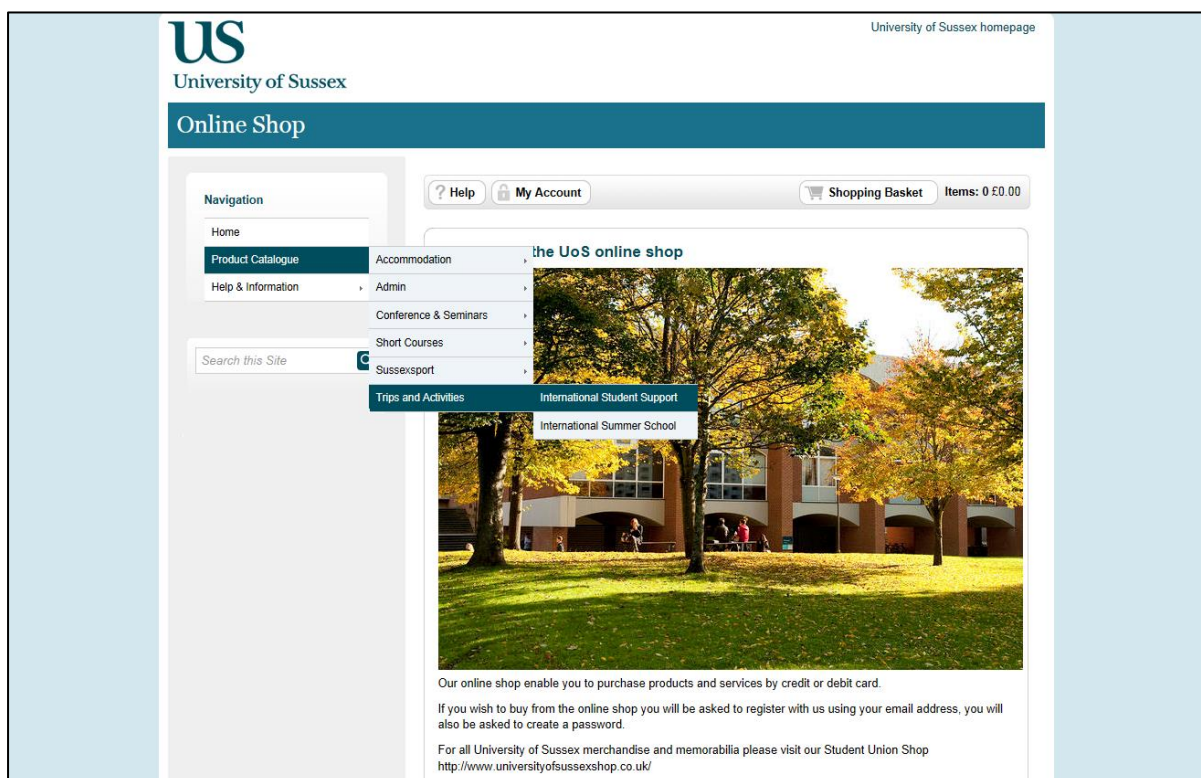


## How to purchase International Student Support tickets at the Online Shop

### Step one: finding the *International Student Support* trips

Go to the Online Shop site: <http://onlineshop.sussex.ac.uk/>. From here you will need to click on **Product Catalogue > Trips and Activities > International Student Support**.



### Step two: selecting the trips you want

Please note that trips will only appear on the Online Shop on or after the date and time they go on sale. They will not be visible before that.

Once the trip(s) you are interested in have gone on sale, you will be able to click 'Add to Basket'.

**Please note: each student is only able to purchase one ticket for themselves and cannot buy tickets on behalf of friends.\***

\* We welcome partners of students who are living with the Sussex student, and/or their children, to attend our trips. However, you will not be able to purchase tickets for the whole family online. Therefore, a limited number of tickets for the Autumn term trips have been allocated for students who would like to bring their families. These will be available one week ahead of the online sales, and will need to be purchased in person from the International Student Support Office in Bramber House.

### Step three: questionnaire

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.

**Online Shop**

Navigation  
 Home  
 Product Catalogue >  
 Help & Information >

Search this Site

Help My Account Shopping Basket Items: 0 £0.00

### Questionnaire

What is the Student's name?\*

Joe Bloggs

What is the student's email address\*

joebloggs@sussex.ac.uk

Does the student have any relevant medical conditions that the trip organiser needs to be made aware of?\*

Ashtma - I will need to have my inhaler with me.

In order to process your ticket order, we require your consent for the ISS to keep any relevant medical information supplied on file for the duration of the summer school. Do you agree to this\*

Yes

Next

## Step four: your basket

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.

**Online Shop**

Hi, you are logged in as Sarah, if you are not Sarah, please click here

Navigation  
 Home  
 Product Catalogue >  
 Help & Information >

Search this Site

Help My Account Shopping Basket Items: 1 £41.00 Clear Basket

### Shopping Basket

Continue Shopping Proceed to Checkout

Item	Quantity	Unit Price	Total Cost
The Making of Harry Potter (Warner Bros. Studio Tour) – trip 1 Product code:INTSUPPORT – T1POTTER1 Remove	1	£41.00	£41.00
<b>Delivery</b>			<b>£0.00</b>
<b>Total Before VAT</b>			<b>£41.00</b>
<b>VAT</b>			<b>£0.00</b>
<b>Total</b>			<b>£41.00</b>

Continue Shopping Proceed to Checkout

## Step five: register as a 'New Customer'

If this is your first time using the Sussex Online Shop then you will need to register under the 'New Customer' section. Alternatively, if you are a returning customer then use your existing email and password.

