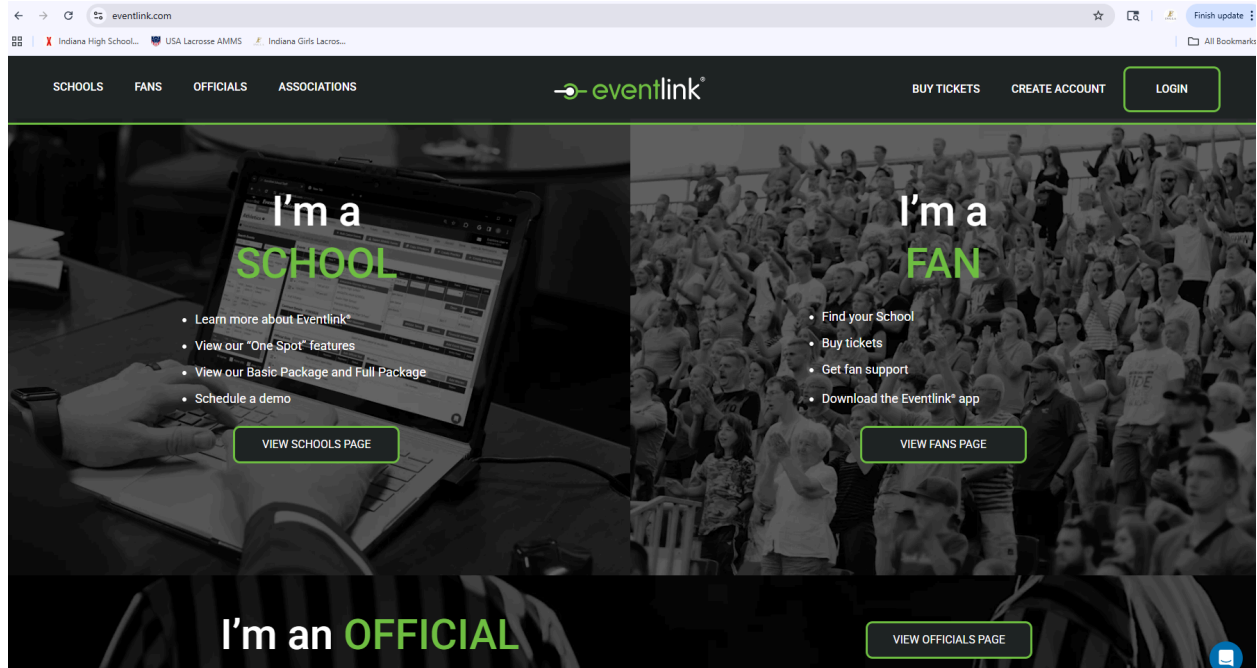


Managing EventLink Subscriptions

Step one is to create a profile/login in Eventlink- Choose “I’m a fan”



As part of the registration process it will ask you to put in your school - the school should be “Indiana Girls Lacrosse Association”

Registration: Find My Schools ✕

Welcome to Eventlink®! Let's get your account created.

If you are a licensed official please email us at help@eventlink.com OR call us between 8-5 Eastern at (866) 330-7710 to setup your account. You do not need to create a new account.

The first thing we need to know is to which schools you would like to be subscribed. Don't worry! You can add more schools once your account is created.

School Name or Zip Code * State *

| Available | | | | My Subscriptions | | |
|-----------|------------------------------------|---|-------|------------------|---------------|---------------|
| | School | Address | Zip | School | Notifications | Daily Summary |
| + | Indiana Girls Lacrosse Association | 363 Bennington Road Indianapolis, IN 46227 | 46227 | | | |

Then fill out the rest of the registration information

Create: Profile ✕

My Schools [Change Schools](#)

