

2-Factor-Authentication

If you have recently had your 2 Factor Authentication (2FA) reset or are setting up your account for the first time, please follow the steps below to sync/re-sync your login to your phone. Skip to step three if your account is already activated and you don't need your password reset.

- 1 Click on the activation link sent to you from Eventmaster.

Eventmaster Accounts - Activation Email



Eventmaster <noreply@eventmaster.ie>
To: Leanne Wright

Reply Reply All Forward

Wed 19



Dear Leanne

[Activate Account](#)

[Facebook](#) [Instagram](#)

This is a system generated email, please do not reply

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Powered by

Eventmaster.

- 2 Enter in your username and password and click SUBMIT



Account activation

Email
leanne@eventmaster.ie

Name
Leanne

Password

Repeat password

SUBMIT

- 3 Log in to your account and click SIGN IN



Email address
leanne@eventmaster.ie

Password

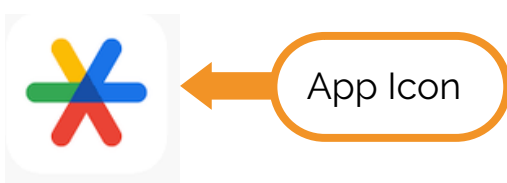
The account has been successfully activated.

SIGN IN

[Forgot password?](#)

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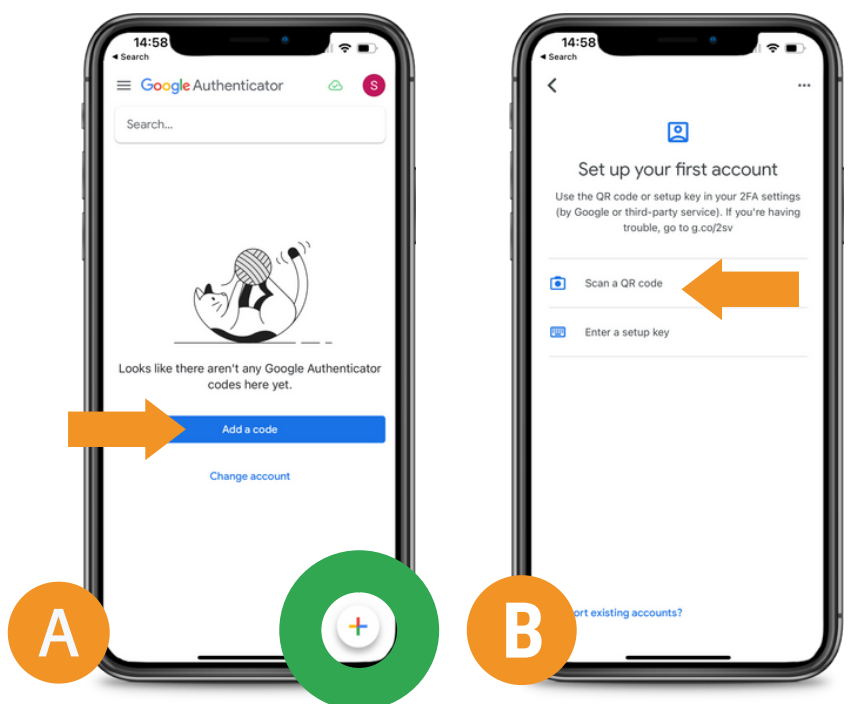
- 4** If you haven't already done so, to start, please download the Google Authenticator App using the download links in screen.



Once downloaded, click on 'I downloaded Google Authenticator'

- 5** In the Google Authenticator app, as part of the initial set up you may need to select '**Add Code**' and then '**Scan a QR Code**'

If you already have the Google Authenticator app you can add a new code by clicking on the plus icon in the bottom right hand corner .

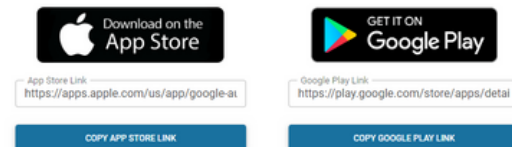


2 FACTOR AUTHENTICATION - STEP 1 OF 3

We have recently upgraded our system security. This is for the protection of our customers and their personal data. All users are now required to use 2-Factor Authentication when logging into the system. In order to setup 2-Factor Authentication you will need to download the Google Authenticator App.

You can download the app using the buttons below, or just search for "Google Authenticator". You will only be required to setup the app once. From then on you will access the app to receive your 1 time token.

To download "Google Authenticator", click on the image or use the link.



After you have successfully downloaded the app please press continue below.

Note: If you are already using the Google Authenticator Application to access other systems please skip this setup, you will need to add a new device using the + icon on your Authenticator App and continue to step 2.



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6 Scan the QR Code on the Eventmaster Login screen through your Google Authenticator App on your phone.

Once you have scanned the QR Code, click **Continue**.



7 The authenticator code will appear as **EventmasterAccounts** in your app. This is where you will find the 6 digit code when logging in to your account going forward.

