

**myevents.com**

**How To Guide: Bookmarking myevents.com to Home Screen on  
Smart Phones & Tablets**

This document shows step by step instructions on how to save the mobile site as a bookmark to your homes screen on various devices. This is OPTIONAL, but we think it makes it easier to access the information both while planning for the event and at the event. Please let us know if you have any questions!

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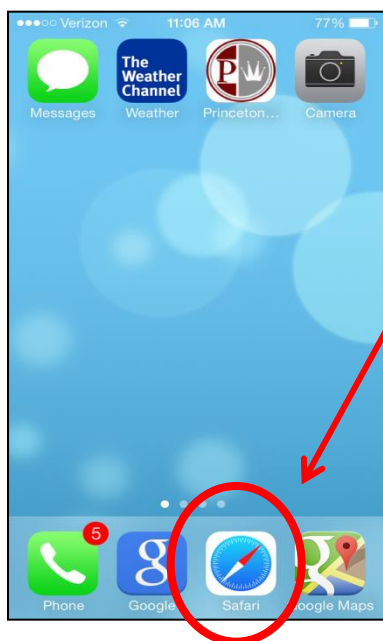
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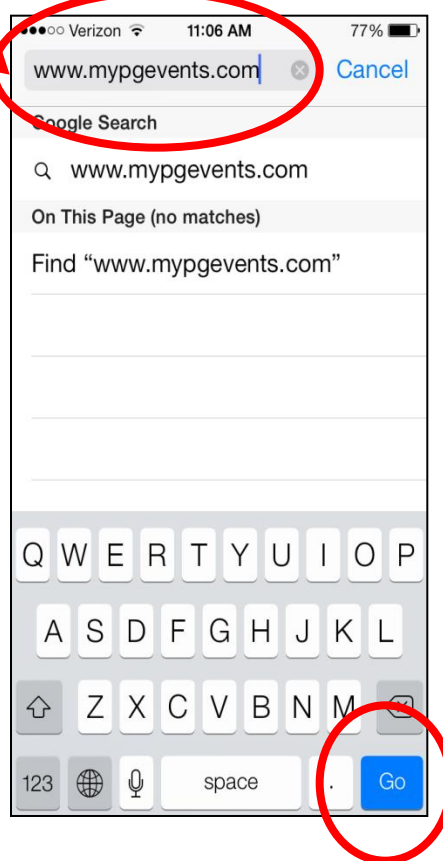
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Questions? Call 708-445-7100 x450

