# User Manual

## Event Scheduler

1. **Steps to login in our app:**
   a. Enter the following URL into your browser: myevents.iitk.ac.in
   b. Enter your IITK email id in username section e.g.
      [newuser@iitk.ac.in](mailto:newuser@iitk.ac.in)
   c. Enter your password in the password field.
   d. Finally click submit button to login.

2. **Changing Preferences:**
   a. Preference tab is found inside the settings icon in the top rightmost corner of the app.
   b. **Number of days:** check schedule from these many past days.
   c. **Priority:** Choose among academics, club events, talks, movie schedules to show on top and so on.
   d. **Get full email:** Check this checkbox to also get Full email text along with event name, time, date and venue.