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.

ACCOUNT
Manage Schools
Download Handbook
Manage Profile
Change Password
Sign Out

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.

ACCOUNT
Manage Schools
Download Handbook
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Change Password
Sign Out

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