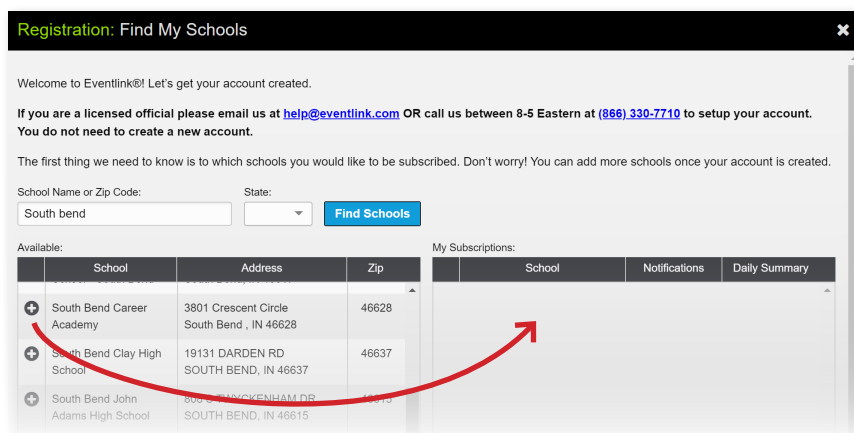




Create an account and start filling out forms!

1 Create an Eventlink Account.

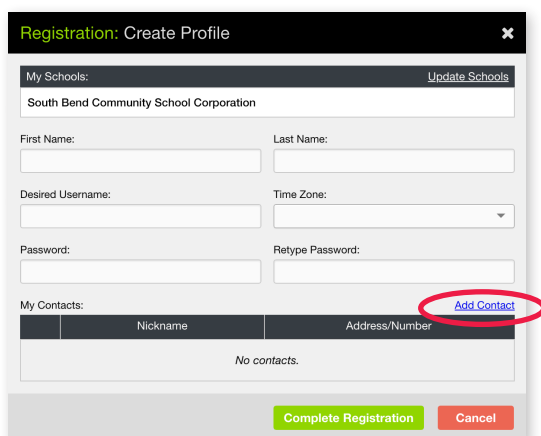
1. Go to www.eventlink.com and click .
2. Search for and add () your school.

A screenshot of the 'Registration: Find My Schools' web form. It includes a welcome message, contact information for licensed officials, and a search section. The search section has a text input for 'School Name or Zip Code' with 'South bend' entered, a dropdown for 'State', and a 'Find Schools' button. Below the search section are two tables: 'Available:' and 'My Subscriptions:'. The 'Available:' table lists three schools with plus icons in the first column. A red arrow points from the plus icon of the first school to the 'My Subscriptions' table.

	School	Address	Zip
+	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

	School	Notifications	Daily Summary
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3. Add contact points and  !

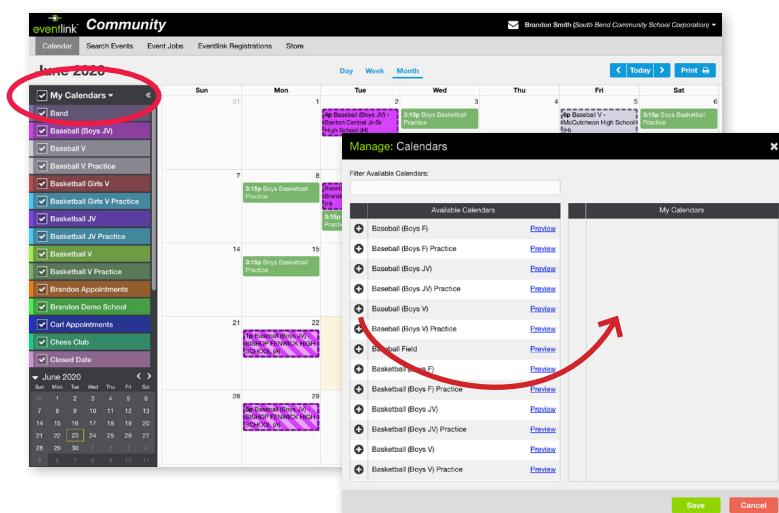
A screenshot of the 'Registration: Create Profile' web form. It includes a 'My Schools' section with a dropdown showing 'South Bend Community School Corporation' and an 'Update Schools' link. Below this are fields for 'First Name', 'Last Name', 'Desired Username', 'Time Zone', 'Password', and 'Retype Password'. At the bottom is a 'My Contacts' section with a table for adding contacts. The 'Add Contact' link is circled in red. At the very bottom are 'Complete Registration' and 'Cancel' buttons.

