



RIATA CENTER FOR ENTREPRENEURSHIP

Spears School of Business

2023 Virtual Experiential Learning Activities *Registration Process*

Registration Process:

1. Select the web browser of your choice
 - a. Chrome, Internet Explorer, Fox Fire, Safari, etc..
2. Type in the following weblink
 - a. <https://business.okstate.edu/riata/index.html>
3. To locate the 2023 Experiential Activities, scroll down the page until you see **Learning by doing**, click the drop down menu of Learning Opportunities then select **Course 2023 Entrepreneurial Learning Activities**.
4. Scroll down the page and select the event title you are interested in attending
 - a. (ex. 3D Printing)
5. Select the **Title** event you are interested in attending
 - a. (ex. September 10 → 3D Printing ← 5:00-6:30 PM)
 - b. Once an event has been selected, you will automatically be redirected to Eventbrite to finalize the registration process
6. Once on Eventbrite, select **Register** on the right-hand side of the page and follow the remaining registration steps.
 - a. You **MUST** use your **okstate email address** during the registration process
7. Once you have registered, you will receive both an email confirmation and a printable .pdf ticket



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Ticket Cancellation Process

Option 1

1. Locate the confirmation email for the event you are trying to cancel
2. Beneath the order summary section, select **view or manage your online order**, which will redirect you to Eventbrite
3. Login with your Username and Password
 - a. Created the first time you registered for an event
4. Select the **cancel ticket** option located on the left-hand side of the page
5. Finished

Option 2

1. Pull up the Eventbrite Webpage <https://www.eventbrite.com/>
2. Login with your Username and Password
 - a. Created the first time you registered for an event
6. Select your **drop-down icon** located on the top right-hand side of the page
7. Select **Tickets**
8. Select the event ticket you are wanting to cancel
9. Select the **cancel ticket** option located on the left-hand side of the page
10. Finished



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