

5 HOW PARENTS CAN SIGN-UP AND SUBSCRIBE

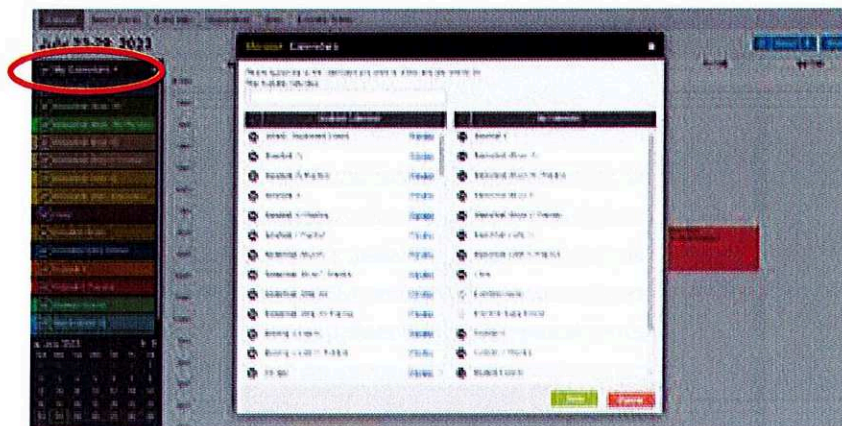
CREATE AN EVENTLINK ACCOUNT

1. Go to www.eventlink.com and click **create account**.
2. Search for and add (+) your school.
3. Add contact points and **Complete Registration**!

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.



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1. Go to eventlink.com and click 
2. Enter your school name or zip code and state, then click Find Schools

Follow the steps to input the following information:

- first and last name
- username
- time zone
- password

Click Add Contact and follow the steps to add an email contact. An email is REQUIRED to receive notifications from your school through Eventlink.


3. Click 
4. Scroll over to the User setting dropdown menu and click Manage Profile

Email Contact Points

You should have received an activation email from Eventlink. Enter all contact information then click SAVE. Click SAVE again within the Manage Profile screen. To activate, click the dropdown next to your email nickname and click Activate Contact. Enter the activation code found in the email and click Activate.

Cell Phone Contact Points

Add a cell phone contact by clicking Add Contact. Enter all contact information then click SAVE. Click SAVE again within the Manage Profile screen.

5. Subscribe to Calendars and click the Calendar title. Click the My Calendars dropdown menu. Click Manage My Calendar. Click SAVE.
6. Add additional school and scroll over the user settings dropdown menu. Click Manage Schools. Search for a school and add it by clicking .