## iPhone Set Up

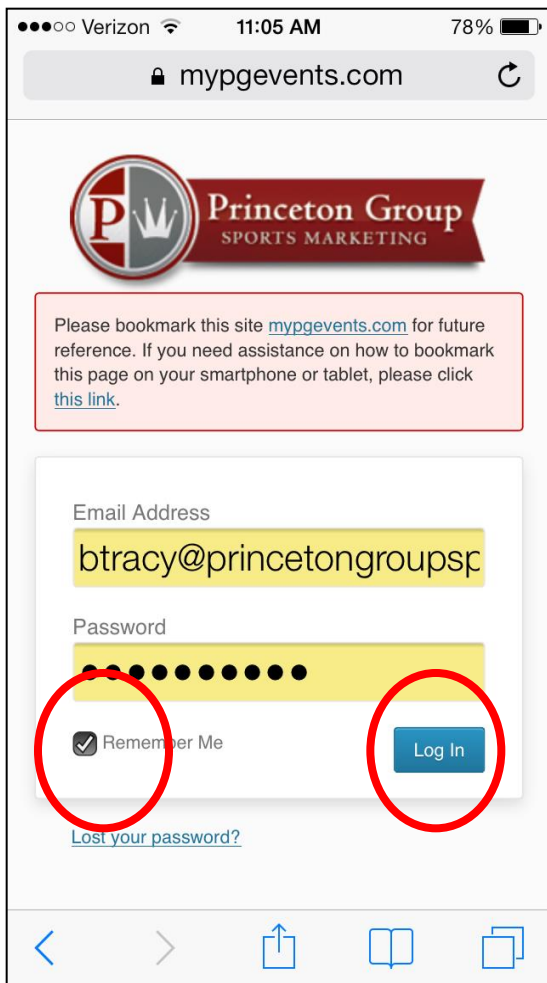


1. Go to the Safari app and open a new browser screen

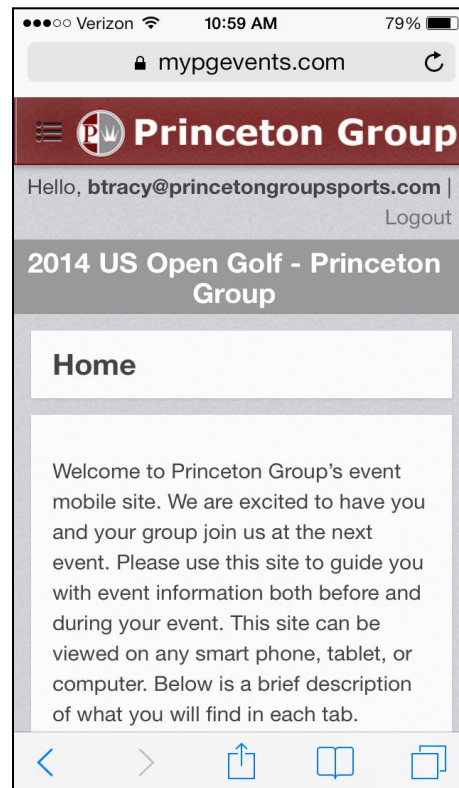
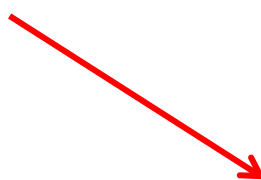


2. In the address bar type [www.mypgevents.com](http://www.mypgevents.com) & press "Go"

**iPhone Set Up Cont'd**

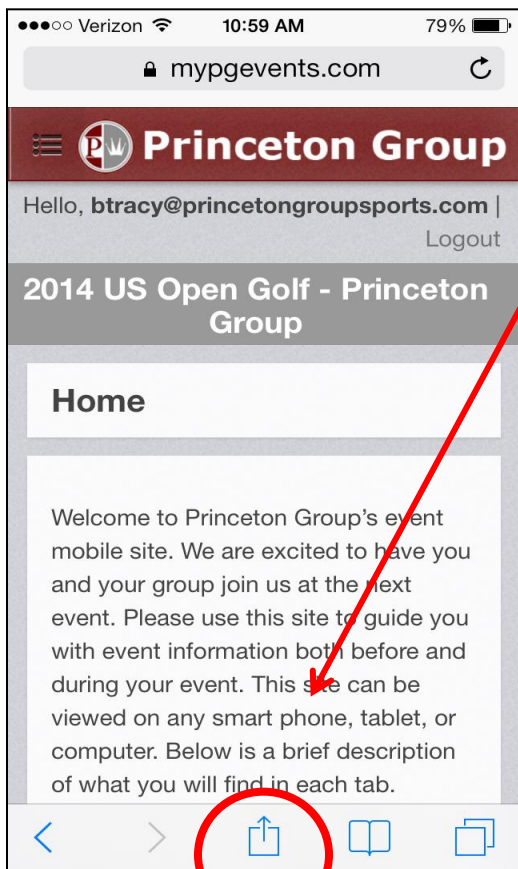


3. Enter your email and password to log in. Remember to check the “Remember Me” box if you’d like us to store your log in info

