

ON-CAMPUS HOUSING ONLINE REGISTRATION GUIDE



Before You Register

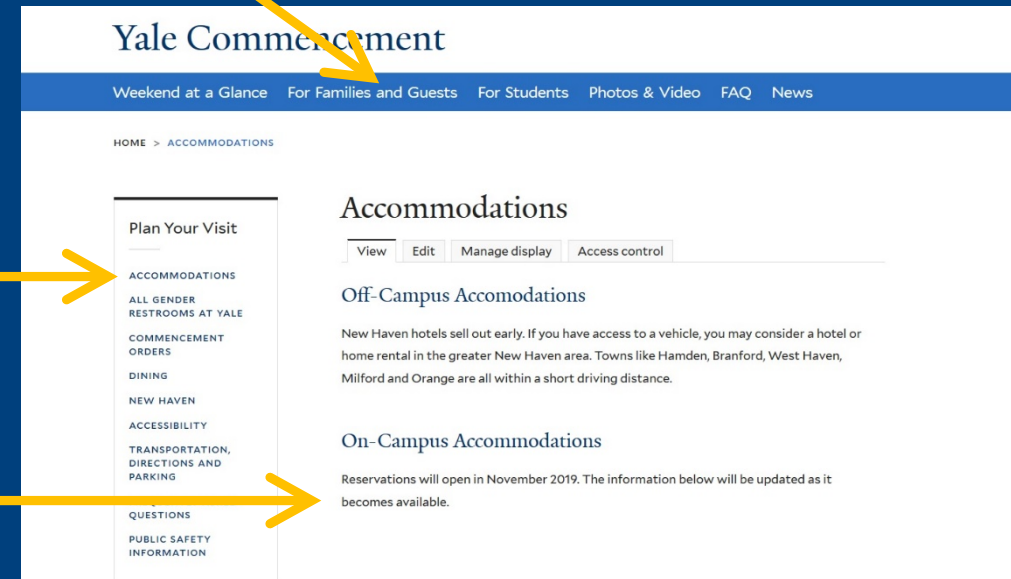
* This guide is intended for guests who will register online, using a credit card. If you are unable to pay using a credit card, please contact housing.commencement@yale.edu.

* To ensure you are housed appropriately, the housing team links you to your student. To register, you will need your student's full/legal name and their residential college or school.

Accessing The Registration Website

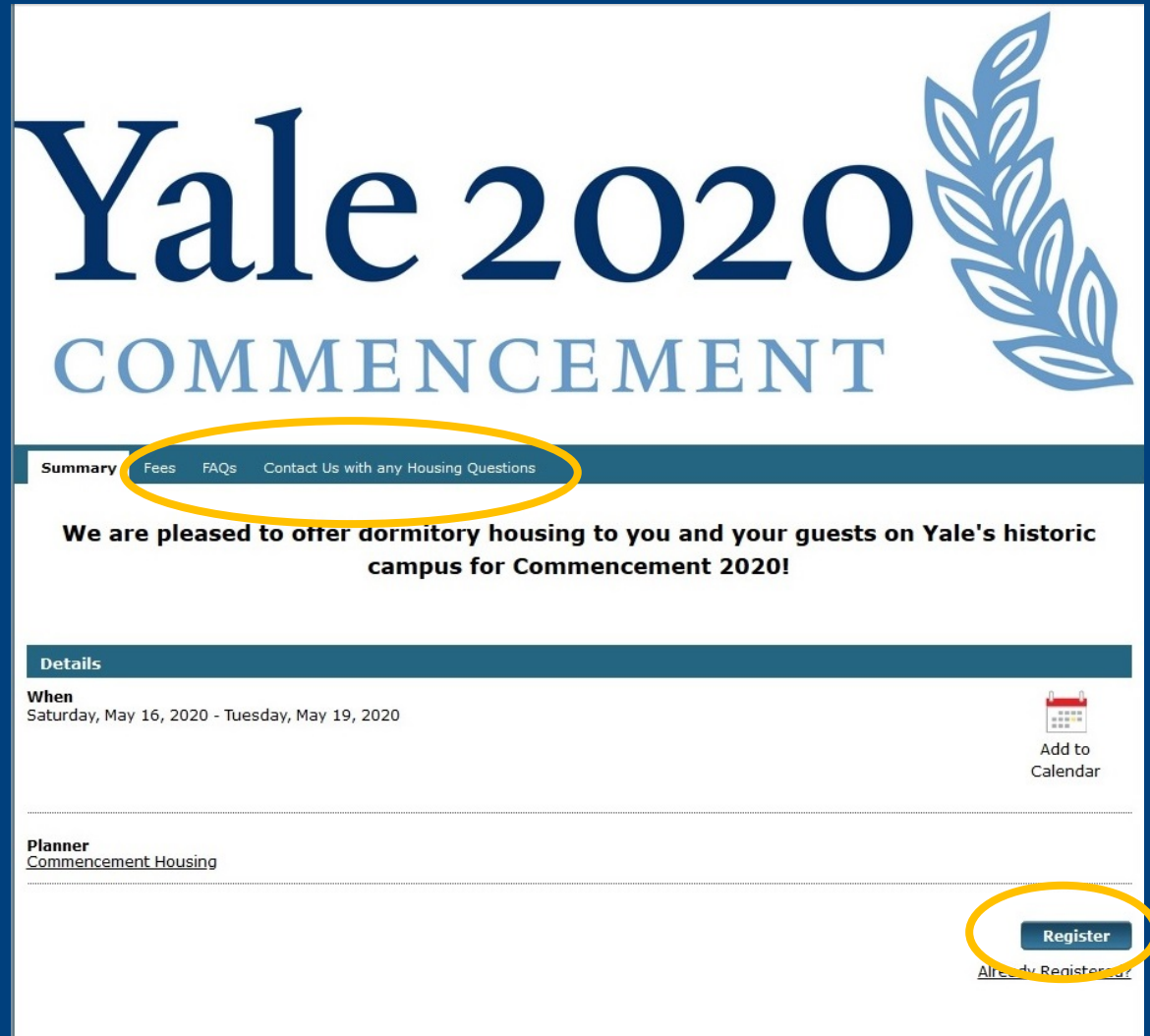
- * You can access the registration website by visiting commencement.yale.edu and clicking on the For Families and Guests tab
- * Click on Accommodations
- * Follow the On-Campus Accommodations registration link