Indiana Girls Lacrosse Association

First Name * Last Name *

Desired Username * Time Zone *

Password * Retype Password *

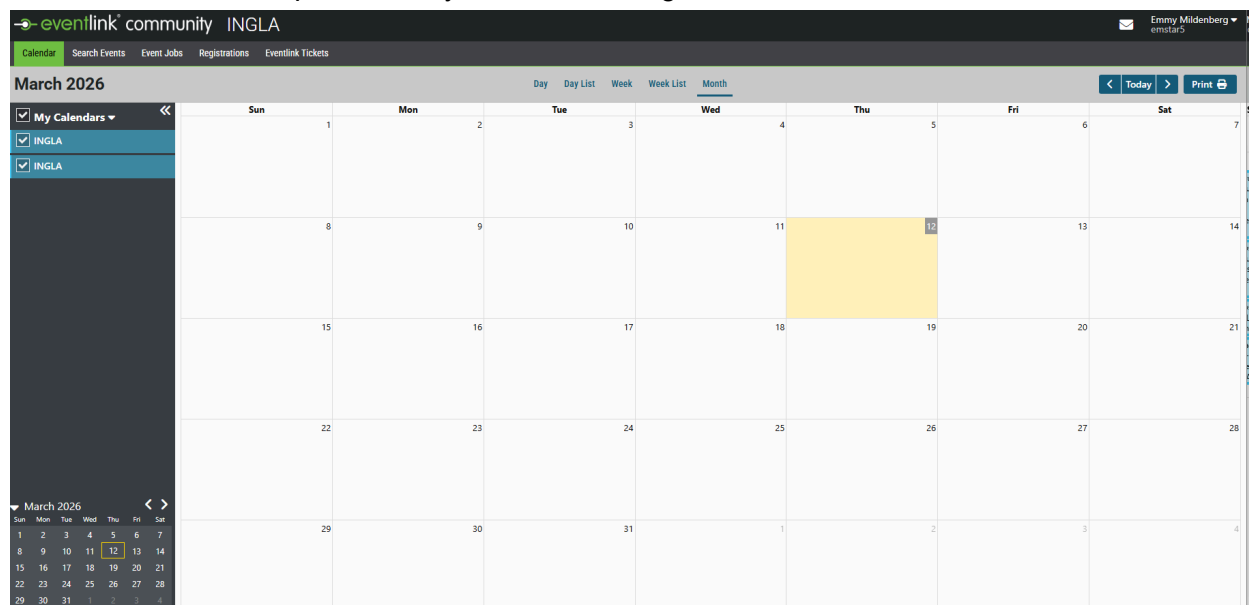
Contact Email * Contact Phone

[Add multiple contact emails or phone numbers](#)

Birth Year * This is required for verification purposes and is not stored.

I agree to the Eventlink [Terms And Conditions](#) and to the [Privacy Policy](#)

After you finish that it should take you to a home screen. This is your own personalized calendar. The next step will show you how to view games.