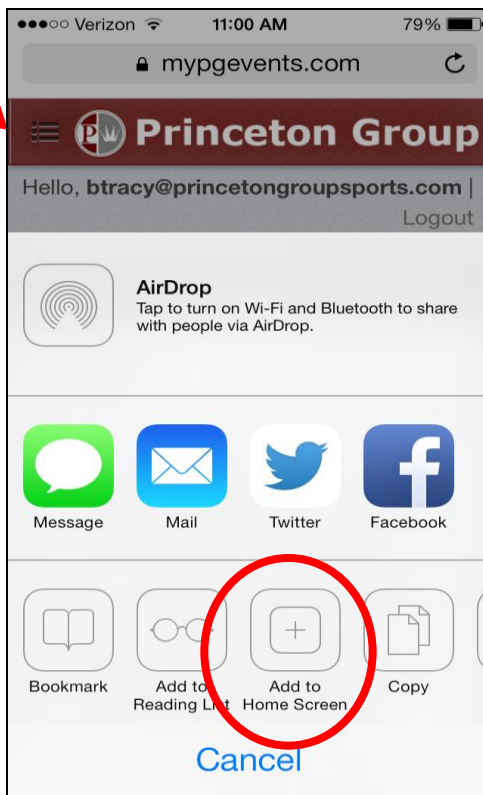


3b. Once logged in you will see this home screen

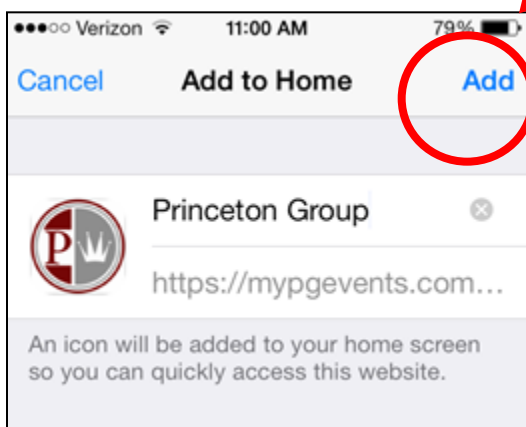
**iPhone Set Up Cont'd**



4. Click on the blue box at the bottom of the screen.



5. Click "Add to Home Screen"



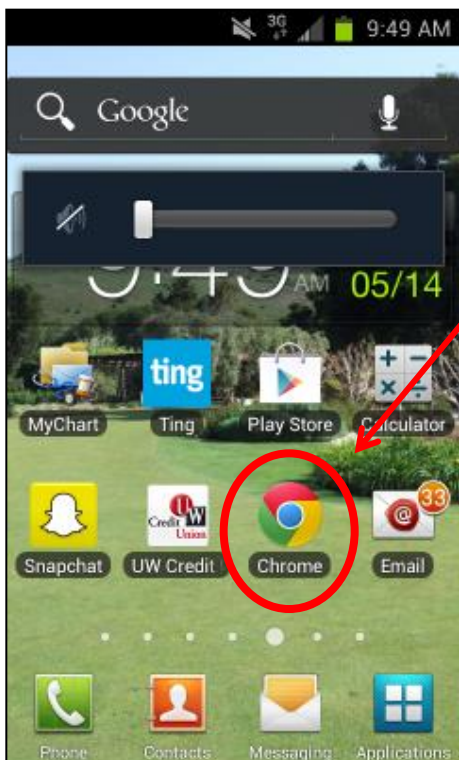
5. Click "Add"



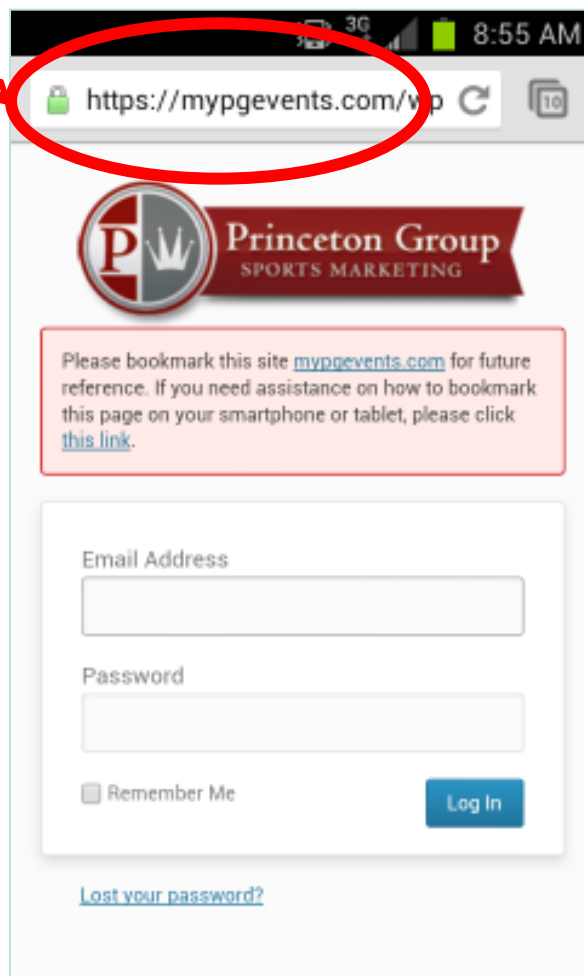
6. Mypgevents.com is now saved on your home screen for easy access anytime!!!



