



# Step-by-step guide to registering for a UCAS exhibition

Everyone attending a UCAS higher education exhibition will need to register. Once your students have registered for a ticket, we'll be able to send them useful information to help them make the most of their time at the exhibition – if they register before the week of the event, we will send them two 'top tip' emails packed with advice on how to prepare and what to expect. They can also choose to opt in to receive further information from carefully selected parties.

Each ticket has a barcode on it, which we will scan on entry to the event. As well as giving us the opportunity to pass on useful advice to your students, exhibitors will also be able to scan the printed tickets – with permission, of course. This will enable them to send tailored, helpful advice to your students about the courses or career paths they're interested in. This saves students from having to verbally give their details to each uni or college they're interested in over and over again.

## First, you'll need to make a group booking.

1. Go to [www.ucas.com/exhibition-calendar](http://www.ucas.com/exhibition-calendar), find an exhibition in your area, and click 'Book now'.
2. Select 'Start new booking', enter your email address, then select 'Adviser (teacher or lecturer) making a school / college group booking' from the list of visitor categories.
3. Once you've answered some additional questions, you'll be asked to enter the number of students and staff attending with you, alongside the time you intend to arrive. Please make sure you book the exact number of places you require – booking too many could mean other schools miss out.
4. Continue until you reach the page confirming 'Your booking is complete'.
5. You'll then receive a confirmation email. This will include a link to your personal ticket, and a downloadable briefing sheet, containing a registration link and step-by-step guide for your students.

## Now it's your students' turn...

1. Your students can register for their tickets 24 hours after you've submitted your booking. Make sure you pass the registration link on to them as soon as you get your confirmation email.
2. Once they click the link, your students will need to select '**Student attending as part of a group**' from the list of visitor categories.
3. They then need to select your school's name as the group they're attending with.
4. When they've completed the form, your students will receive a confirmation email with a link to their personal ticket, which they will need to either print or bring on their phone, ready for the event. Anyone without a ticket can register onsite, but this may delay their entry to the exhibition.
5. We will provide lanyards which your students can display their printed ticket in, so it's handy for exhibitors to scan, if your students wish them to do so.

## What about my colleagues and my students' parents?

Additional members of staff will also need to register for a ticket if they are attending with you. They should follow the same registration steps as your students, but they'll need to make sure they select the '**Adviser (teacher or lecturer) attending as part of a school / college group**' visitor category.

Students' parents can attend the event as well, however they will not be included as part of your group booking. They will need to start a new booking and select '**Parent attending without a school / college group**' from the visitor category list, before completing the rest of the registration form.

## After the event

The day after the event, we will send you and your students an email asking for your feedback. We really appreciate any recommendations you can give us, as it helps us to enhance and improve future events.

For more information on all the exhibitions and conferences available for you and your students visit: [www.ucas.com/events](http://www.ucas.com/events).