www.easyscheduling.com.au

Schedule your event/meeting now!

• Step 1: Create an Event/ Meeting

• Step 2: Invite People

• Step 3: Collect the results

Create your Organizer profile

New Organization/ Organizer:

Name of the Organization/ Organizer: Fmail Address:

Password:

Upload your logo:

• Create an Event/ Meeting

Load your profile

Returning Organization/ Organizer:

Name of the Organization/ Organizer: Fmail Address:

Password:

- Create an Event/ Meeting
- <u>Manage an Exciting Event/Meeting</u>
- Collect the results

Unused profiles will be deleted after 90 days.

Go to the next Step ♦