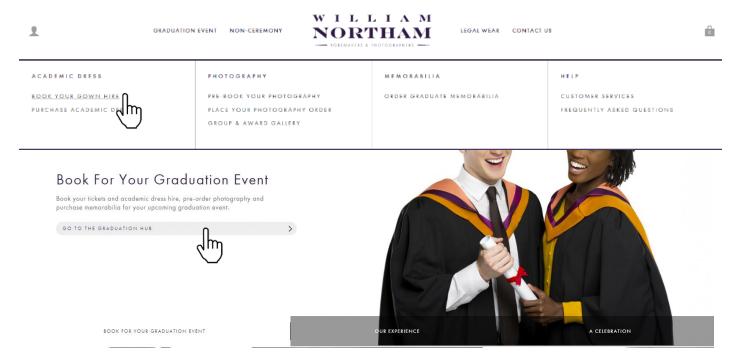
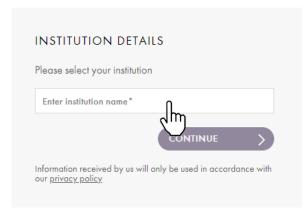
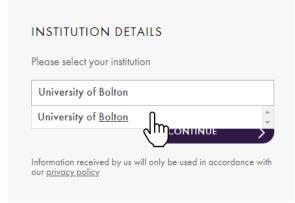
## How to hire your academic dress and Photographs with William Northam

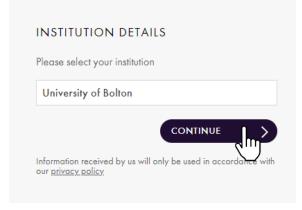
1) Go to the <u>William Northam</u> website and select 'Go to the Graduation Hub' or hover over 'Graduation Event' and select 'Book Your Gown Hire' from the drop down menu under 'Academic Dress'.



2) Enter 'University of Bolton' in the provided field under 'Institution Details'. The field will be populated once the institution has been recognised or select it from the drop down menu and click 'Continue'.

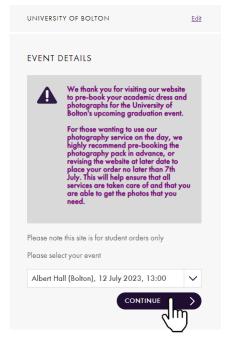






3) Once the institution has been confirmed, click on the drop down menu to select the date and time of the event you wish to attend and click 'Continue'.

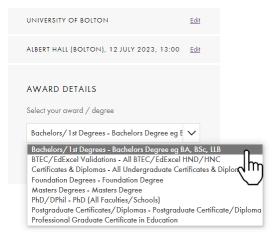


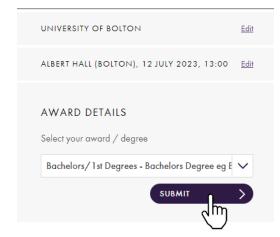


We thank you for visiting our website to pre-book your academic dress and photographs for the University of Bolton's upcoming graduation event.

For those wanting to use our photography service on the day, we highly recommend pre-booking the photography pack in advance, or revising the website at later date to place your order no later than 7th July. This will help ensure that all services are taken care of and that you are able to get the photos that you need.

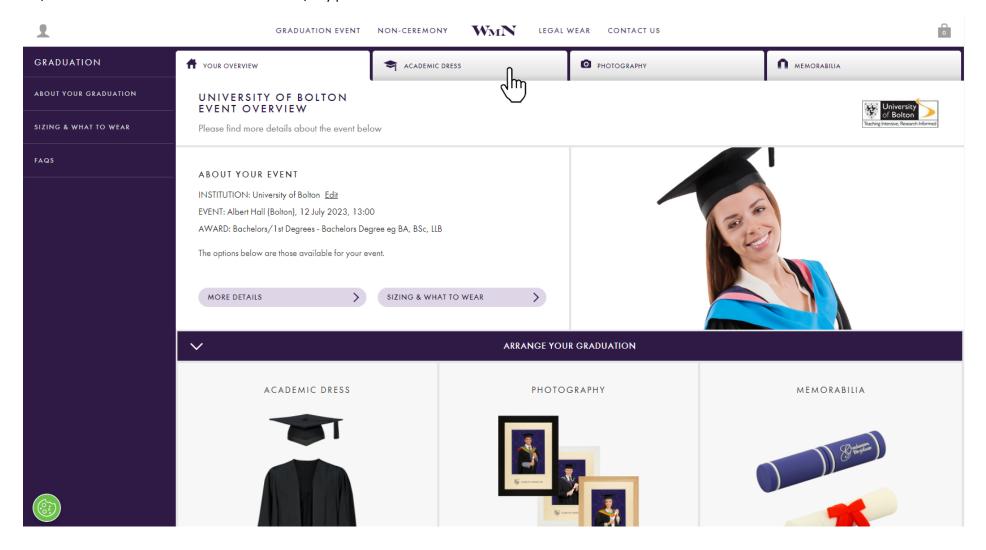
4) Once the time and date have been confirmed select the award or degree you will be receiving from the drop down menu and click 'Submit'. You will receive a pop up window to confirm your selected ceremony and award. Continue with the booking process by pressing 'Yes'.



