

# UDST Graduation Ceremony – Graduate Guest Registration Manual

Graduates may register up to three (3) guests to attend the upcoming graduation ceremony.

## Registration Link

Access the official guest registration form using the link published on the website for your ceremony.

FIG.1

The screenshot shows a registration form for the University of Doha. At the top, there is a blue header with the text 'حفل تخریج دفعة 2026 Class of Graduation Ceremony' and the university's logo and name in Arabic and English: 'جامعة الدوحة للمعلوم والتكنولوجيا UNIVERSITY OF DOHA FOR SCIENCE & TECHNOLOGY'. Below the header, the date 'May 19, 2026' and '16 days & 6 hours to start' are displayed. The main title of the form is 'Graduate's Guest Registration Information'. The form contains several input fields: 'Student ID Number', 'Student Full Name', and 'Student E-mail', each with a red asterisk indicating it is required. Below these are two acknowledgment checkboxes, both with 'Yes' options: 'I acknowledge that children under the age of 10 will not be permitted to attend this event.' and 'I acknowledge that guests without QR codes will not be permitted to this event.'. At the bottom of the form is a large blue 'Register' button. The MICETribe logo and 'Event software' text are visible at the bottom center.

- Upon successful completion of student information **Fig.1** and clicking on “**Register**” the guest submission section will open **Fig.2** to complete the student guest information.

FIG.2

## Add Guest ⓘ

Graduate's Guest (0 of 3)

The screenshot shows the 'Add Guest' form. It has three input fields: 'Full name \*', 'E-mail \*', and 'Mobile number \*'. The mobile number field has a dropdown menu showing '+974'. Below these fields is a checkbox labeled 'I need a designated area for wheelchair \*' with 'Yes' and 'No' options. At the bottom of the form is a large blue button with a plus sign and the text '+ Add'. The MICETribe logo and 'Event software' text are visible at the bottom center.

# Step-by-Step Registration Process

## 1. Graduate Information

The graduate must complete the initial section of the form by entering the following:

- **Student ID Number**
- **Full Name**
- **UDST Email Address**
- **Mobile Number (with country code)**

## 2. Acknowledgements

Before proceeding, the graduate must confirm the following:

- No children under the age of 10 will be permitted at the event.
- Only guests with a valid **QR code** will be granted entry to the venue.

## 3. Guest Registration

For each guest (up to three), the following information must be provided:

- **Full Name**
- **Email Address**

Ensure the email is valid, as the guest's unique QR code will be sent directly to this address.

- **Wheelchair Assistance** – Indicate whether the guest requires a wheelchair-accessible seat.

The process should be repeated for each additional guest.

## 4. Submission

Once all guest details have been entered, click "Add" to submit the form.

## Confirmation Emails

- **Graduate Email**

The graduate will receive a confirmation email containing an "**Access Portal**" button. This allows the graduate to:

- **Update existing guest information** (excluding email addresses, doing so will not regenerate QR codes).

- **Remove and replace a guest** by clicking the delete icon next to the guest entry.

This action will **invalidate** the old guest's QR code and issue a **new QR code** to the newly added guest.

- **Guest Email**

Each registered guest will receive a separate email containing their unique **QR code** and the ability to edit their details.

Note: If you face any issue receiving your confirmation email address for graduate or the guest please reach out to [GraduationHelpdesk@udst.edu.qa](mailto:GraduationHelpdesk@udst.edu.qa)