Note: This will take you to a new page.



Getting Started – Navigating the Main Page

- * From the home screen you can navigate directly to the Registration link or browse information on Fees, Frequently Asked Questions, or contact a representative from the housing office.



Getting Started – Navigating the Fees Tab

- * The Fees page details the cost of on-campus housing and the refund policy.
- * If you are ready to register – you can click Register to go directly to the registration page.
- * To return to the main page, click Summary.

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Summary **Fees** FAQs Contact Us with any Housing Questions

\$190 per person; this flat fee covers your entire stay of one, two, or three nights.

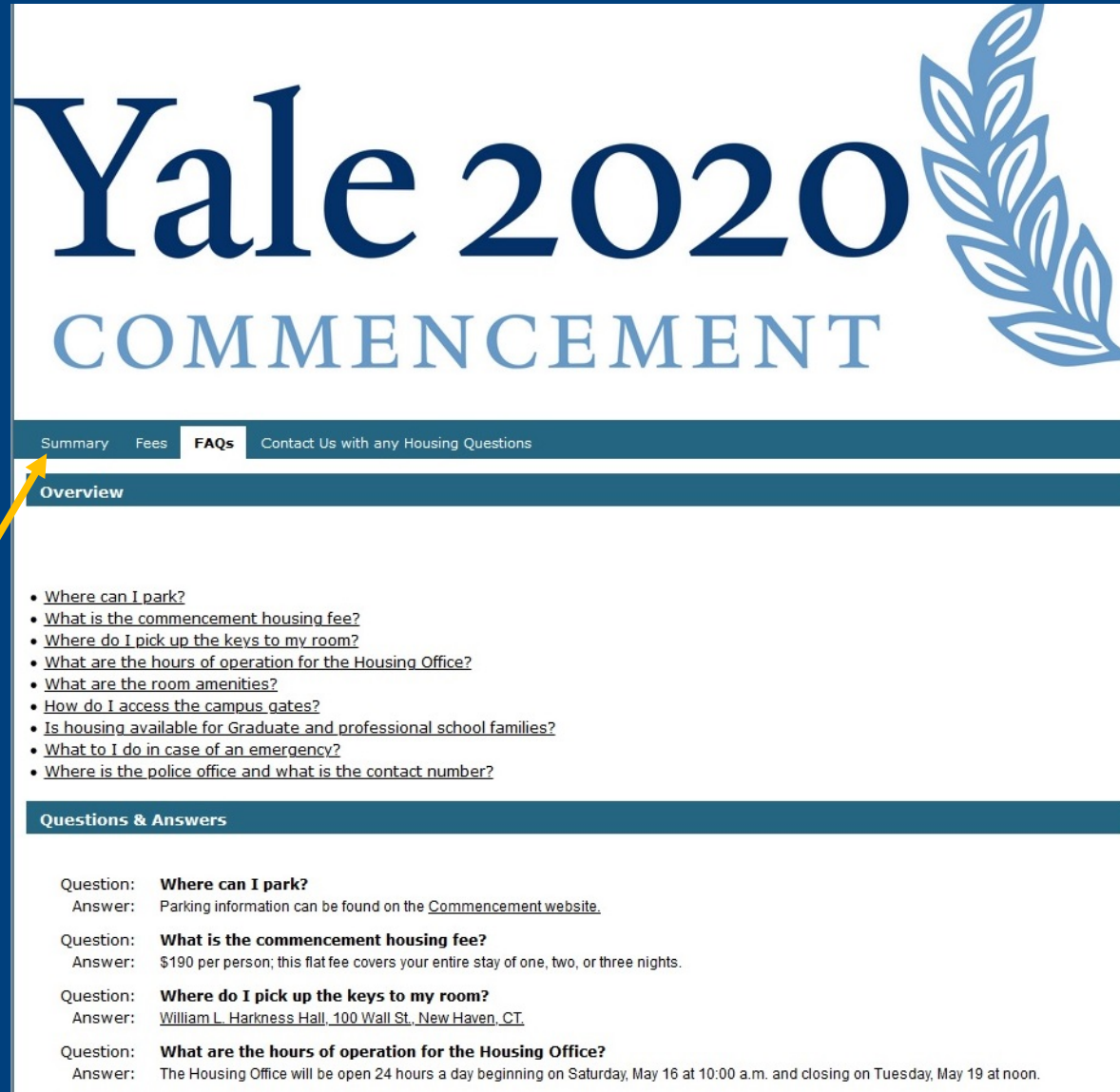
Admission Item
Event Registration
Registration Fee \$190.00
View Refund Policy
Payment Message

[Register](#)

[Already Registered?](#)

Getting Started – Navigating the FAQs Tab

- * The Fees page provides answers to the questions we hear most often.
- * Click on the question you would like answered, or scroll to read answers to all of the questions.
- * To return to the main page, click Summary.



Getting Started – Navigating the Contact Us Tab

- * The Contact Us tab provides a way for you to quickly send an email to the commencement housing office using an automated form.
- * You can also navigate back to the general commencement website. Please note, this link will not open in a new window.
- * To return to the main page, click Summary.



