## **Changing Your Password**

## **Changing your EvoEvents Password**

- 1. Click on the Sign In Button (top right of screen)
- 2. Click Forgot Password



3. Enter your email address and click Retrieve

| 4. Go to your email and there will be an email from EvoE. This may be in an updates, junk or spam type folder.        |
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| 5. Open the email and click the link in the email   |
| 6. Enter your email address and click Submit  |
| 7. Click on Reset next to the persons name of the account that you wish to reset the password for                     |
| 8. Enter the Password in both boxes and click Save  |
| 9. You will get a message saying the password has been changed. Click OK  |
| 10. You can now sign in with the new password.  |
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| Online URL: <a href="https://kb.evoevents.co.nz/article.php?id=211">https://kb.evoevents.co.nz/article.php?id=211</a> |
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