

EVENTLINK

- Go to www.eventlink.com
- In the upper right hand corner click “Create Account”
- Find your school by entering the name and state, then click the “+” button, then click “Next”
- Create your profile and complete registration
- To Add Contacts:
 - The contacts you add will be the one’s receiving notifications. You can add as many as you’d like
 - Click the drop down arrow in the upper right hand corner of the page and click on “Manage Profile”
 - Click on “Add Contact” highlighted in blue on the lower right side
- To Add Calendars:
 - On the left hand side, click in the drop down arrow next to “My Calendars”
 - Add all the sports you would like to see practice and games schedules for.
- You’re done!