The screenshot shows the 'Yale 2020 COMMENCEMENT' website. At the top, there's a navigation bar with tabs: 'Summary', 'Fees', 'FAQs', and 'Contact Us with any Housing Questions'. The 'Contact Us' tab is selected. Below the navigation bar, there's a message: 'Please use this form for housing questions only.' and a link: 'For additional information, visit: <http://commencement.yale.edu/plan-your-trip>'. Below this, there's a section titled 'Contact Us' with the text 'Commencement Housing' and the email address 'housing.commencement@yale.edu'. The form fields are: 'To: Commencement Housing', '*Your Name:' (text input), '*Your Email Address:' (text input), and '*Message:' (text area). At the bottom, there's a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'.

Getting Started – Registering for Housing

- * Once you are ready to register, click the Registration button on the homepage.
- * Information in red is required to complete your next step.
- * To ensure you are housed appropriately, the housing team links you to your student. To register, you will need your student's full name and their residential college or school.



The image shows a registration form for Yale 2020 Commencement. At the top, the text "Yale 2020" is in a large, dark blue serif font, with "COMMENCEMENT" in a smaller, light blue sans-serif font below it. To the right of the text is a blue laurel wreath. Below the header, a instruction reads "Fill out the information below, then click Next to proceed." The form is titled "Invitee Information" in a dark teal box. It contains three rows of input fields: "First Name" with the value "Guest", "Last Name" with the value "Number 1", and "Email Address" with the value "guest.number1@commencement.com". The "Email Address" field is highlighted in yellow. At the bottom right, there are two buttons: "Cancel" and "Next ►". A link "[Already Registered?](#)" is located above the "Next" button.

