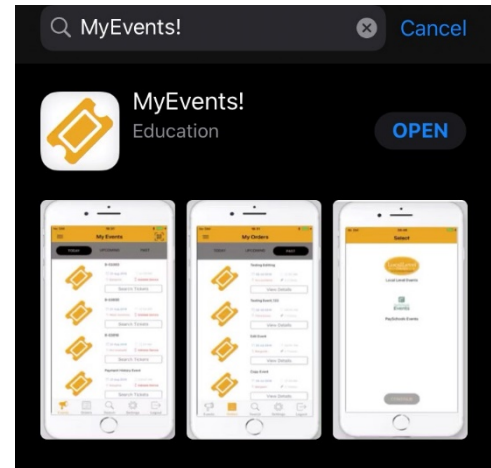




MyEvents! - Local Level Events and Payschools Events Mobile App (for purchaser)

How to download the MyEvents! Mobile App:

- Go to your mobile device's App Store
- Type in MyEvents! and search
- Click on Get or Install/Download to download the app.



How to log in/create an account on MyEvents! App:

- Tap on the MyEvents! app to open
- Once open, you can either log in with your Local Level/Payschools Events log in, or click on Sign Up to create an account.
- Once logged in for the first time, select which domain your account will be associated with (LocalLevel or PaySchool).



USERNAME/EMAIL

PASSWORD

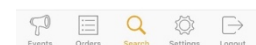
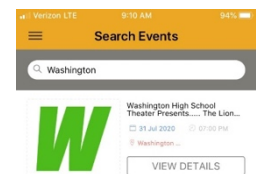
Login

FORGOT PASSWORD?

NEW USER? SIGN UP

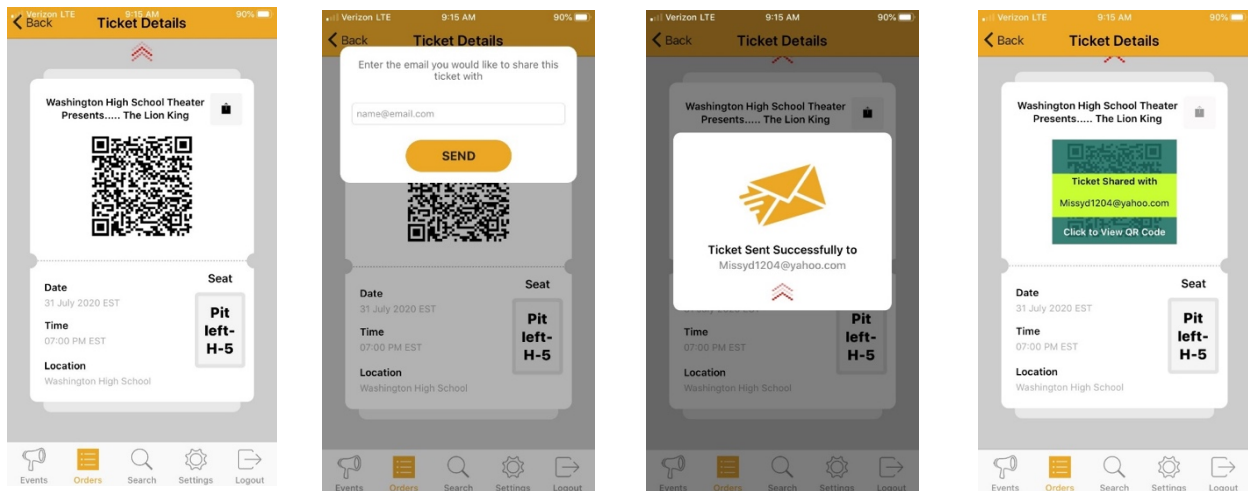
How to search for events:

- Click on the Search Tab
- Type in a keyword, city or zip code for event
- Click on View Details to be directed to the Local Level/Payschools Events website to purchase ticket(s).



How to access tickets and previous purchases:

- Click on the Orders Tab. You will be able to access current and past orders.
- Click on View Details to open up Tickets for event
- You will find your digital ticket(s)
- From this page, you can also transfer your tickets by clicking the export button.
- To transfer ticket(s), click the Home icon next to the Event title, enter email and click send. Your ticket will then be transferred.



- The ticket will then show as transferred under your Orders screen

How to change account information:

- Click on Settings
- You will be directed to the company website to make changes to your account.
- Profile – This is where you can change that account holder name and/or email
- Preferences – This is to specify if the account is to purchase tickets or create event
- Password – This is where you can reset the password to your account.

