Purchasing tickets using the ISS online store

Step One

The link from the ISS trips page will take you to the University of Sussex online shop. From here you will need to click on Product Catalogue > Trips and Activities > International Summer School.

Step Two

If you already know which trips you want you can look up which category they fall under using our Going Out Guide or the ISS trips webpage. Alternatively you can just browse through the different categories. In this example we will book a trip to Bath and Stonehenge.
Step Three

Click “Add to Basket” when you find the trips you want. Please note: each student is only able to purchase one ticket for themselves and cannot buy tickets on behalf of friends.

Step Four

When you add a trip to your basket you will need to fill in a short questionnaire. This questionnaire will need to be filled out for each trip you add to your basket.
Step Five

You will then see the trip added into your basket. If you only wish to buy the one ticket then click “Proceed to Checkout” or alternatively click “Continue Shopping” to browse more trips.

Step Six

If this is your first time buying trips tickets you will need to register under the “New Customer” section. Alternatively use your existing email and password.
Step Seven

If it is your first time using our online store then you will need to register. Fill in all the details on the registration page. **Please provide your home address rather than your Northfield address.** Tickets are not posted out, so do not worry about your tickets being sent to your home address once you are at the summer school. E-tickets will be made available at the end of the booking process for you to print.
Step Eight

Once you have registered / logged in you will be able to enter your payment details. If your card is registered to your home address then please select that, or alternatively click “Add New Address” to add a different billing address.

Step Nine

Fill in your credit / debit card details.
Step Ten

Things to review and check before confirming:

**Date of the trip**: There are trips that run on more than one day, so make sure you have selected the date you want.

**Billing address and credit / debit card details**: Please check to make sure these are entered correctly.

If all these are correct then please click “Confirm Your Order”.

This is the last stage of the booking process. You will be sent an email to the address you provided which contains a confirmation of the trips you have booked. You will also be sent separate emails for each of the trip tickets you have purchased. **You will need to print these emails and bring them with you on the day of the relevant trip as they will act as your tickets**. Core staff may refuse to admit students onto the trip should they fail to bring your printed trip email with them, so it is important to have tickets printed and ready before the day of the trip. **Students will also need to have their ID cards with them.**