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Fill out the information below, then click Next to proceed.

Invitee Information

*First Name: Guest

*Last Name: Number 1

*Email Address: guest.number1@commencement.com

[Already Registered?](#)

Cancel Next ►

Registering for Housing

- * Information in red is required to complete your next step.
- * Providing your graduate's legal name and college or school affiliation will help ensure all of your graduate's guests are housed in the appropriate locations.

Home Address:	
* Country:	USA
* Address:	
* City:	
State/Province:	
* ZIP/Postal Code:	
Home Phone:	

Registration Questions	
* Graduate's legal name?	
Relationship to graduate?	
* What college is your graduate affiliated with?	<div><input type="checkbox"/> Benjamin Franklin College</div> <div><input type="checkbox"/> Berkeley College</div> <div><input type="checkbox"/> Branford College</div> <div><input type="checkbox"/> Davenport College</div> <div><input type="checkbox"/> Ezra Stiles College</div> <div><input type="checkbox"/> Grace Hopper College</div> <div><input type="checkbox"/> Jonathan Edwards College</div> <div><input type="checkbox"/> Morse College</div> <div><input type="checkbox"/> Pauli Murray College</div> <div><input type="checkbox"/> Pierson College</div> <div><input type="checkbox"/> Saybrook College</div> <div><input type="checkbox"/> Silliman College</div> <div><input type="checkbox"/> Timothy Dwight College</div> <div><input type="checkbox"/> Trumbull College</div> <div><input type="checkbox"/> Other/Graduate School (limited room availability)</div>

Registering for Housing

- * The next set of questions are optional.
- * Sharing as much detail as possible helps us to provide the best on-campus housing experience we can.
- * When you are ready to move to the next screen, click next.

Room Assignment Information

The questions below are optional, answering them allows us to provide you the best on campus housing experience we can.

Age? (for room assignment purposes)	<input type="text"/>
Gender? (for room assignment purposes)	<input type="text"/>
If you prefer to be housed near another guest/group, please indicate their name.	<input type="text"/>
Are you able to climb stairs?	<input type="text"/>
Special requirements (To provide the best housing experience, please be specific as possible).	<input type="text"/>

Cancel

Next ►

Registering for Housing – What Next?

- * At this point, if you are only registering one person, you can click Finished Adding People.
- * If you would like to register and pay for additional guests as a part of this transaction you can click Add Person.

Tip: If you are finished adding guests skip to page 14 of this document for more information.

Registration Information Summary Payment

Your registration is almost complete. Please review your registration below and if everything is correct, click Next or Finish.

Registration Summary

Guest Number 1

Guest Number 1 (Edit)

Email Address:
guest.number1@commencement.com

Mobile:

Home Phone:

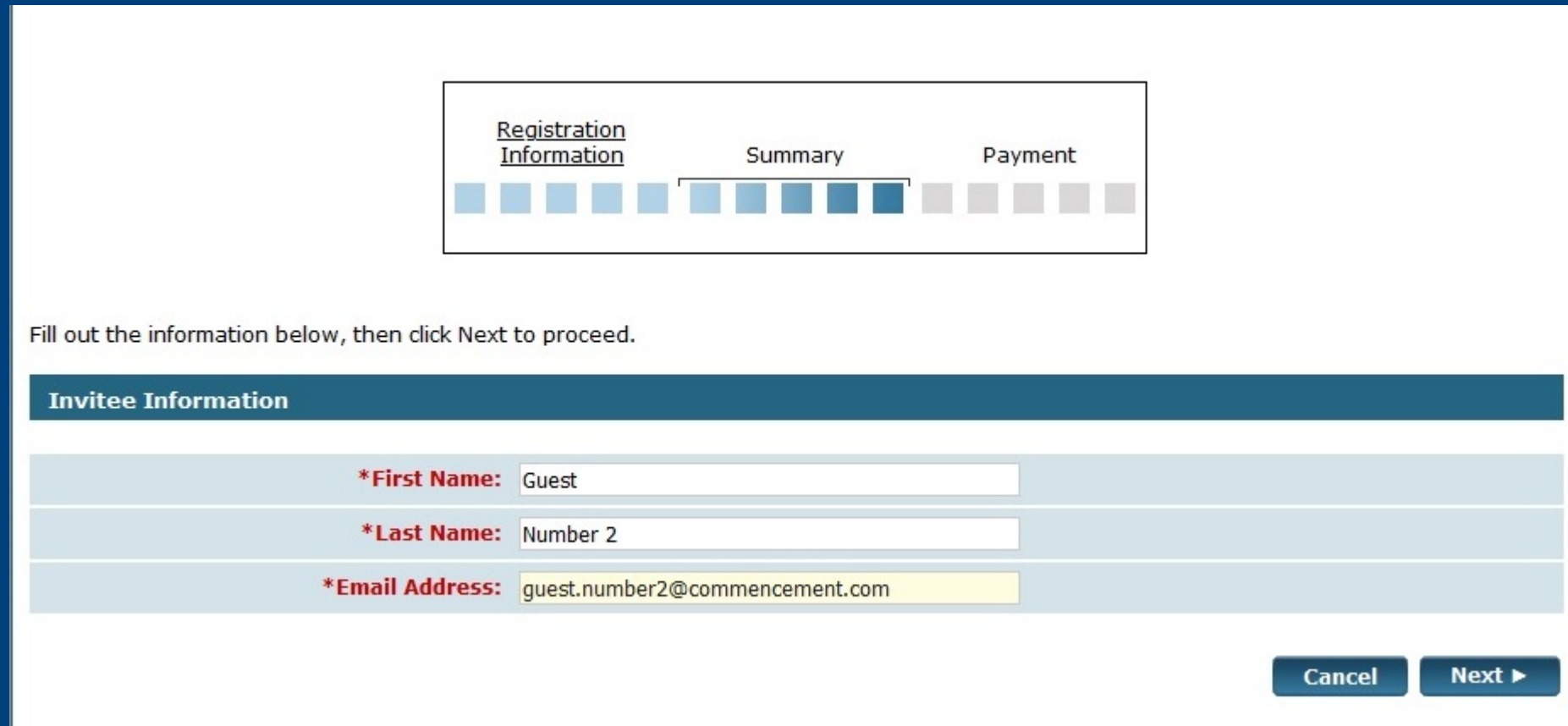
Home Address:
1 Prospect Street
New Haven, Connecticut 06520
USA

Cancel Add Person Finished Adding People ►

Cancel Add Person Finished Adding People ►

Registering for Housing – Adding More Guests

* You must register each guest who would like to have on-campus housing. All guests will be provided their own unique confirmation code.



The registration process is shown in a diagram with three main steps: **Registration Information**, **Summary**, and **Payment**. Each step is represented by a row of five colored squares. In the **Registration Information** step, the first four squares are light blue and the fifth is dark blue. In the **Summary** step, the first four squares are light blue and the fifth is dark blue. In the **Payment** step, all five squares are light gray.

Fill out the information below, then click Next to proceed.

Invitee Information

*First Name:	<input type="text" value="Guest"/>
*Last Name:	<input type="text" value="Number 2"/>
*Email Address:	<input type="text" value="guest.number2@commencement.com"/>

[Cancel](#) [Next ►](#)

Registering for Housing – Adding More Guests

- * We link registrations together by associating them with the graduate. If, for any reason, you do not want to be linked with the graduate's other guests, please indicate it in the special requirements section.
- * Providing as much information as possible in the optional Room Assignment Information section is important to accommodate all guests in your party.

Personal Information	
First Name:	Guest
Last Name:	Number 2
Email Address:	guest.number2@commencement.com
Mobile:	<input type="text"/>
Home Address:	
*Country:	USA <input type="text"/>
*Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
*City:	<input type="text"/>
State/Province:	<input type="text"/>
*ZIP/Postal Code:	<input type="text"/>
Home Phone:	<input type="text"/>

Registration Questions	
*Graduate's legal name?	<input type="text"/>
Relationship to graduate?	<input type="text"/>

Room Assignment Information	
The questions below are optional, answering them allows us to provide you the best on campus housing experience we can.	
Age? (for room assignment purposes)	<input type="text"/>
Gender? (for room assignment purposes)	<input type="text"/>
If you prefer to be housed near another guest/group, please indicate their name.	<input type="text"/>
Are you able to climb stairs?	<input type="text"/>
Special requirements (To provide the best housing experience, please be specific as possible).	<input type="text"/>

Registering for Housing – Adding More Guests

- * All of the guests you have registered will appear on the left side of your screen.
- * You can continue adding guests as you did before by clicking Add Person.
- * If you are finished registering guests, you may move on to the payment screen by clicking Finished Adding People.

