



***Please ensure you read the [guidance notes](#) and [choices brochure](#) on our website before completing your ceremony choices. Please note these are due 2 months before your ceremony.***

## How to complete your choice's part 1:

- Sign into your customer account.
- Click on the 'Choice's part 1 – Ceremony script' button.
- Select which option you wish to complete i.e., Welcome, Address, Vows.
- From the drop-down box select an option. (The wording of that option will appear once you have selected)
- Complete each section and then submit and lock.
- The ceremonies team will create the script for the registrars based on what you have chosen.

## How to complete your choice's part 2:

- Sign into your customer account.
- Click on the 'Choice's part 2 – Ceremony Arrangements' button.
- Complete all the information required. •
- If a section is not relevant or you would like to update your choices at a later date, please enter N/A or TBC as appropriate.
- Once you have finished adding your choices press the **save**.
- Once you are happy that you have completed all the information, for your arrangements please press the **submit and lock** button.
- Once you have submitted and locked you will not be able to update your choices further.
- Your ceremony information will be saved on your customer account. If you have any questions relating to your booking or your customer account, please contact the ceremony team on 01452 425060 (option 3) and we will be happy to help.