	Nickname	Address/Number
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2 Subscribe to School Calendars.

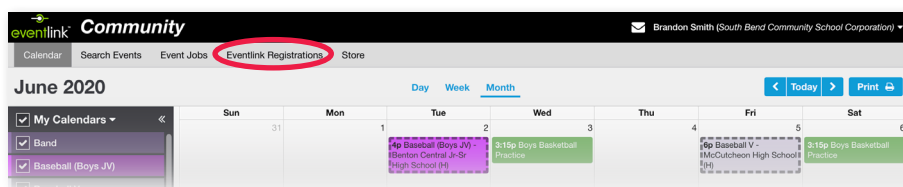
Your school will have specific calendars for their sports teams, clubs, testing schedules, all-school events and more. You get to decide which ones you want to see and hear from.

1. Click **My Calendars** ▾.
2. Select “Manage My Calendars” from the drop-down.
3. Add (**+**) the calendars you want to follow.



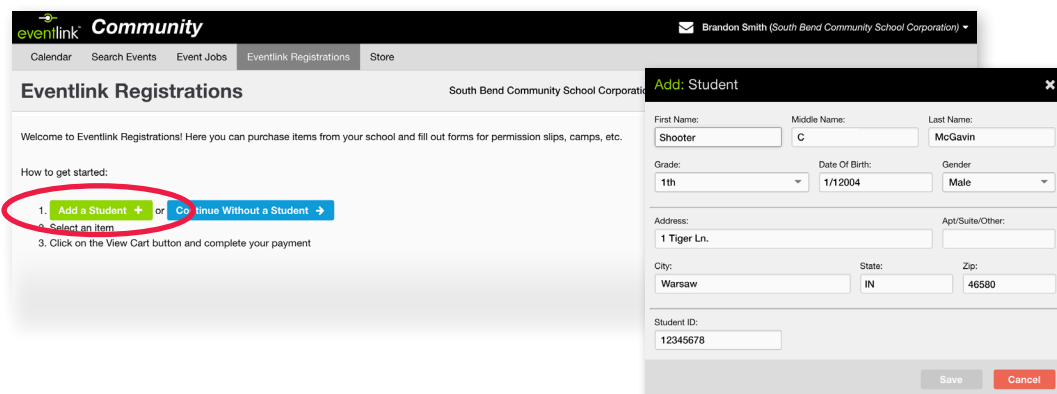
3 Access Eventlink® Registrations

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

