



RIATA CENTER FOR ENTREPRENEURSHIP

AT SPEARS BUSINESS

Standard Operating Procedures

2023 Event Registration Process and Check-In Procedures

Registration Process:

1. Select the web browser of your choice.
 - a. Chrome, Internet Explorer, Fox Fire, Safari, etc.
2. Type in the following web link.
 - a. <https://business.okstate.edu/riata/index.html>
3. To locate the 2023 offerings, select the *Events & Programs* tab from the top toolbar then from the drop-down menu provided, select *2023 Entrepreneurial Events*.
4. Next, scroll down the page to locate the *2023 Calendar of Events*.
5. To register, simply select the *Title* of the event(s) in question.
 - a. Once an event has been selected, viewers will automatically be redirected to Eventbrite to finalize the registration process.
6. Once redirected, select *Tickets* on the righthand side of the web page and follow the remaining registration steps.



Event Check-In Procedures:

1. Prior to arriving, individuals who pre-registered *MUST* ensure both their *Bluetooth* and *Locations* settings on their devices are turned *on*. (*on both the Envoy app and their phone*)
2. Upon arrival, individuals should locate the nearest iPad to complete the check-in process.
3. If an individual pre-registered, their photo should automatically show up on the *Envoy App*, leaving the individual the option to select their photo. (*photos will ONLY appear if the individual pre-registered for the event OR if they have previously attended an event*)
4. Once the individual's photo has been selected, information submitted during the pre-registration process should appear.
5. To finalize the check-in process, individual's will need to input the event *Host* (Riata Center) or *Event* name into the iPad. (*individuals need only to type in the first few letters for the host or event name*)
6. Once the *Host* or *Event* name appears, simply selected the name and hit the *checkbox* at the top righthand side of the iPad.
7. Congrats! You are official checked-in!!

Additional Information:

- Registration for events will **ALWAYS** close 48 hours prior to said event.
- Additional tickets will not be available for registration. *(events are limited for 2023 participation credit)*
- Individuals who register and do not show up for an event will automatically **forfeit** the 25 points allocated to said event. *(points cannot be made up later in the semester)*
- Although individuals are welcomed at all Riata Center offerings, 2023 students are required to pre-register for course credit.