



Create an account and start filling out forms!

1 Create an Eventlink Account.

1. Go to www.eventlink.com and click .
2. Search for and add () your school.




Registration: Find My Schools

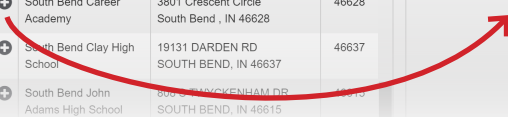
Welcome to Eventlink®! Let's get your account created.

If you are a licensed official please email us at help@eventlink.com OR call us between 8-5 Eastern at (866) 330-7710 to setup your account. You do not need to create a new account.

The first thing we need to know is to which schools you would like to be subscribed. Don't worry! You can add more schools once your account is created.

School Name or Zip Code: State:

Available:				My Subscriptions:		
	School	Address	Zip	School	Notifications	Daily Summary
	South Bend Career Academy	3801 Crescent Circle South Bend, IN 46628	46628			
	South Bend Clay High School	19131 DARDEN RD SOUTH BEND, IN 46637	46637			
	South Bend John Adams High School	600 S WYCKENHAM DR SOUTH BEND, IN 46615	46615			



3. Add contact points and !

Registration: Create Profile

My Schools:

First Name: Last Name:

Desired Username: Time Zone:

Password: Retype Password:

My Contacts:

Nickname	Address/Number
No contacts.	

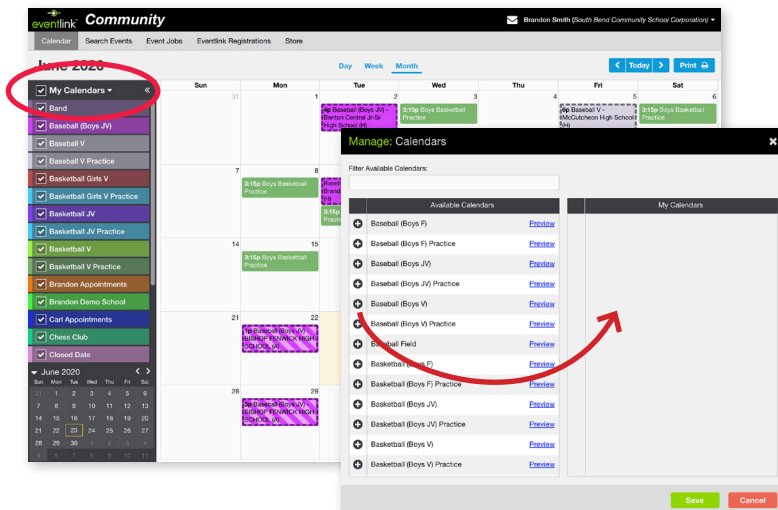
2 Subscribe to School Calendars.

Your school will have specific calendars for their sports teams, clubs, testing schedules, all-school events and more. You get to decide which ones you want to see and hear from.

1. Click **My Calendars** ▾.

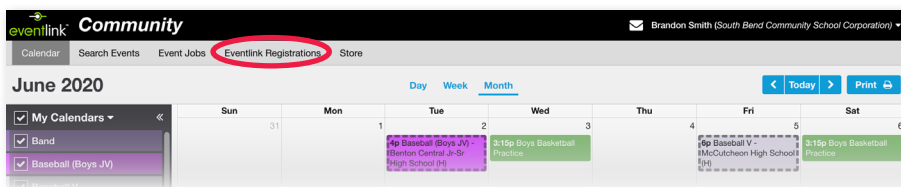
2. Select “Manage My Calendars” from the drop-down.