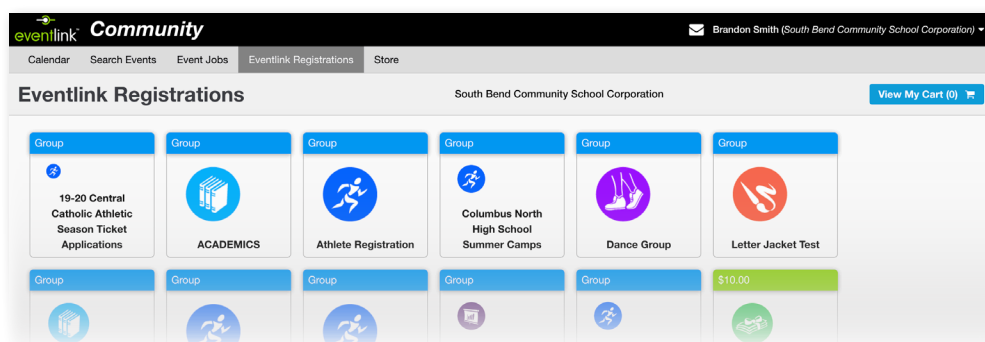


2. Add your student.

Add Student +

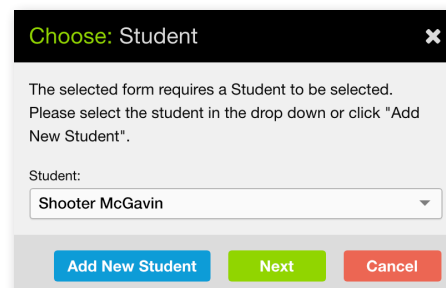


3. Select the item you wish to complete.

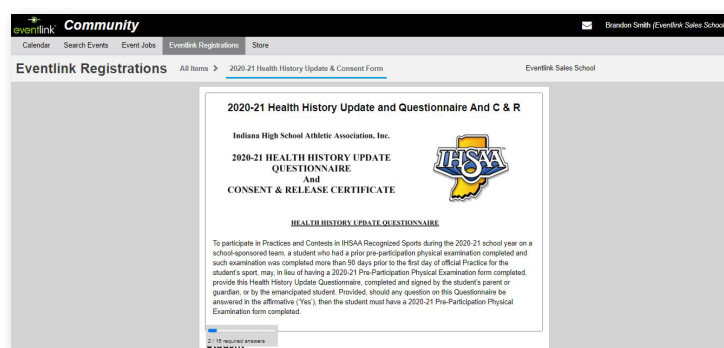


4. Choose which student you are registering.

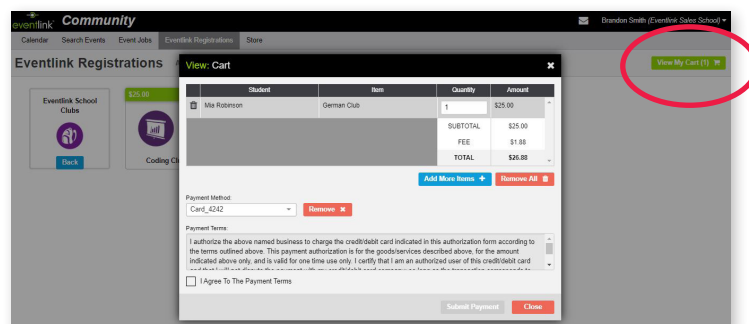
Note: You can see and add students at a later time by hovering over **Eventlink Registrations** and selecting “My Students.”



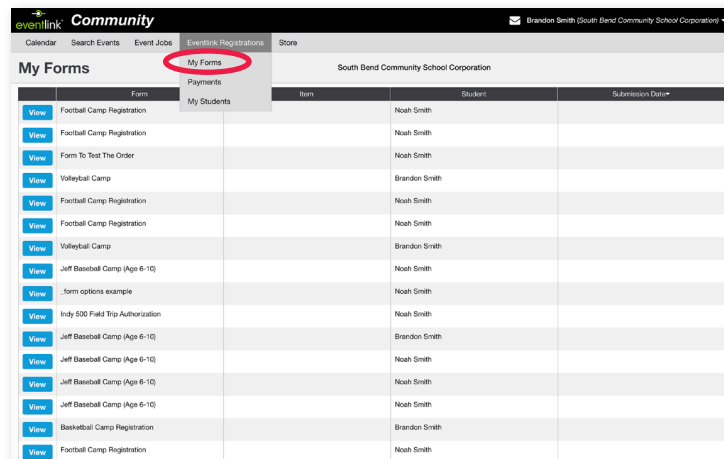
5. Complete the entire form and submit. All required fields must be completed before you can submit.



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.