## **ANDROID Set Up**

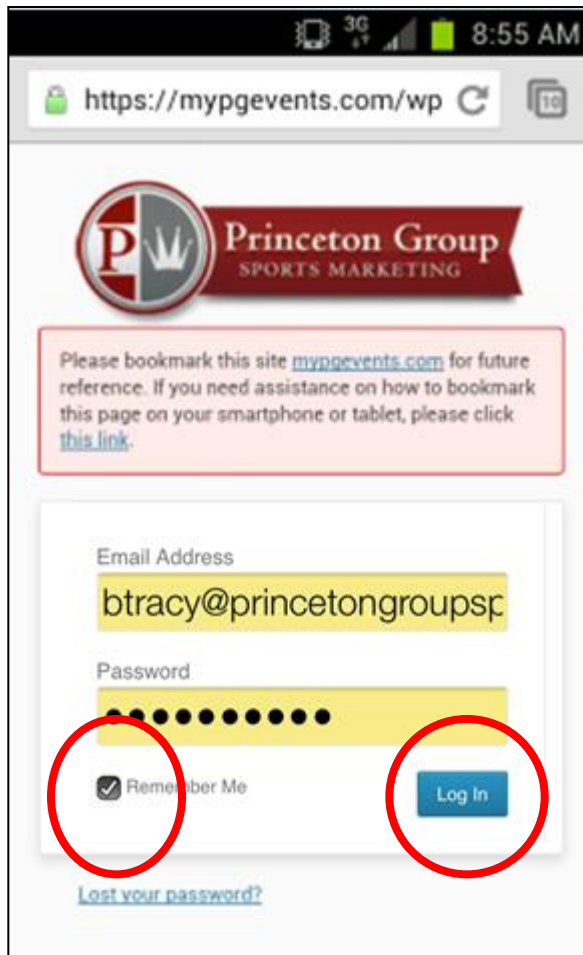


1. Go to the Chrome app (or your preferred internet browser) and open a new browser screen

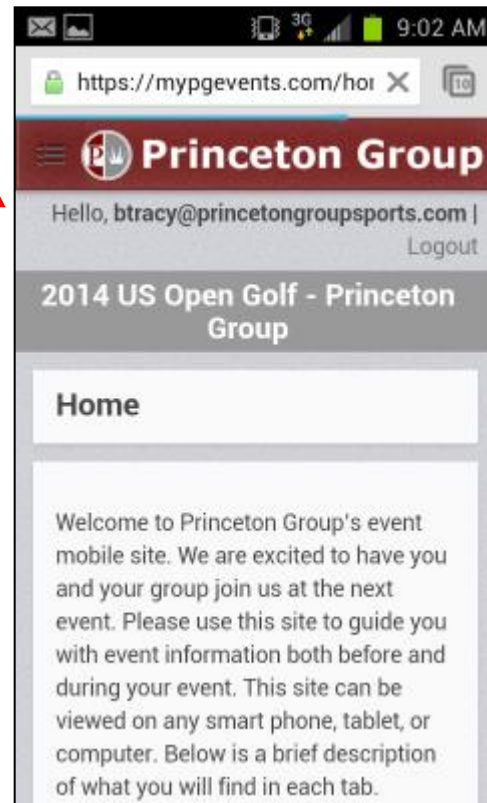


2. In the address bar type [www.mypgevents.com](https://www.mypgevents.com) ----- this log in page should appear.

**ANDROID Set Up Cont'd**

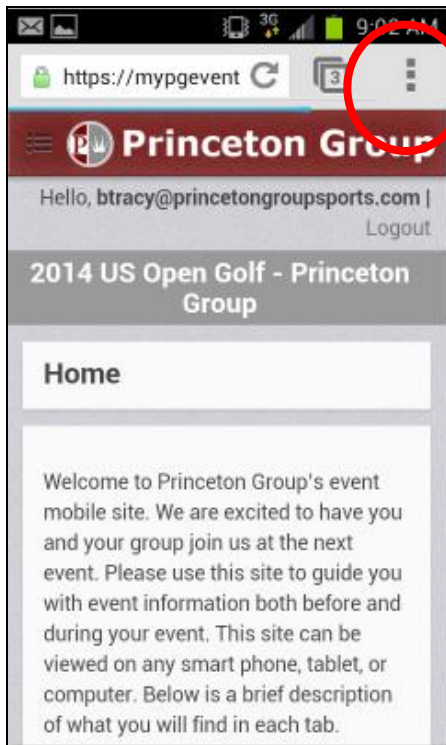


3. Enter your email and password to log in. Remember to check the "Remember Me" box if you'd like us to store your log in info