3. Add (**+**) the calendars you want to follow.



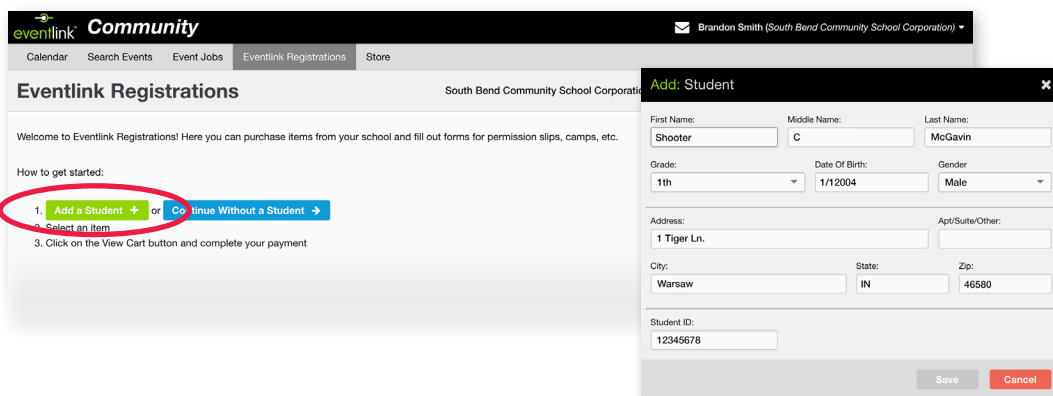
3 Access Eventlink® Registrations

1. Click the **Eventlink Registrations** tab.

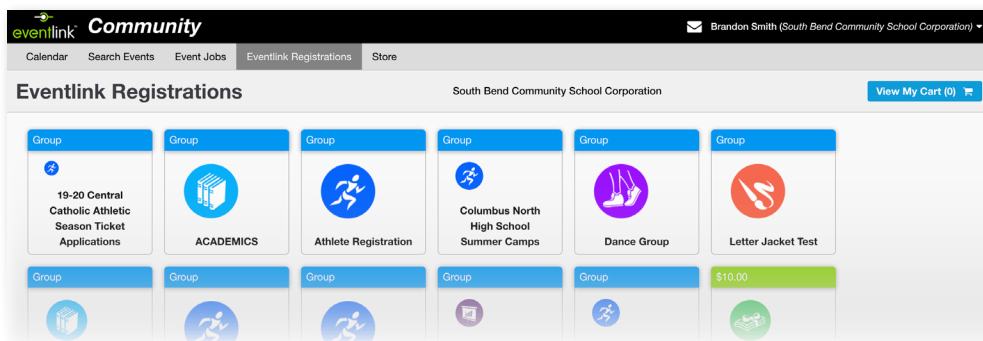


2. Add your student.

Add Student +

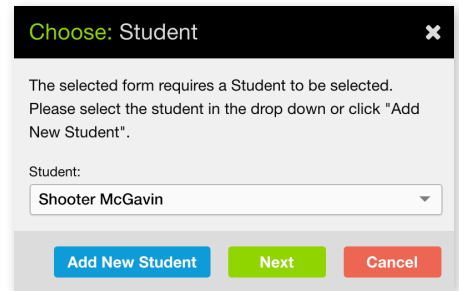


3. Select the item you wish to complete.

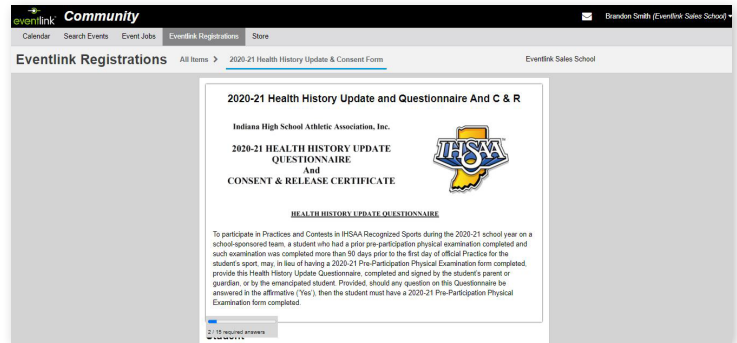


4. Choose which student you are registering.

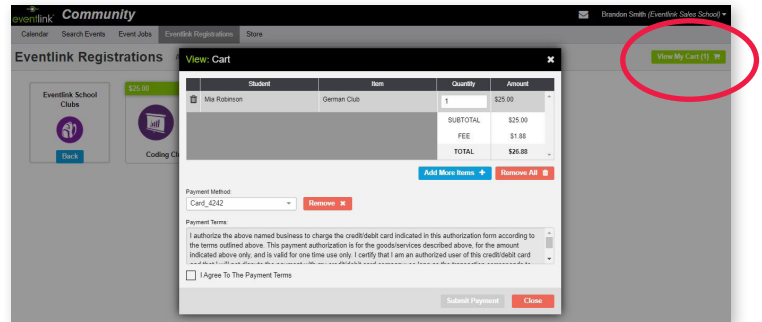
Note: You can see and add students at a later time by hovering over [Eventlink Registrations](#) and selecting “My Students.”



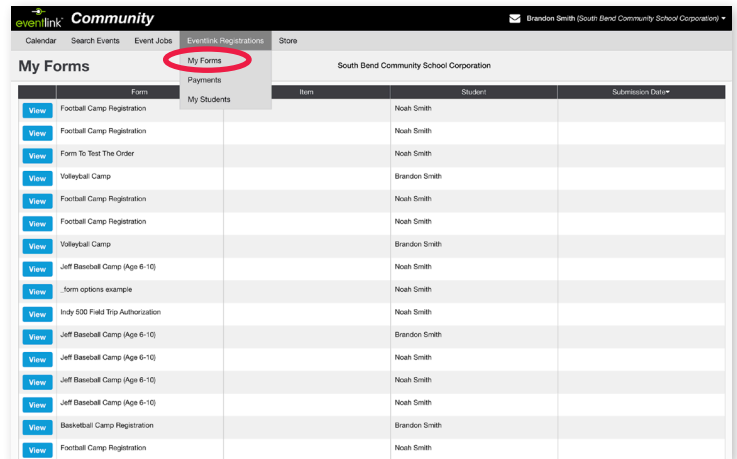
5. Complete the entire form and submit. All required fields must be completed before you can submit.



6. If the item has a charge, you must click [View My Cart \(1\)](#) and submit the payment.



7. After the form is submitted, you can view your forms in “My Forms.”



Please feel free to contact us at any time at **866.330.7710** or help@eventlink.com.