



RIATA CENTER FOR ENTREPRENEURSHIP

AT SPEARS 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 web link
 - 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. Attendees should always arrive 15-20 minutes prior to the start of an event
2. Prior to arrival, both your **Bluetooth** and **Location Settings** should be turned on
3. Locate a Riata Center Employee with an iPad
 - a. Upon Arrival, if you Bluetooth and Locations have been activated, your photo should pop up on the iPad screen.
 - b. If your Photo appears, simply tap your photo. All event information should already be entered into Envoy, but if not, you will be required to input it in before attending the event.
 - c. If your photo does not appear, select **tap to sign in** and enter your full name. ***(you must use the exact same name used during your Eventbrite registration process or you will not be located)***

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
 - c. Finished