Registration Process:

1. Select the web browser of your choice
   a. Chrome, Internet Explorer, Fox Fire, Safari, etc..

2. Type in the following weblink

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
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
3. Select your drop-down icon located on the top right-hand side of the page
4. Select Tickets
5. Select the event ticket you are wanting to cancel
6. Select the cancel ticket option located on the left-hand side of the page
7. Finished
2023 Experiential Learning Activities

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
2023 Experiential Learning Activities

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