

Follow the steps below to create your Eventlink account in the Eventlink app.

## STEP 1: CREATE AN EVENTLINK ACCOUNT IN EVENTLINK APP + SEARCH FOR SCHOOLS

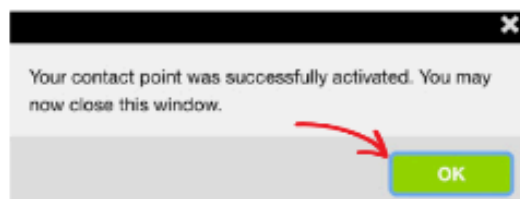
Download the app from [App Store](#) or [Google Play](#) and click **Create Account**. Click **Next** for an app overview and click **Done**. Enter your school name or zip code and enter your state. Click **+** to add school to your list and click **Next**. Keep boxes **✓** for Notifications and a Daily Summary from the school. Click **Next**.

## STEP 2: ENTER ACCOUNT INFORMATION + ACTIVATE CONTACT POINTS

Follow the steps to input the listed information: Username, Password, First Name, Last Name, and Time Zone. Click **+** next to Contacts. Add Contact and click **Save**. You should have received an activation email from Eventlink. Activate your new contact point. Click **Okay**.

## STEP 2: SUBSCRIBE TO CALENDARS + ADD ADDITIONAL SCHOOLS

Click **Manage Calendar**. Click **+** to add calendars to your list. Click **-** to remove calendars from your list. Go back to and click **Manage Schools**. Click **Available**. Search your school name or zip code and enter your state. Click **+** to add a school.



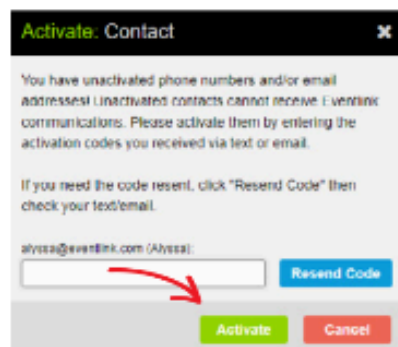
Would you rather use a desktop to create your Eventlink account? No problem!

## STEP 1: CREATE AN EVENTLINK ACCOUNT IN DESKTOP + SEARCH FOR SCHOOLS

Go to [eventlink.com](http://eventlink.com). Click **Create Account**. Enter your school name or zip code and enter your state. Click **Find Schools**. Click **+** to add your school.

## STEP 2: ENTER ACCOUNT INFORMATION + ACTIVATE YOUR CONTACT POINTS

Follow the steps to input the listed information: First Name, Last Name, Username, Time Zone, Password, Contact Email (required), and Contact Phone (optional). Click **Add Multiple** to input additional contacts if desired. Click **Complete Registration** to go to your Eventlink calendar dashboard. Activate: Contact will pop up. You should have received an activation email from Eventlink. Enter the Activation Code and click **Activate**.



## STEP 3: SUBSCRIBE TO CALENDARS + ADD ADDITIONAL SCHOOLS

Click **My Calendar** and click **Manage my Calendar**. Click **+** to add calendars. Click **-** to remove calendars. Go to the upper right hand corner of your screen and hover over your name. Click **Manage Schools** to search for the additional schools. Click **+** to add a school. Click **-** to remove a school.

## STEP 4: DOWNLOAD THE EVENTLINK APP

Download the app from [App Store](#) or [Google Play](#) and log in.

If you have any questions or need assistance, contact us at [info@eventlink.com](mailto:info@eventlink.com) or 866-330-7100.