HOW TO CREATE AN EVENTLINK ACCOUNT (APP)

1. **Tap "Create Account" and follow the prompts.**
2. **Fill out your information:**
   - First and last name
   - Username and password
   - Time zone
   - Month and year of birth
   - Read the Terms of Use and check the box to agree
3. **Enter a valid email address.**
4. **Search for your school and tap the circle next to its name to select it.**
   - You can add multiple schools if needed.
5. **Tap the arrow next to each school to select the calendars you want to follow.**
6. **Choose your preferences for notifications and daily summaries.**
7. **Go to the "Community" tab and tap "Activate" to receive email communications.**
   - Enter your activation code.
   - Your status will update to "**Activated**."
8. **To add your phone number or another contact method:**
   - Tap "**Add Contact**"
   - Enter a nickname
   - Choose the contact type (email or phone)
   - Enter the contact info and tap "**Save**"
   - Tap the three dots next to the contact and select "**Activate Contact**"
   - Enter the activation code
   - Your status will update to "**Activated**"

If you have any questions or need assistance, contact us at info@eventlink.com or 866-330-7100.

How to Create an Eventlink Account (Desktop)

1. **Go to https://signup.eventlink.com**
2. **Search for your school** and click the plus (+) button next to it to add it.
    - You can add multiple schools if needed.
    - Check the boxes for notifications and daily summary if you'd like to receive communications from the selected school(s).
3. **Click "Next."**
4. **Fill out your profile information:**
    - First and last name
    - Username and password
    - Time zone
    - Contact email
    - Contact phone (optional)
    - Read and agree to the Terms of Use and Privacy Policy
5. **Click "Complete Registration."**
6. **Enter the activation codes** sent to your email (and phone, if provided).
    - Click "**Activate**"
7. **Set up your calendars:**
    - Click "**My Calendars**"
    - Click "**Manage My Calendars**"
    - Click the plus (+) button next to any available calendar you'd like to add
    - Click "**Save**"

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