Steps to Selecting Indoor Commencement Tickets – Opens Monday, March 18th at 7:00 a.m.

1) Go to https://events.stolaf.edu/commencement. This will appear on your screen:

![Ticketing for Class of 2019 Commencement - Indoor Ceremony](image)

Ticketing for the indoor 2019 Commencement Ceremony will be open March 18 through April 26, 2019.

2) Click on “Forgot your password?” located under the username and password area.

![Forgot your password?](image)

3) You will be redirected to the screen below. Enter your full St. Olaf email address in both the Username and Email Address boxes. Then press the “Recover Password” button.

![Recover Password](image)
4) An email will be sent to your St. Olaf email address with a temporary password. Then on the screen shown below, enter your full St. Olaf email address as the Username and the use the temporary password you just received as the password to login.

Your new password has been successfully sent to the specified email address.

My Account

Enter Login Information:

Username
Password

Forgot your password?

Login

5) After logging in with the temporary password, you will see the screen shown below. First, enter the temporary password in the “Current Password” box. Next, create a new password. It must contain at least 7 characters including at least one uppercase letter, one lowercase letter, and one digit. Retype the new password again in the next box. Then click on “Change Password”.

Change Password

Current Password
New Password
Re-type New Password

Your password must contain at least one upper case letter, at least one lower case letter, at least one dot, at least one special character, and must be at least 8 characters long.

Change Password
Cancel
6) When you see this screen like the one below, you will be ready to select your seats. Click on the "Buy" button.

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7) A seat map of Skoglund will appear. Please note Floor Seating is not available because this is where the graduates will sit. You will choose no more than three seats in any of the Elevated Seating Sections 1 through 8 shown below. Seats in Sections 4 and 5 will have a partially to mostly obstructed view of the stage, so it is recommended to select seats in Sections 1 through 3 and 6 through 8. There is an option to choose Best Seat Available if you don’t want to pick your own—this is located in the top right-hand corner of the screen.
8) Click on a section of seats. Select the first seat by clicking on one of the small circles in a section (faded out circles are seats that are no longer available). A pop-up box, shown below, will appear when you click on a seat. To confirm this is the seat you want to add to your cart, click the button called “Comp (19SENIOR) (Max 3) $0.00”. Repeat this step for no more than three seats total.

9) Once your seat selections are complete, you will see a screen showing a list of the seats you’ve chosen, and there will be X’s over the seats on the map. If you want to remove any of the selected seats to choose others instead, click on the X button for those seats as shown below and repeat Step #8. If you are happy with your selection(s), click “Add Your Seats to Shopping Cart”.

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Please Select Your Seats
Class of 2019 Commencement
Sunday May 26 3:00 PM
Class of 2019 Commencement
Pricing
Elevated Seating - Side View $0.00

Your Selections
Section 2.1.5 Comp (19SENIOR) $0.00
Section 2.1.6 Comp (19SENIOR) $0.00
Section 2.1.7 Comp (19SENIOR) $0.00

Add Your Seats to Shopping Cart
10) A summary screen will appear. Click “Continue” unless you need to make changes to the order.

11) Delivery information is on the next screen. Email is your only choice for Delivery Method—make sure the address is correct. Click the orange “Continue” button to proceed.
12) When you get to Billing Info, click the “Buy”.

13) The order is not complete until you see the Order Summary screen. Your tickets will be delivered to your email address. Once you have them, you can close this window.
14) When you open your ticket email (it comes from tickets@stolaf.edu), you will see an invoice. Please remember that your invoice is NOT the same as a ticket. **The tickets are in a PDF attachment to the email** – they can either be printed out or shown on a smart phone to gain entry to the Commencement Ceremony should it be held indoors.

**Example of email with tickets (note the PDF attachment):**

![Email with tickets](image)

**Example of Invoice shown when the email is opened:**

![Invoice](image)
If you are unable to get through these steps, please contact the Events Management Office (x3811 or 507-786-3811) or email commencement@stolaf.edu. Remember that these tickets are the Indoor Ceremony only!! If Commencement is held outside, tickets are not required for general seating. If you need accessible seating for your guests, please contact the Events Management Office.