

## Create an Eventlink Account

## STEP 1

#### **EVENTLINK.COM**

Go to eventlink.com in your browser and click at the top right

create account

## STEP 2

#### SEARCH FOR SCHOOLS

Enter your school name or zip code and state, then click

**Find Schools** 

Click to Add Desired School to your subsciption list then click next.

## STEP 3

#### **ENTER ACCOUNT INFORMATION**

Follow the steps to input the following information:

- · first and last name
- username
- time zone
- password

Click Add Contact and follow the steps to add an email contact point. An email is REQUIRED to receive notification from your school through Eventlink.

### STEP 4

#### COMPLETE REGISTRATION

Click

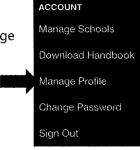
Complete Registration

to go to your Eventlink calendar dashboard.

## STEP 5

#### **ACTIVATE YOUR CONTACT POINTS**

Scroll over the User settings dropdown menu and click Manage Profile.



#### **Email Contact Points**

You should have received an activation email from Eventlink. Enter all contact information then

click Save

. Click SAVE again within Manage Profile screen.

To activate, click **≡** • next to your email nickname and click Activate Contact. Enter the activation code found in the email and click

Activate

#### **Cell Phone Contact Points**

Add a cell phone contact by clicking Add Contact

Enter all contact information then click

Save

Click SAVE again within the Manage Profile screen.

## STEP 6 SUBSCRIBE TO CALENDARS

Click the Calendar tile.

Calendar

Click the My Calendars dropdown menu

✓ My Calendars ▼

Add calendars to your list by clicking the plus sign within My Calendars. Remove calendars by clicking the minus sign within My Calendars.

# STEP 7 ADD ADDITIONAL SCHOOLS

Scroll over the user settings dropdown menu and click Manage Schools.

Search for a school, and add it by clicking . Remove a school subscription by clicking

