



**EASTERN GREENE HIGH SCHOOL  
HOME OF THE THUNDERBIRDS**

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## **Eventlink™ User Guide**

# Online Calendar Portal for EGHS Student-Athletes, Families, and Coaches



### **What is Eventlink™**

Eventlink™ gives parents, students, and fans access to every event on their school's calendars. With instant alerts through email and text message, you will always be in-the-know with what's going on in your community.

## **Create an Eventlink™ Account**

Creating an Eventlink Account is simple. Go to [www.eventlink.com](http://www.eventlink.com), click the "create account" button on the top right, type your school name in the bar, then click "Find Schools". Find your school, click the "+" button, then click "Next" at the bottom of the window. Enter your name and contact information, then select "Complete Registration."

## **Subscribe to Calendars**

Once you are in Eventlink, Click "Manage My Calendars." Click the "+" button to add the calendars that you want to subscribe to. Click "Save", and watch your calendar fill up with the events YOU want to see!

## **Print Your Calendar**

When viewing your calendar within Eventlink™, find the "Print" icon and select your printer. However, a printed calendar will not reflect changes to times, locations, and dates of events.

# Sync Eventlink™ to your Family Calendar

To get your subscriptions into your Outlook, Google, or Apple Calendars, complete the steps below, and never feel out of the loop again!

## I. Export Calendar – First Steps

From a desktop or tablet, click “My Calendars,” then click “Export My Calendars.” This will pull up a blank tab. Copy the link at the top and follow the steps below to keep your school’s events in your Outlook Calendar, Google Calendar, Apple Calendar, or whatever calendar- ing platform you choose!

## II. Export Calendar Subscriptions to iPhone

Email the link to yourself, then click on it. If this does not work, follow the steps below:

1. Tap the ‘Settings’ app
2. Tap ‘Calendars’
3. Tap ‘Accounts’
4. Tap ‘Add Account’
5. Tap ‘Other’
6. Under ‘Calendars’, tap ‘Add Subscribed Calendar’
7. Enter the link from the blank tab that opened when clicking ‘Export My Calendars’
8. After the server address is verified, you can edit the calendar name in the ‘Description’ field.
9. Tap ‘Save’
10. Your calendar should now appear in the ‘Calendar’ app



## III. Export Calendar Subscriptions to Google Calendars/Android

1. Open <http://calendar.google.com> in a web browser.
2. Along the left side of the calendar, click on the dropdown arrow under ‘Other Calendars’
3. Select ‘Add by URL’
4. Copy and paste the link from the blank tab that opened when clicking ‘Export My Calendars’
5. Click ‘Add Calendar’
6. Your calendar will now be found under ‘Other Calendars’



## IV. Export Calendar Subscriptions to Outlook

1. Copy the link from the blank tab that opened when clicking ‘Export My Calendars’
2. Open Outlook
3. Click ‘File’ to open the ‘Account Information’ page
4. Click ‘Account Settings’ and then select ‘Account Settings’ from the list.
5. Click the ‘Internet Calendars’ tab and click the ‘New...’ button.
6. Paste the link to your iCal feed in the location field and click the ‘Add’ button.
7. Enter a name (folder name) for your calendar and a description, if you so choose.
8. The ‘Update Limit’ checkbox should be checked.
9. Click the ‘Ok’ button and then click the ‘Close’ button, then the close button on the ‘Account Settings’ window to finish.
10. Your calendar should now be imported. If you do not see your calendar or events, you may need to check the calendar name, located under the ‘Other Calendars’ heading on the left-side of the screen.