3b. Once logged in you will see this home screen

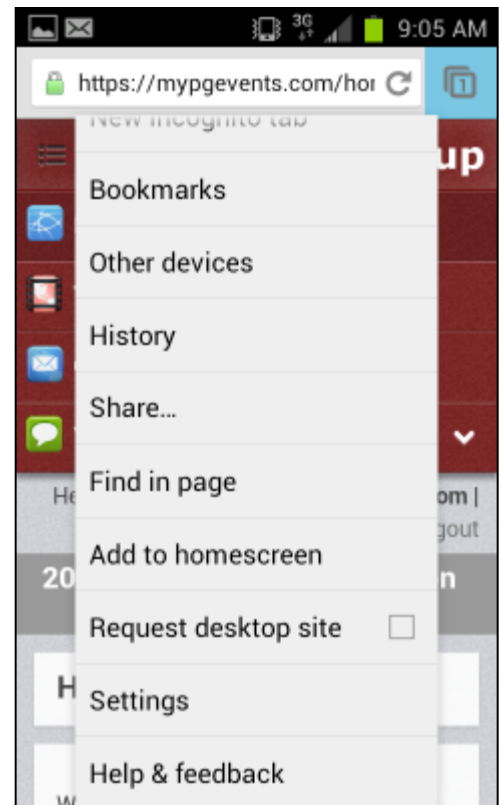
**ANDROID Set Up Cont'd**



4. Click the setting tab/button. This may vary based on your phone model. It may be 3 vertical dots at the top right of the browser (shown in photo on the left) OR you may have a settings button on the bottom left of your phone (shown in photo on the right)

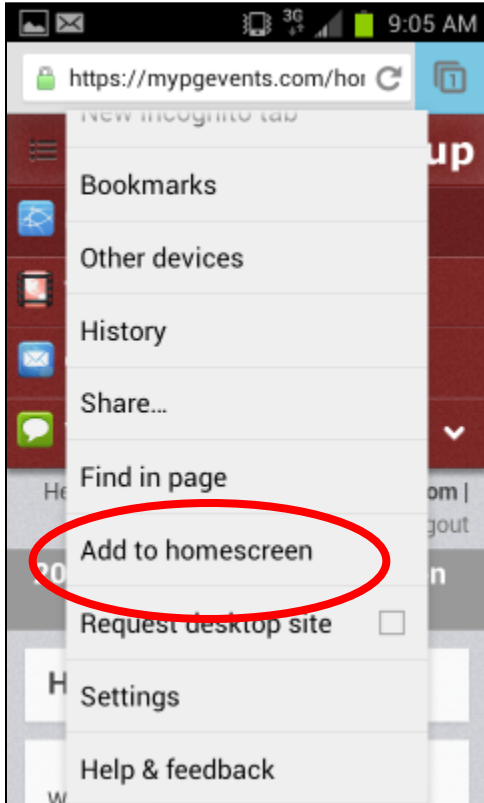


4b. Once you click on the settings, you should see a drop down menu like this one

