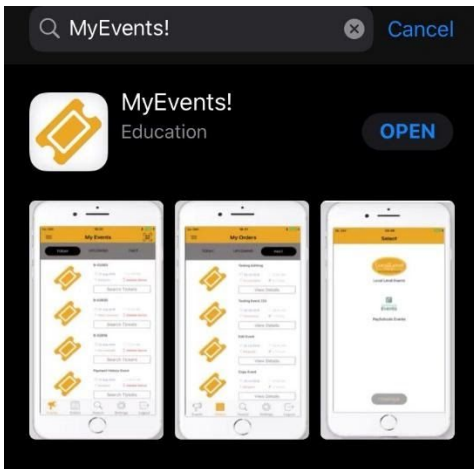




MyEvents! - Local Level Events and Pyschools Event Mobile App (for purchaser)

How to download the MyEvents! Mobile App

- Go to your mobile device's App Store
- Type in MyEvents! and search



- Click on Install/Download to download the app.

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

- Tap on the MyEvents! app to open



USERNAME/EMAIL

PASSWORD

Login

[FORGOT PASSWORD?](#)

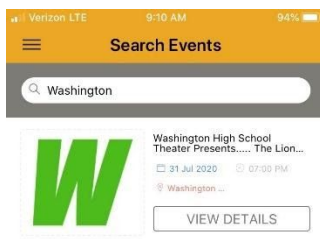
[NEW USER? SIGN UP!](#)

- 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.



How to search for events

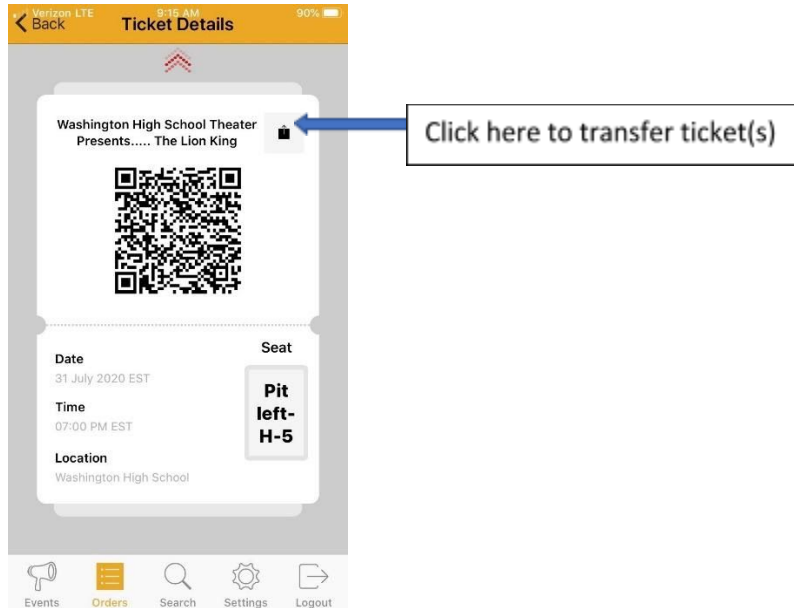
- Click on the Search Tab



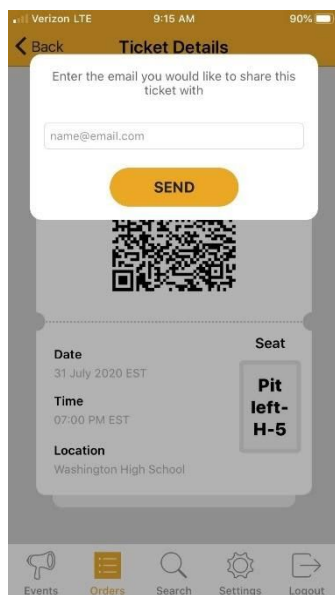
- Type in a keyword, city or zip code for event
- Click on View Details to be directed to the Local Level/Payschools Events website to purchase ticket(s).

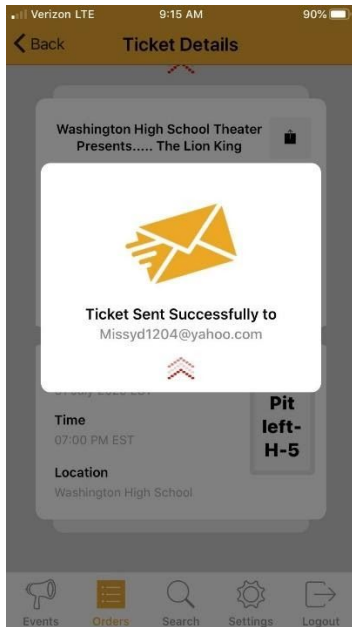
How to access tickets and previous purchases

- 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



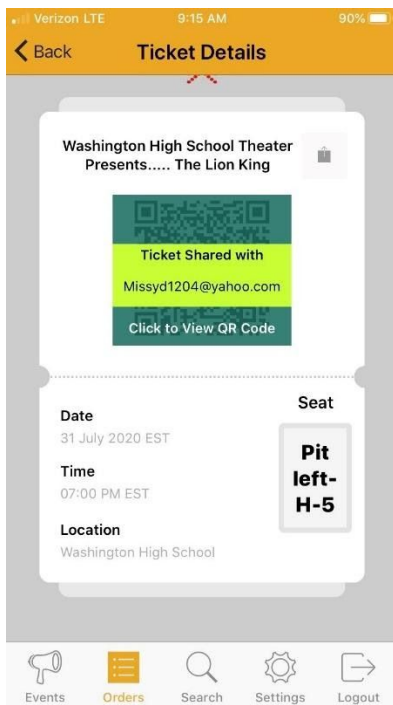
- You will find your digital ticket(s)
- From this page, you can also transfer your tickets by clicking the export button.





- To transfer ticket(s), 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.

Account Settings ▾

- Profile
- Preferences
- Password

- 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.