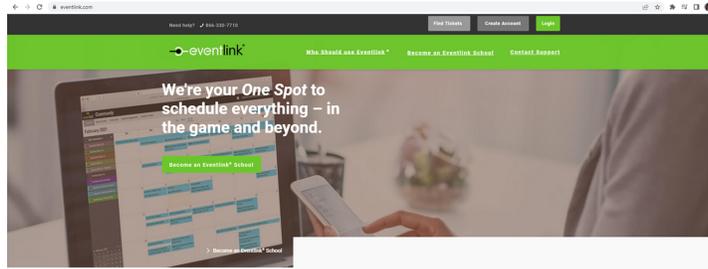


Getting Started with Eventlink

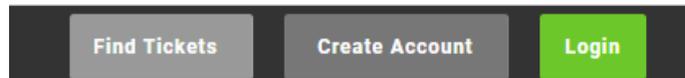
1 Go to www.eventlink.com or visit the "Calendar" page on our website.

The website's homepage looks like the following photo.



2 Click the "Create Account" button in the top right corner to get started.

You will not be immediately prompted to enter contact information upon creating an account.



3 Use our school name, zip code or state to find the DCSC calendar.

Just putting IN in the state space will work, but typing 46122 in the zip code line will help narrow the search and bring you directly to our calendar.

A search form with two input fields. The first field is labeled "School Name or Zip Code:" and contains the text "46122". The second field is labeled "State:" and contains a dropdown menu with "IN" selected.

4 Click on the plus sign to subscribe to the calendar.

We have three official DCSC calendars: Danville Community High School, Danville Middle School, and Danville Elementary Schools.

A screenshot of the search results page. The search form is at the top with "46122" in the "School Name or Zip Code:" field and "IN" in the "State:" dropdown. A blue "Find Schools" button is to the right. Below the form is a table with two sections: "Available:" and "My Subscriptions:". The "Available:" table has columns for "School", "Address", and "Zip". The "My Subscriptions:" table has columns for "School", "Notifications", and "Daily Summary".

Available:			My Subscriptions:		
School	Address	Zip	School	Notifications	Daily Summary
+ Danville Community High School	100 Warrior Way Danville, IN 46122	46122			

5

Fill out profile information.

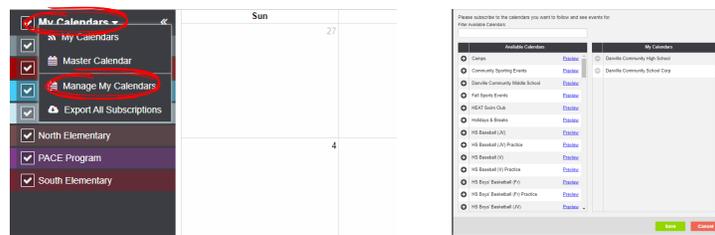
Be sure to use an active phone number and email, as this information will be used to activate/recover your account.

First Name: John
 Last Name: Doe
 Default Timezone: Eastern
 Default Application: None
 Address Line 1:
 Address Line 2:
 City:
 State:
 Zip Code:

6

Click the down arrow to the right of "My Calendars," then click "Manage My Calendars." This will allow you to view ALL available groups for you to subscribe to.

You will receive notifications and updates for any calendar that you select. It is best practice to only select the calendars with events you plan to attend!



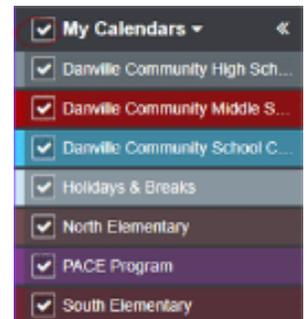
***Be sure to click "save" after selecting calendars!**

7

Check all calendars that you would like to populate your master calendar view.

See only the events you want to see:

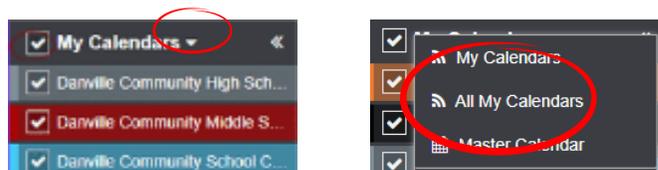
- Show a calendar's events by checking the box to the left of its name.
- Hide a calendar's events by unchecking the box to the left of its name.
- The box next to at the top acts as a select all feature. Checking or unchecking it will show or hide all the calendars in the list.



8

Click the drop down arrow next to "My Calendars" and select "All My Calendars" to view all calendars at one time.

