

# AOB GRAD

## *On-Line Instructions for Grad Banquet Tickets*

Please read this entire document before beginning the ticket purchasing process:

- Students are not eligible to purchase tickets until they have paid off all school fees (including the \$65 Church Commencement Grad Fee)
- No refunds or seating changes will be available after the transaction is complete
- Note: Parents must ensure they have Parent Powerschool Access before the on-line program will accept payments
- You must use a computer to purchase tickets. Phones and Tablets will not work



**PLEASE NOTE THE REVISED INSTRUCTIONS TO PROCEED**

**You must use a computer to purchase tickets**

**You cannot use your phone or tablet for purchase**

You must have Parent Powerschool access to proceed. If you do not have access please call the school @ 780-466-3161 to set up an account.

In order to purchase your online grad banquet tickets please follow the steps below.

1. Log on to your Powerschool (Parent account).
2. Click on the name of your grade 12 student
3. Under Navigation – click on School Fees – **VIEW school fees**
4. On the Summary page please select the tab with your grade 12 child’s name.  
*You will need to ensure that all school fees have been paid (this will also include the \$65 graduation fee) in order for the Graduation Banquet General Tickets” icon to appear under the Additional Items heading.*
5. Click on the **“Graduation Banquet General Tickets”** icon
6. View the digital map and click on the table that you wish to sit at.
7. Scroll to the bottom of the page and select “ # of tickets you wish to purchase”
8. Enter meal details for each guest, then click **“Add to Cart”**
9. Close the icon indicating **“Items Added to Cart”**
10. Click on **“View Cart”**
11. Click on **“Checkout”**
12. Process Payment  
Expect an email confirmation that you’ve successfully completed the transaction.