Registration Information Summary Payment

Your registration is almost complete. Please review your registration below and if everything is correct, click Next or Finish.

Registration Summary

Guest Number 1

Guest Number 2 ✕

Guest Number 2 (Edit)

Email Address:
guest.number2@commencement.com

Mobile:

Home Phone:

Home Address:
1 Prospect Street
New Haven, Connecticut 06520
USA

Questions

REGISTRANT INFORMATION

Graduate's legal name? Your Student

Relationship to graduate?

Age? (for room assignment purposes)

Gender? (for room assignment purposes)

If you prefer to be housed near another guest/group, please indicate their name.

Are you able to climb stairs?

Special requirements (To provide the best housing experience, please be specific as possible).

Cancel Add Person Finished Adding People ►

Registering for Housing – Submitting Payment

- * This screen will allow you to submit your credit card information for all of the guests you have registered.
- * Your total cost will be displayed on the top right of your screen.
- * Guests who would prefer to pay separately must be registered separately.

Submit Payment

ORDERS


Total: \$380.00


Payment Method

☒ Credit Card - Enter your information in the section below.


Payment Information

VISA





DISCOVER



Credit Card Payment: \$380.00

*Name on Card:

*Type:

Visa

*Credit Card Number:

*Card Security Code:

(What is this?)

*Expiration Date:

Month

Year

January

2019

*Country:

USA

*Address:

1 Prospect Street

*City:

New Haven

State/Province:

Connecticut

*ZIP/Postal Code:

06520

Policies

You may modify or cancel your reservation through May 1, 2020.

☐ * I agree to the Terms and Conditions

Registering for Housing – Your Confirmation

- * When your reservation is complete you will automatically see your individual confirmation.
- * To view the entire group you registered click on My Group.
- * To view another guest's individual confirmation, use the pulldown box and select the guest you would like to view.

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Information My Registration **Confirmation** My Group

View Confirmation for: Guest Number 1

Modify Unregister More Options

Please note, you will only see one registration on this page.
Go to "my group" tab above if you have registered more than one person to view your total group.

General Options

Name: Guest Number 1
Number of People Registered: 1
Confirmation Number: **DSNTGVSRMXL** (needed to modify your registration)
Event Title: YALE COMMENCEMENT CAMPUS HOUSING
Date: 05/16/2020 [Add to my calendar](#)

Current Registration Details

Order Summaries

Order

Date	Type	Invoice #	Amt Ordered	Amt Paid	Amt Due
11/12/2019 08:37 ET	offline order	112019-####	\$190.00	\$190.00	\$0.00
Total:			\$190.00	\$190.00	\$0.00

Payment Details

Details

Date	Type	Reference #	Amt Paid
11/12/2019	Visa	1111	\$190.00

[Register Another](#)

Registering for Housing – Your Group

* Your group registration page shows all of the guests you have registered. Here, you are able to confirm the number of guests you have registered or add additional guests.



Information My Registration

Confirmation **My Group**

My Group

Name	Email Address	Registration Type	Confirmation Number	Number Registered
Guest Number 1 	guest.number1@commencement.com	Group Leader	D5NTGVSRMXL	1
Guest Number 2 	guest.number2@commencement.com	Group Member	F8NNQL8DC3M	1

[Add Person](#) [Email Group](#) [Registrant Checklist](#)

[Register Another](#)

Registering for Housing – After You Register

- * You can access your completed registration at any time by return to the registration site and providing your confirmation and the email address you registered with.



The image shows a web page for Yale 2020 Commencement. The header features the text "Yale 2020" in a large, dark blue serif font, with "COMMENCEMENT" in a smaller, light blue sans-serif font below it. To the right of the text is a blue laurel wreath. Below the header is a dark teal navigation bar with white text links: "Summary", "Fees", "FAQs", and "Contact Us with any Housing Questions". The main content area is white and contains two red labels with corresponding input fields: "*Email Address:" followed by a text box, and "*Confirmation Number:" followed by a text box. Below these fields is a line of text: "To have the Confirmation Number sent to you, click this link: [Confirmation Number](#)". At the bottom right of the page are two dark teal buttons with white text: "OK" and "Register".

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Summary Fees FAQs Contact Us with any Housing Questions

*Email Address:

*Confirmation Number:

To have the Confirmation Number sent to you, click this link: [Confirmation Number](#)

OK

Register

After You Register

* For additional help contact housing.commencement@yale.edu
or call 203-432-5573.