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.

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.