Eventlink Calendar Set-up Instructions

Please follow the steps below to set-up your Evansville Day School Eventlink Calendar:

1. Install EventLink app on your mobile device via iTunes or via Google Play Store or you can access EventLink on your computer

2. Open the app and click "create account"

3. Select "Find My Schools" and search "Evansville Day School"

4. Select the school by clicking the school name; then select "Next" in the upper right corner

5. Select "Next" again to receive Notifications and the Daily Summary

6. Create your User Name & Password, select time zone, complete ALL contact information by clicking on CONTACTS to enter the email and/or phone number you wish to receive updates/notifications on; then click "Done"

7. Activate your account through the account activation email link (to receive email notifications) and/or text link (to receive text notifications)

8. Log back into EventLink and select "Manage Calendars"

9. Select the sports calendars of your choice (note there are separate choices for practice and games); then select "Save" (you may have to close app and reopen).

10. After EventLink refreshes, you can view your sports calendars!

Contact Sarah Brooks, Director of Athletics, with any questions.