The image shows a screenshot of the 'Online Shop' website's login and registration interface. The page has a teal header with the text 'Online Shop'. On the left side, there is a navigation menu with links for 'Home', 'Product Catalogue', and 'Help & Information', along with a search bar labeled 'Search this Site'. The main content area is titled 'Login / Register' and is divided into three sections: 'New Customer', 'Login', and 'Forgotten Your Password?'. The 'New Customer' section includes a sub-header, a brief description of account creation, and a link for first-time visitors. The 'Login' section features input fields for 'Email Address' and 'Password', a 'Forgotten password' link, and a 'Login' button. The 'Forgotten Your Password?' section includes a description of the password reset process and an input field for the email address, with a 'Send' button. At the bottom, there is a 'Safe Shopping Assurance' section with text about security and logos for MasterCard SecureCode and VERIFIED by VISA.

Fill in all the details on the registration page (see the image on the next page). **Please provide the address your bank card is registered to.** Tickets are not posted to you, so do not worry about your tickets being sent to the wrong place! You will be sent an E-ticket at the end of the booking process which you will need to print to show the Trip Leader on the day of the trip. Alternatively, you can show them the E-ticket on your phone.

Navigation

- Home
- Product Catalogue
- Help & Information

Search this Site

## Register New Account

### Email Address and Password

Email Address\*

Confirm Email Address\*

Password\*

Confirm Password\*

### Your Details

Title\*

First Name\*

Last Name\*

Contact Telephone Number\*

Company / Organisation

Student Number

### Your Address

Find address by using a postcode

Address Name\*   
(e.g Home or Work)  
This will be used as a title to describe your saved address when you return.

Address 1\*

Address 2

Town / City\*

County / State

Postcode\*

Country\*

Contact Number

Please tick if you give us permission to use your contact details Continue

## Step seven: entering your payment details – part one

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.

US University of Sussex

University of Sussex homepage

## Online Shop

Navigation

- Home
- Product Catalogue
- Help & Information

Search this Site

Hi, you are logged in as Joe, if you are not Joe, please click here

[Login / Register](#) [Payment](#) [Review & Confirm](#)

### Payment Method

### Select a Billing Address

Please select from your saved addresses: Add New Address

**Home:** 1473 T Street, Sacramento, 95815, UNITED STATES Select

## Step eight: entering your payment details - part two

Fill in your credit / debit card details. Card details are not saved on the Online Shop, so each time you make a purchase you will need to re-enter your card details.

The screenshot shows the 'Payment Method' section of the University of Sussex Online Shop. The page is titled 'University of Sussex' and 'Online Shop'. A navigation menu on the left includes 'Home', 'Product Catalogue', and 'Help & Information'. The main content area has a progress bar with 'Payment' highlighted. Below the progress bar, there are three sections: 'Payment Method' (selected), 'Billing Address', and 'Enter Credit / Debit Card Details'. The 'Payment Method' section shows 'Credit / Debit Card' selected. The 'Billing Address' section shows 'Home: 1473 T Street, Sacramento, 95815, UNITED STATES'. The 'Enter Credit / Debit Card Details' section includes fields for Card Type (MasterCard, VISA, VISA DEBIT, VISA ELECTRON, Maestro), Card Holder Name (Mr Joe Bloggs), Card Number (1313665090844649), Card Security Code (598), Expiry Date (07/2016), and Start Date (07/2013). A green bar at the bottom of the form indicates 'Order amount: £60.00 your order will be processed on the next screen' and a 'Continue' button.

## Step nine: Review and Confirm

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.
- **Email address:** Please check to make sure you have entered your email address correctly because your Trip Ticket confirmation email will be sent to this address.

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

Hi, you are logged in as Sarah, if you are not Sarah, please click here

[Login / Register](#)    [Payment](#)    [Review & Confirm](#)

[Pay Now](#)

*Your order is not complete until you Confirm Your Order*  
By clicking 'Pay Now' you confirm that you have read and agreed to our Terms & Conditions

Item	Quantity	Unit Price	Total Cost
<b>Product Catalogue</b>			
The Making of Harry Potter (Warner Bros. Studio Tour) – trip 1 Product code:INTSUPPORT –T1POTTER1	1	£41.00	£41.00
<b>Delivery</b>			<b>£0.00</b>
<b>Total Before VAT</b>			<b>£41.00</b>
<b>VAT</b>			<b>£0.00</b>
<b>Total</b>			<b>£41.00</b>

[Edit Section](#)

Payment Information	
<b>Credit / Debit Card</b> Name on Card: Miss S Cook Card Type: Visa Last 4 Digits of Card Number: 1307 Expiry Date: 02/2018 Start Date: 02/2014	<b>Billing Address</b> Friston University of Sussex Falmer BN1 9SP UNITED KINGDOM

[Pay Now](#)

*Your order is not complete until you Confirm Your Order*  
By clicking 'Pay Now' you confirm that you have read and agreed to our Terms & Conditions

This is the last stage of the booking process. You will be sent an email to the email address you provided which contains a confirmation of the trip(s) you have booked. You will also be sent separate email(s) for each of the trip tickets you have purchased. **You will need to print this email and bring it with you on the day of the relevant trip as it will act as your ticket. Alternatively, you can show the Trip Leader the email containing the trip ticket on your phone.** You will also need to have your ID card with you.