



CEDAR SPRINGS PUBLIC SCHOOL DISTRICT

Athletic Department

Step-by-Step Guide to Signing Up for Calendar Sync with Eventlink

1. Visit Eventlink

Go to the [Eventlink website](#) or download the Eventlink app (from your app store) to get started.

2. Create an Eventlink Account

- a. Sign up for an account using your email and phone number.
- b. Follow the prompts to complete your account setup.

3. Subscribe to School Calendars

- a. Once your account is created, subscribe to Cedar Springs High School.
- b. Select the specific calendars you'd like to follow (e.g., athletics, clubs, or other events).

4. Enable Notifications

- a. Ensure your email and phone number are active in your account settings.
- b. With this setup, you'll receive a daily summary each morning listing the events on your subscribed calendars.
- c. If any changes occur (e.g., date, time, location, cancellation), you'll receive an email and text notification. Note: there may be up to a 24-hour delay in receiving any changes, please be sure to be in touch with the school district, athletic department, or coaches should there be any changes on game day.

5. Optional: Sync with Your Calendar

- a. If you'd like, you can set up an iCal feed to sync the events with your calendar.
- b. Note: iCal feeds do not update in real-time and can take up to 24 hours to reflect changes. Notifications are also not sent for updates through iCal.

6. Stay Up to Date

- a. For the most accurate and timely updates, we recommend using the Eventlink website or app and subscribing directly to calendars for real-time notifications.

Note: There may be up to a 24-hour delay in receiving changes made. For the most up-to-date information on game day, please contact the school district, athletic department, or coaches directly.