**Events Platform Manual**

**PaySchools Events/ Local Level Events**





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# **How to create an account**

Step 1🡪 Go to your provider’s website   
  
If using Local level events use this website🡪 <https://www.locallevelevents.com/users/login>   
If using Local level events use this website 🡪 <https://www.payschoolsevents.com/users/login>

A screenshot of a login form

Description automatically generatedStep 2🡪 Click on create account

A screenshot of a computer

Description automatically generatedStep 3🡪 Fill out the information (First Name, Last Name, etc..) and make sure that the preference is set to creating events and select your domain

# **How to Create an Event**