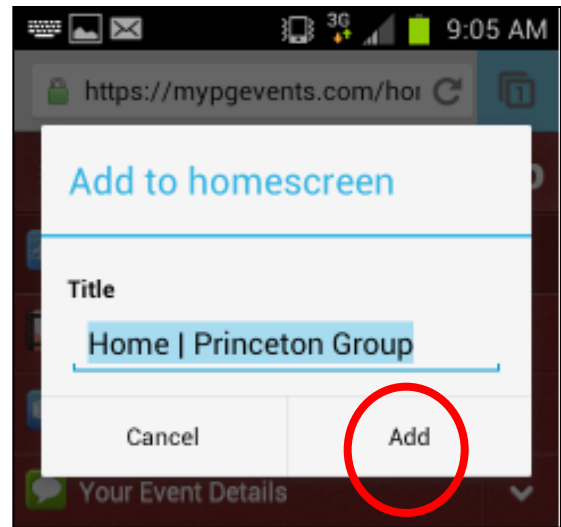




**ANDROID Set Up Cont'd**



5. Click  
“Add to Home  
Screen”

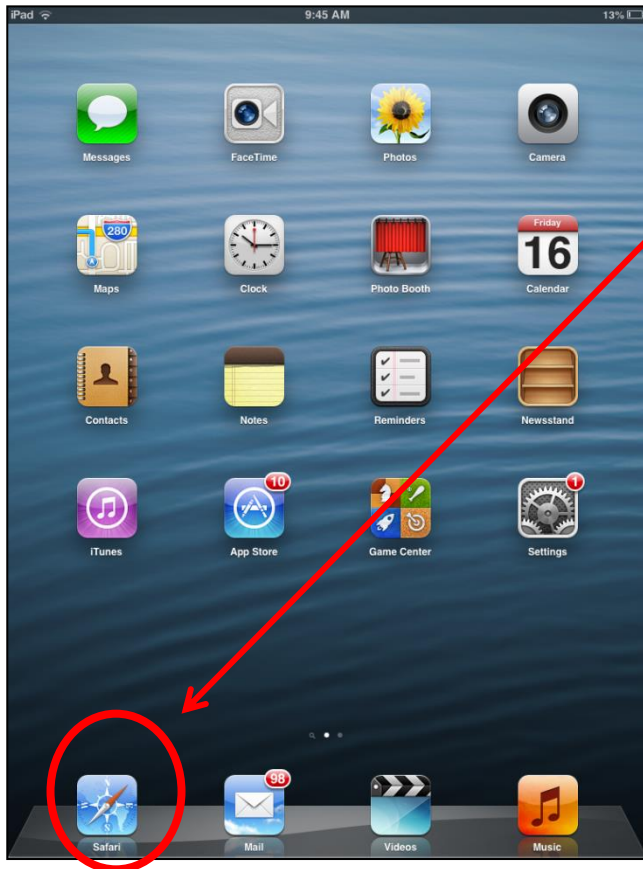


5. Click “Add”

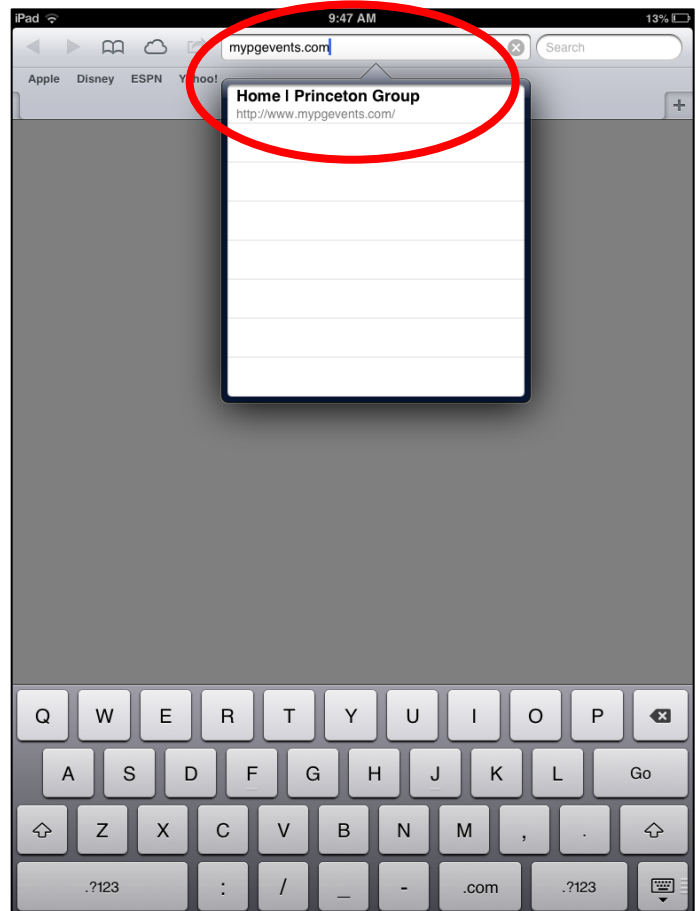


6. Mypgevents.com is now saved on your home screen for easy access anytime!!!

## iPad Set Up

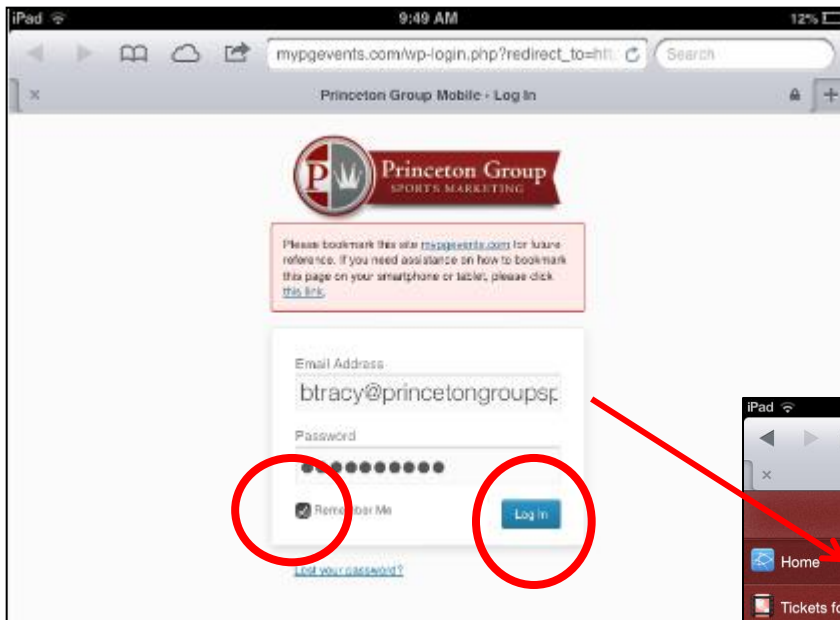