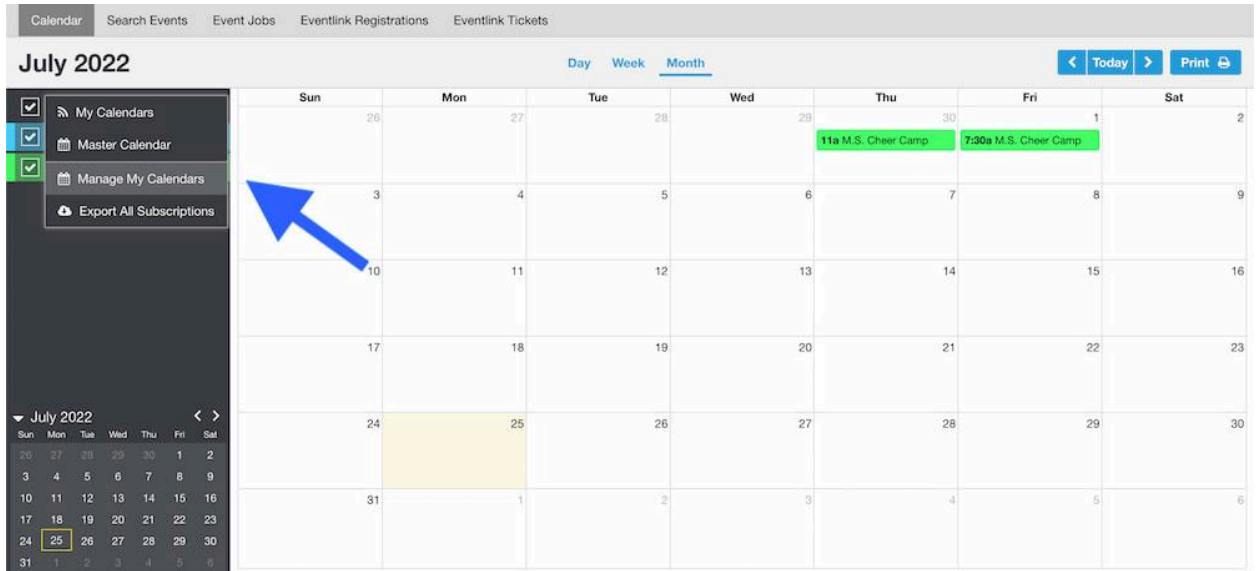


Managing Athletics Subscriptions

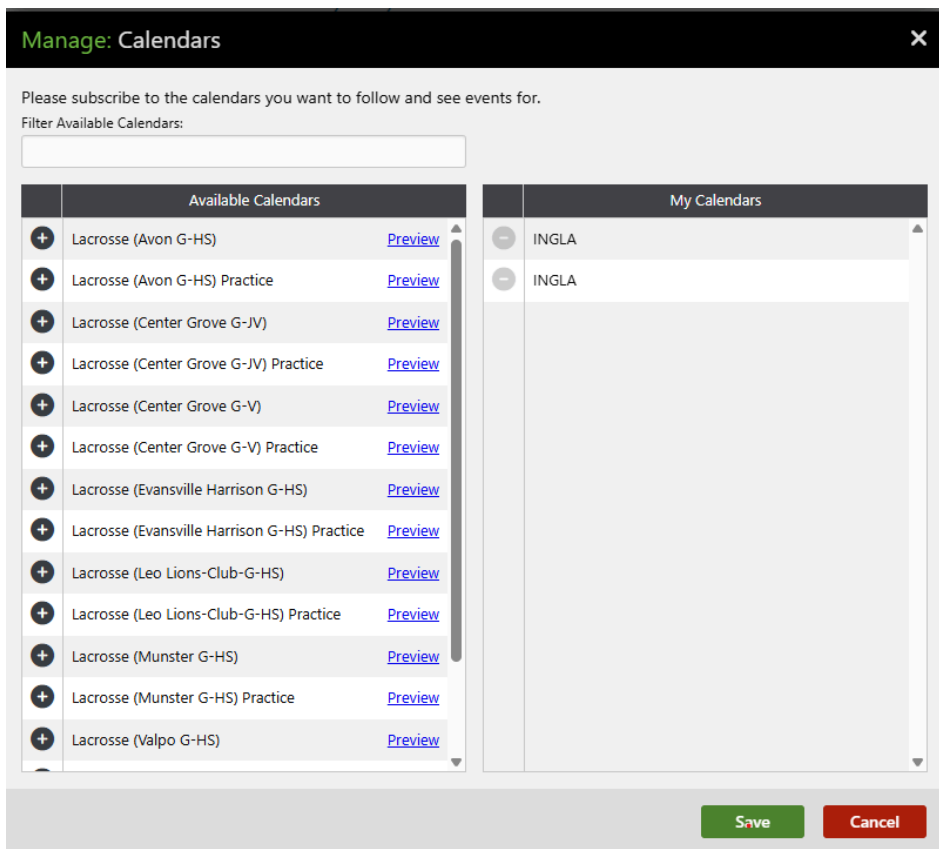
Once you've signed in and see the main EventLink page as pictured above, take a close look at the left-hand menu. You should see a few headings and check boxes. Click the one at the top that says My Calendars. You can click "Master Calendar" to see everything on your currently-selected school's agenda. Click out of this menu for now.

In the example, we're viewing my calendar, so we'll use this as an example.

1. Click the "My Calendars" button again, and then click "Manage My Calendars." See the screenshot for reference:



2. Once you've clicked "Manage My Calendars," you should see this:



Similarly to how you were able to add schools by clicking the "plus" icon, you can do the same here with any athletics you'd like to subscribe to. Add any teams you

wish to be notified about.

Items you've subscribed to will appear in the right-hand column. If you accidentally add something you don't want, you can click the "minus" sign next to it to delete it from your list. When you've finished, click the green Save button.

This process of adding the athletics to your 'subscriptions' list is essentially building your own personalized calendar for you.

Now that you've returned to the 'main' EventLink calendar page, you should see some the calendar for the teams you selected. This only shows teams that are in the INGLA eventlink program and their home/away games. All other games are visible to the assigner.

Checking either of those boxes will un-hide the events associated with those calendars. See below: