



eventlink™

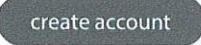

HOW TO:
REGISTER MY ATHLETE(S)
WITH EVENTLINK



It's all right here

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 (800) 705-7526 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.

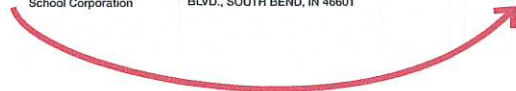
School Name or Zip Code: State:

Available:

School	Address	Zip
 South Bend Community School Corporation	215 SOUTH DR. MARTIN KING JR. BLVD., SOUTH BEND, IN 46601	46601

My Subscriptions:

School	Notifications	Daily Summary
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3. Add contact points and !

Registration: Create Profile ✕

My Schools:

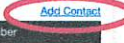
First Name: Last Name:

Desired Username: Time Zone:

Password: Retype Password:

My Contacts:

Nickname	Address/Number
No contacts.	



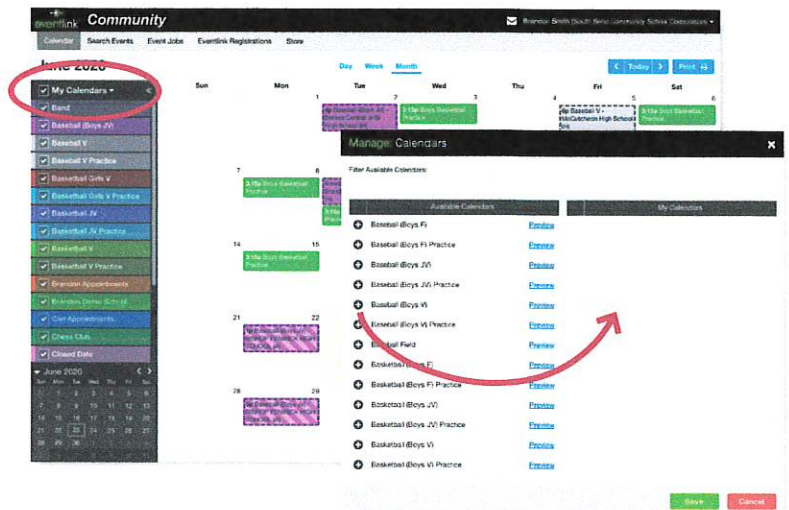
2 Subscribe to School Calendars.

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.



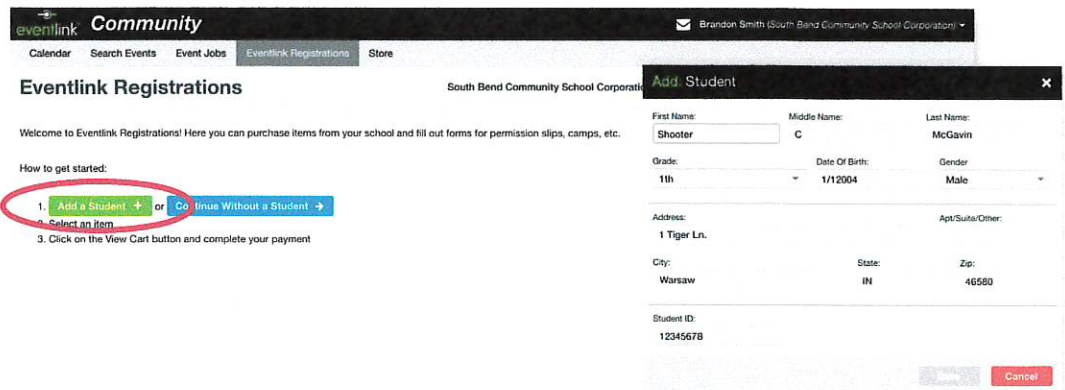
3 Access Eventlink® Registrations

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

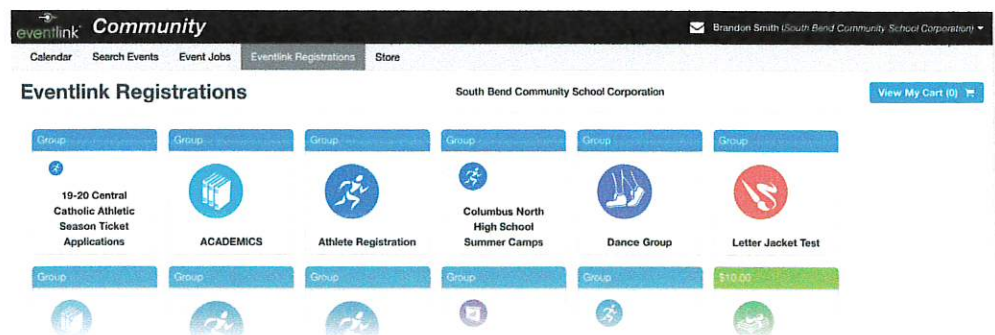
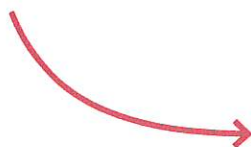


2. Add your student.

Add Student +

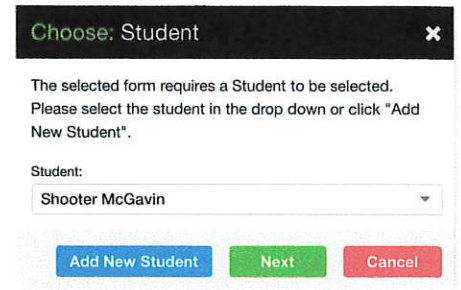


3. Select the item you wish to complete.

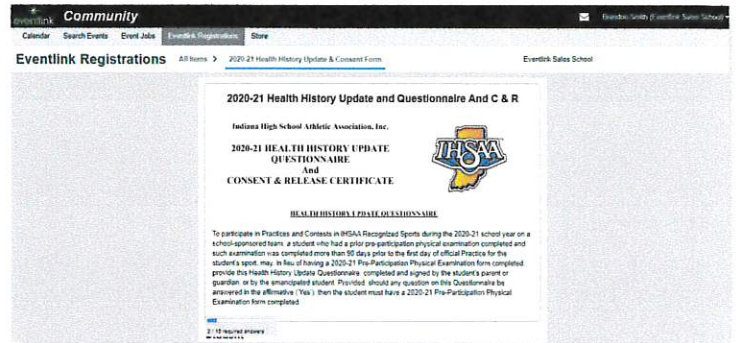


4. Choose which student you are registering.

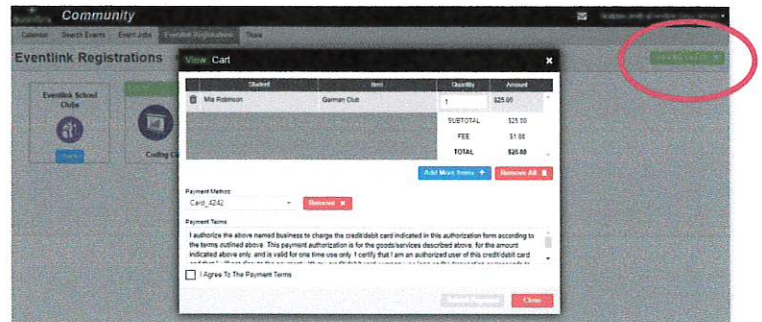
Note: You can see and add students at a later time by hovering over [Eventlink Registrations](#) and selecting “My Students.”



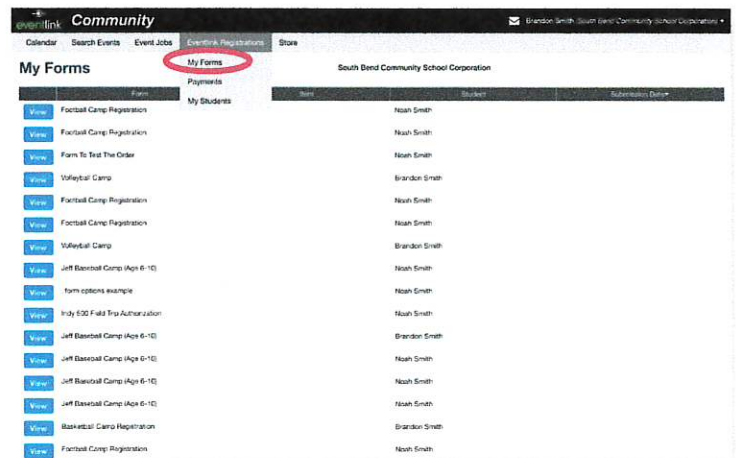
5. Complete the entire form and submit. All required fields must be completed before you can submit.



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.