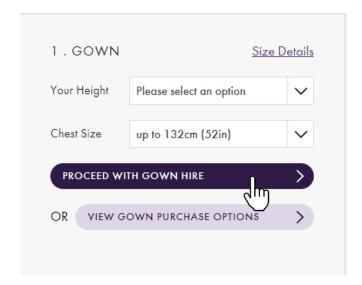


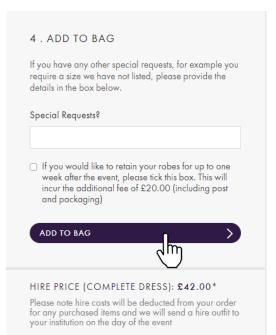


5) Click on 'Academic Dress' to start the hire/buy process.

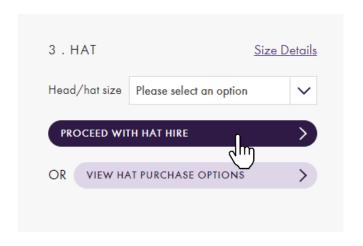


6) This page will ask you to provide your sizing information for your gown and hat hire. You will automatically be provided with the appropriate hood for the award that you will be receiving. You have the option to hire or buy each piece of attire.









# SIZING & WHAT TO WEAR X

#### GOWNS

Please give your full height from head to toe in metres and centimetres or feet and inches. If your chest is over 52" (132cm) you will be asked to supply exact measurements. When measuring your height please do not wear any footwear with a heel.

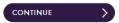
### HATS

Please supply the measurement for the circumference of your head, taking the measurement from one inch (2.5cm) above your eyebrows (see diagram). Please note that a hat is not always worn at graduation ceremonies, but you will be advised of your ceremony dress code when placing your order.

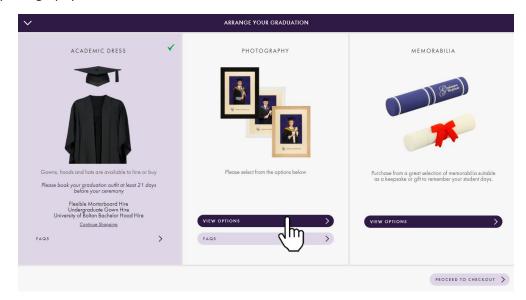


#### WHAT TO WEAR

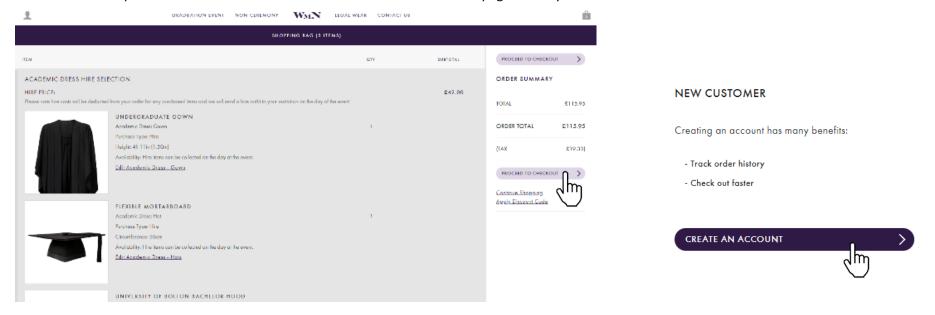
When dressed in the graduation attire your arm, from the elbow down, will be visible against the gown and you may therefore want to wear a jacket if you don't want a shirt sleeve to show. Although most gowns and hoods now have velcro, it's still a good idea to wear something with a buttoned front as it will help the hood neckband sit better. The style and colour of your academic dress will depend on your institution. You will be shown this when you place your order and may wish to consider it when choosing your outfit.



7) After adding your gown to your bag you will be taken back to the overview page. From here you may proceed to checkout by scrolling to the bottom of the page, or continue to photography.



8) Once you're happy with Photography and Memorabilia options selected, proceed to checkout. Here you'll be able to see the summary of your order, to continue press 'Proceed to checkout'. You will be taken to a new webpage where you'll need to create an account.



9) On the next landing page fill out the fields provided. Under 'Account details' consider using your personal email rather than your academic email address. Click 'Create an Account', on the following page provide a delivery address and select preferred delivery method. Continue to payment.

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Password Strength: No Password  Confirm Password*  We may use your information to notify you (by email or post) about important changes to this website and new William Northam products, services and special offers. Please tick here if you would like to receive this information about you come notify you (by email or post) about important changes to this website and new William Northam products, services and special offers. Please tick here if you would like to receive this information  We may pass your information to carefully selected and trustworthy filid porties so they can notify you (by email or post) about products, services and special offers. Please tick here if you would like to receive this information  Please fick here to indicate that you would like to receive this information  If you change your mind and would rather not receive this email, please send on email to privacycality 28 will concordance institution  If you change your mind and would rather not receive this email, please send on email to privacycality 28 will concordance on a send of the tens will be addressed to your ceremony gown united and mental to privacycality 28 will concordance on a send of the tens will be addressed to your ceremony gown united and mental to privacycality 28 will concordance on a send of the tens will be addressed to your ceremony gown united and mental to privacycality 28 will concordance on a send of the tens will be addressed to your ceremony gown united and mental to privacycality 28 will concordance on a send of the tens will be addressed to your ceremony gown united and mental to privacy your delivery address. Head here will be delivered to your ceremony gown united and mental to privacy your delivery address. Head here will be delivered to your ceremony gown united and mental to privacy your delivery address. Head here will be delivered to your ceremony gown united and the privacy of the sentence of the privacy of t	Confirm Email*				
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10) Confirm if your billing address is the same as your shipping address and provide payment information. Press 'Place Order' once you have read and accepted the William Northam <u>Terms and Conditions</u> of supply.