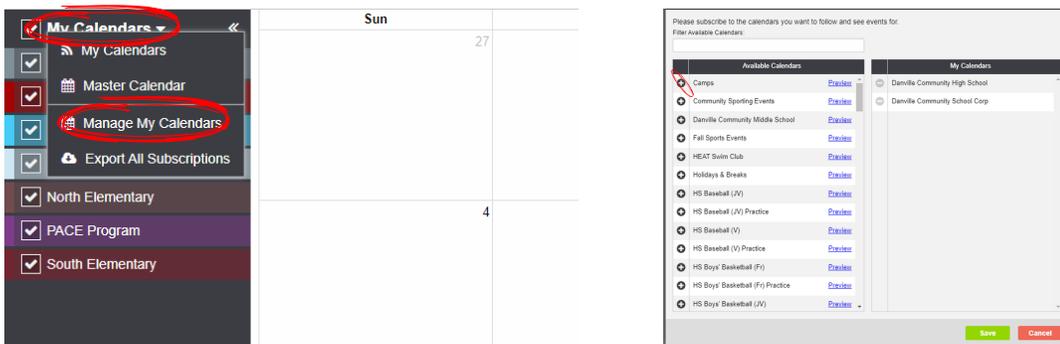
This will populate your screen with events from every calendar from every school that you are subscribed to, even those outside of Danville.



Additional Tips

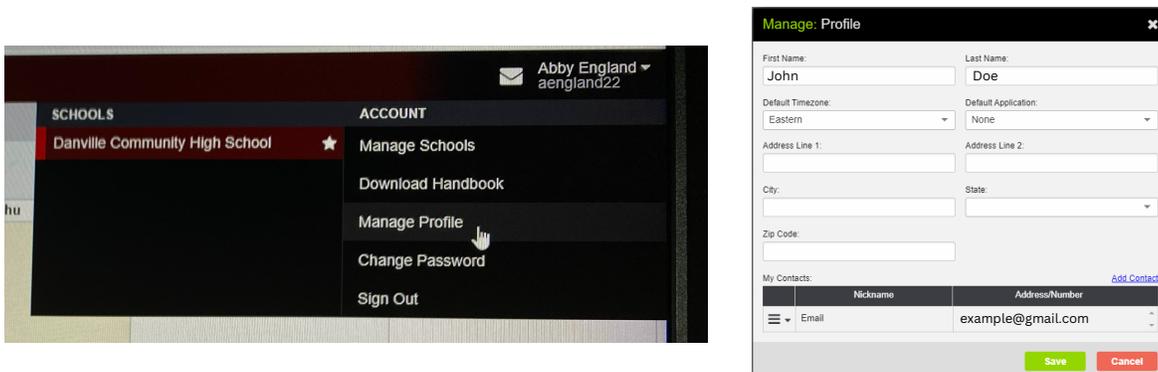
1 Updating/Managing Calendar Subscriptions

1. Click the down arrow to the right of "My Calendars."
2. From the drop-down click "Manage My Calendars."
3. From the "Available Calendars" section to the left choose the calendars you would like to follow.
4. Click the plus sign to the left of the calendar and that will place it to the right under your "My Calendars" list.
5. Be sure to click "save" when calendar selection is complete.



2 Check and Activate Contact Points

1. Hover over the user information menu (your name at the top right) and select "Manage Profile."
2. Make sure your contacts are listed and active under "My Contacts."
3. Click the three lines to the left of contact and select "Resend Activation Code."
4. Click the three lines again and select "Activate Contact."
5. Check your email or text messages (depending on the type of contact you are activating) and enter the code you received.
6. Be sure to click "save."



3

Searching for Events

1. Go to the "Search Events" tab at the top of your screen.
2. Fill in the desired search information.
3. Click "Search."

***You do not have to fill in all fields. Even just one will work!

Event	Start	End	Calendar
⌵ Powder Puff Football	9/26/2022 at 7:30 pm	9/26/2022 at 9:00 pm	Danville Community High School
⌵ Homecoming Dance	10/1/2022 at 7:30 pm	10/1/2022 at 10:00 pm	Danville Community High School
⌵ SAFE TRICK OR TREAT SETUP	10/27/2022 at 4:00 pm	10/27/2022 at 5:00 pm	Danville Community High School
⌵ SAFE TRICK OR TREAK	10/27/2022 at 6:00 pm	10/27/2022 at 8:00 pm	Danville Community High School
⌵ 5th-8th Warrior Football Camp	1/22/2023 at 6:00 pm	1/22/2023 at 9:00 pm	Danville Community High School
⌵ 5th-8th Warrior Football Camp	1/29/2023 at 6:00 pm	1/29/2023 at 9:00 pm	Danville Community High School
⌵ 5th-8th Warrior Football Camp	2/5/2023 at 6:00 pm	2/5/2023 at 9:00 pm	Danville Community High School
⌵ 5th-8th Warrior Football Camp	2/12/2023 at 6:00 pm	2/12/2023 at 9:00 pm	Danville Community High School

4

Buying Tickets to Events

1. Go to the "Eventlink Tickets" tab at the top of your screen.
2. Click "Buy Tickets" or "Buy Season Passes."

***Not all events will have tickets available for purchase online!

No tickets found