1. Go to the Safari app and open a new browser screen

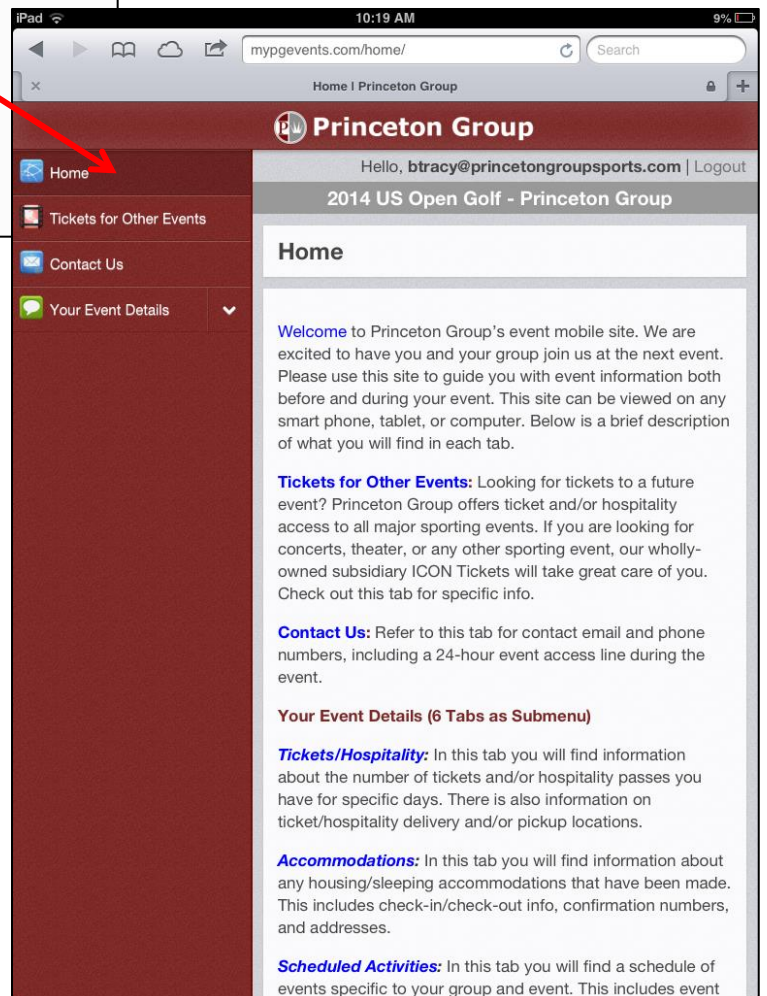


2. In the address bar type  
[www.mypgevents.com](http://www.mypgevents.com)

## iPad Set Up Cont'd



3. Enter your email and password to log in. Remember to check the “Remember Me” box if you’d like us to store your log in info



