be sent to your St. Olaf email address with a temporary password. Use this to login.

6) After logging in, you will need to change your password. Please read the criteria for this password carefully.

7) When you see this screen, you will be ready to select your seats.
8) Click on “Buy”

9) A seat map of Skoglund will appear. Please note that you are looking at it from the perspective of the stage NOT the back of the gym.

10) Click on a section of seats. Select the two you would like to reserve for your guests. Your selection will be successful if you see Xs over the seats.

11) Once selected, click on “Add Your Seats to Shopping Chart” on the left-hand side.

12) A summary screen will appear, click Continue.

13) Email is your only choice for Delivery Method. Click Continue again.

14) When you get to Billing Info, click “Buy”
15) You are not done until you see this screen

16) Please remember that your invoice is NOT your ticket. You will receive an email at your St. Olaf email with a PDF attachment – **these are your tickets.**

If you are unable to get through these steps, please contact the Office of College Events (x3811) or email **commencement@stolaf.edu**