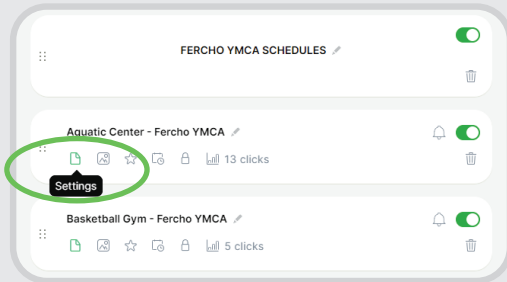
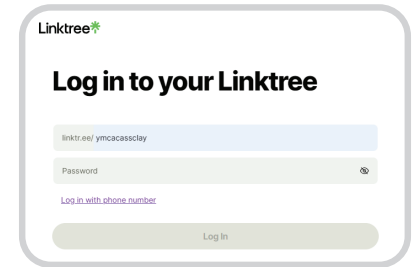


1

Visit **linktree.com** and click the “Log In” button in the upper corner. Log in to the platform using the username and password that has been given to you by the Marketing Team.

Forgot the login? Reach out to the Marketing Team and we would be happy to help!

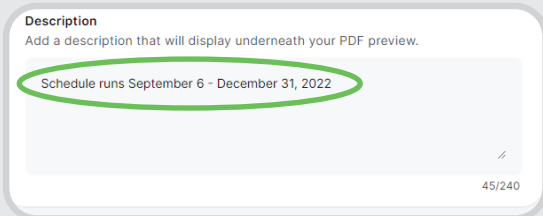
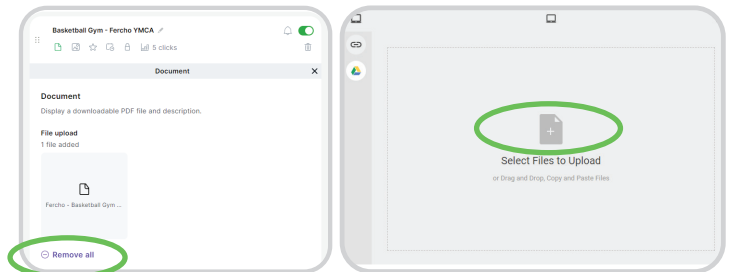


Once you’re logged in to the platform, find the “section” of the schedule that you’re wanting to update, and click the green document icon in the lower left corner of the section. this will open a settings panel where you can update the section.

2

3

To update, click the purple “Remove All” link. This will remove the old PDF. Next, click the plus sign that will appear in the middle of the section – this will open an “upload” pop-up. From here, you can either drag and drop the new schedule, or click “Select Files” to add from your computer.



Once you’ve uploaded the schedule, be sure to update the description box with the dates that the new schedule is in effect. That’s it – the system will automatically save your updates. Repeat steps 1 – 4 for any additional schedules you need to update.

4

TIPS & REMINDERS

- Please only update the schedules that your team is responsible for. Additionally please do not create new schedule sections – if a new schedule section needs to be created, reach out to the Marketing Team and we would be happy to help!
- Be sure to always include the dates that the schedule is in effect both on the PDF schedule itself and in the description box of each section.
- Having trouble? Forgot your login info? Feel free to touch base with the marketing team, and we would be happy to help!