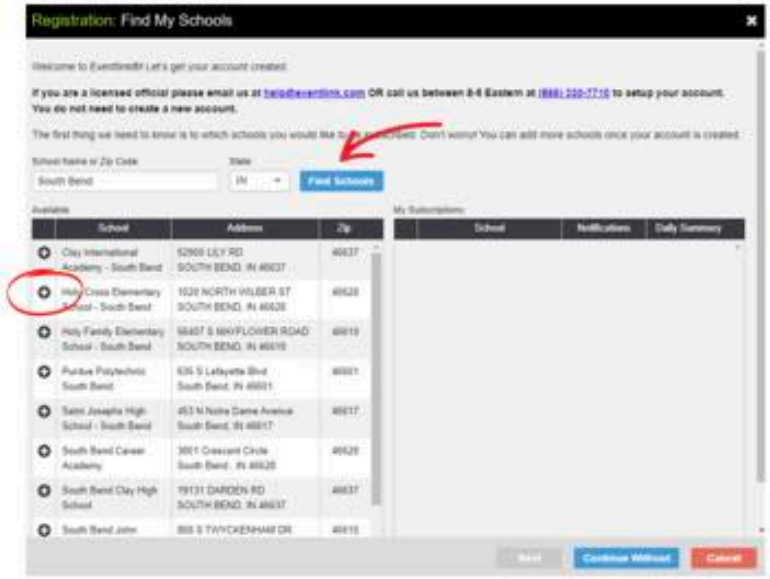
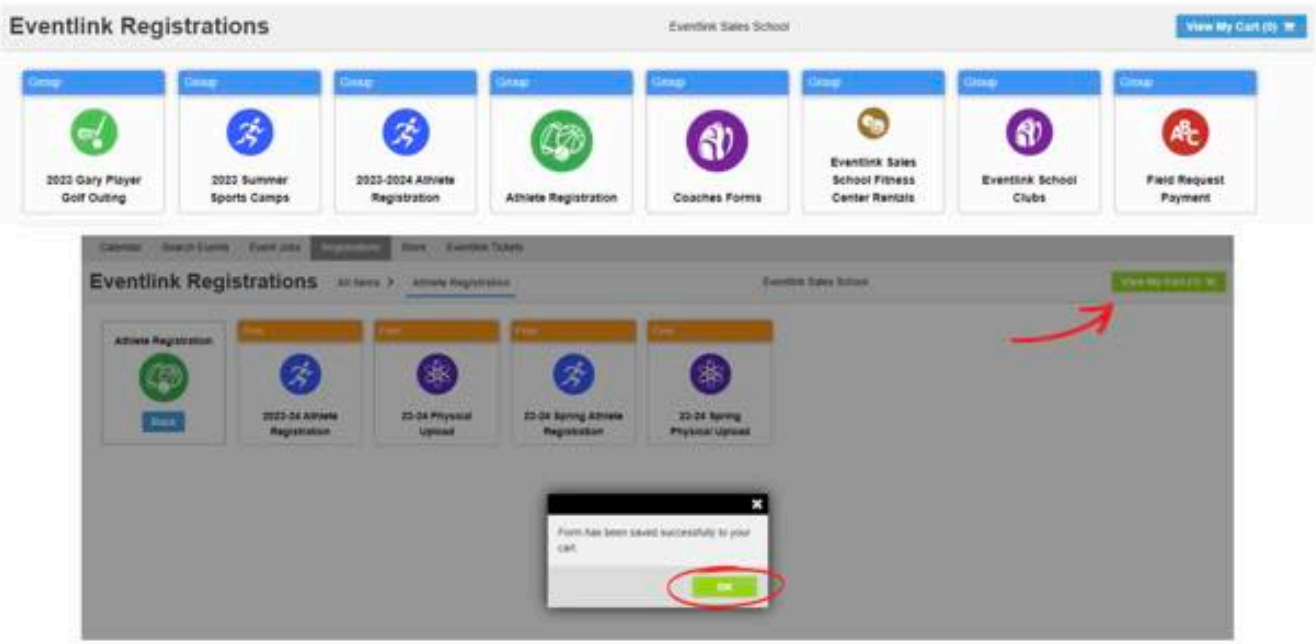
Community: Complete a Registration

CREATE AN EVENTLINK ACCOUNT

You are only required to create an Eventlink Account for Athlete Registrations and Eligibility. Download the app from App Store or Google Play or go to eventlink.com and click **Create Account**. Search and add your school. Add contact points and click **Complete Registrations**. Click **My Calendars** and select **Manage My Calendars**. Click **+** to add calendars to your list



ACCESS EVENTLINK REGISTRATIONS

Click the Eventlink Registrations tab and click Add Student. *You are only required to add a student for Athlete Registrations and Eligibility*. You can see and add students at a later time by hovering over Eventlink Registrations and selecting **My Students**. Select your Registration and complete the entire form. Click **Submit**. All required fields must be complete before you can submit. **IMPORTANT:** You must click **View My Cart** after filling out a registration, including FREE registrations. You can view your forms under Registrations in **My Forms** to see if your form was successfully Submitted or Unsubmitted.