



# RIATA CENTER FOR ENTREPRENEURSHIP

Spears School of Business

## ***2023 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, from the top toolbar select, **Events & Programs → 2023 Experiential Learning Activities → 2023 Experiential Learning Activities - Home**
4. Select the event title you are interested in attending
  - a. (ex. *Genius Bar Workshops*)
5. Select the **Title** event you are interested in attending
  - a. (ex. *September 4 → Genius Bar Workshop ← Riata Center 130 – 11:00 – 11:50 AM*)
  - 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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### *Envoy Passport*

#### **Envoy Passport Setup**

1. All students should download the **Envoy Passport** app
2. Open Passport and tap **log in or sign up**
3. Enter your okstate email address
4. Check your email (on your phone), and follow the instructions to confirm your email address
5. Personal notifications
  - a. To enable a notification method, toggle it to the **“on”** position
  - b. To disable a notification method, toggle it to the **“off”** position
6. Take a photo
7. Enable Passport to allow permissions

#### **Envoy Passport Setup Continued**

1. Open and sign in to Envoy Passport on your phone
2. Select the **Profile** tab at the lower right-hand side of your phone
3. Select **Settings** located at the top left-hand side of your phone
4. Turn on both **Enable Passport** and **Invite Notifications**



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### *Check-In & Out*

#### **Checking In**

1. Always arrive 10-15 minutes prior to the start of an event
2. Prior to arrival, ensure your **Bluetooth** and **Location Settings** should be turned on
3. Locate a Riata Center Employee with an iPad
  - a. Upon arrival, if your Bluetooth and Locations have been activated, your photo should pop up on the iPad screen.
  - b. All student information should already be entered but if not, the student will be required to complete the process before attending said event.
  - c. If your photo does not appear, select **tap to sign in** and enter your full name. ***(must be the same name that you registered with through Eventbrite)***

#### **Checking Out**

1. All attendees are required to sign out at the conclusion of each event
2. Locate a Riata Center Employee with an iPad
  - a. Select **sign out** and enter the first three letters of your first or last name
  - b. Select your name when it appears