3b. Once logged in you will see this home screen

**iPad Set Up Cont'd**

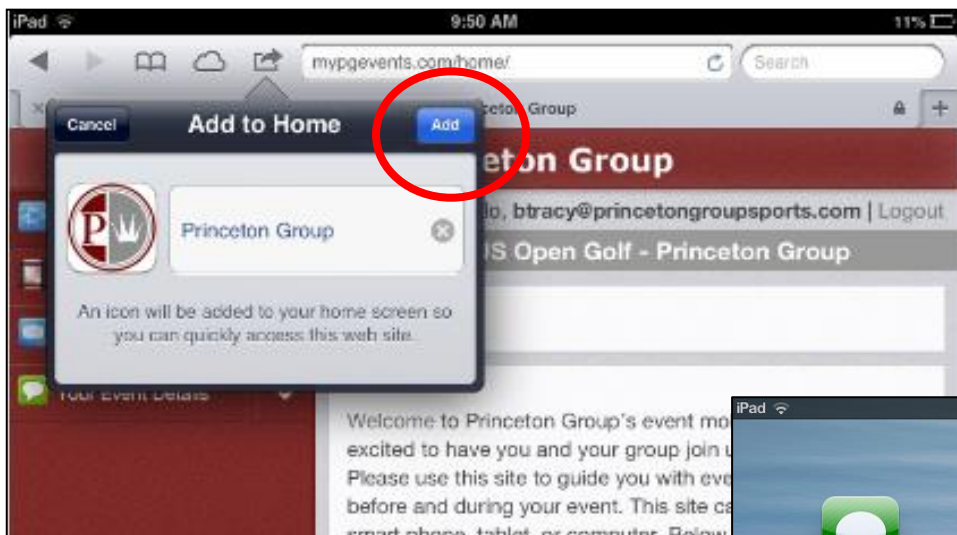


4. Click the share button at the top of the screen (a box with an arrow pointing out).

5. Click the option "Add to Home Screen"



**iPad Set Up Cont'd**



6. Click "Add"

7. Mypgevents.com is now saved on your home screen for easy access anytime!!!

