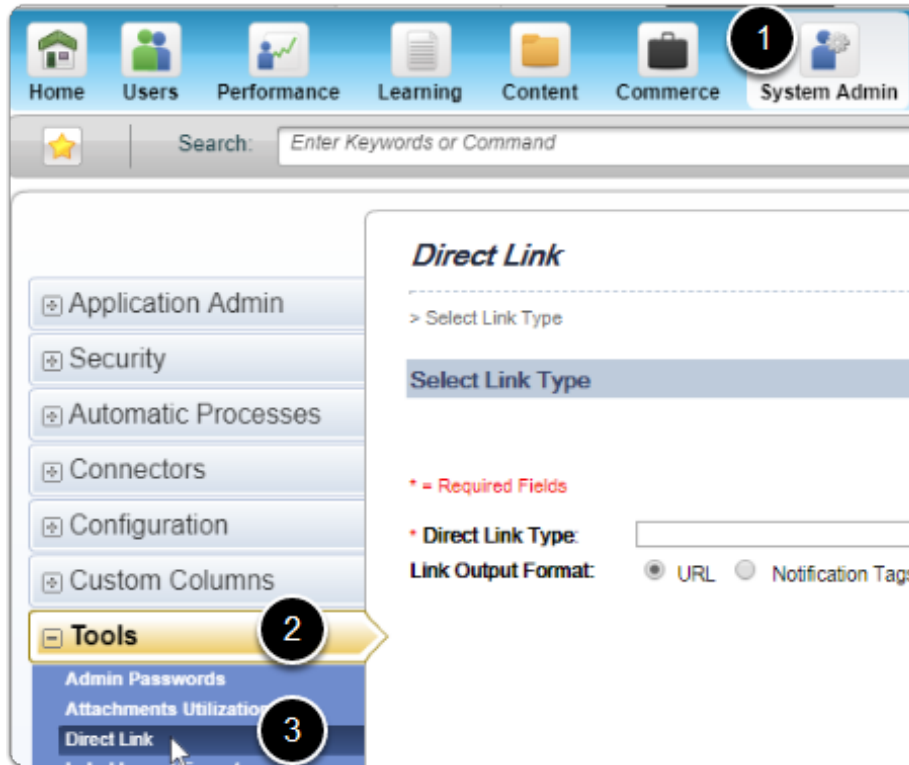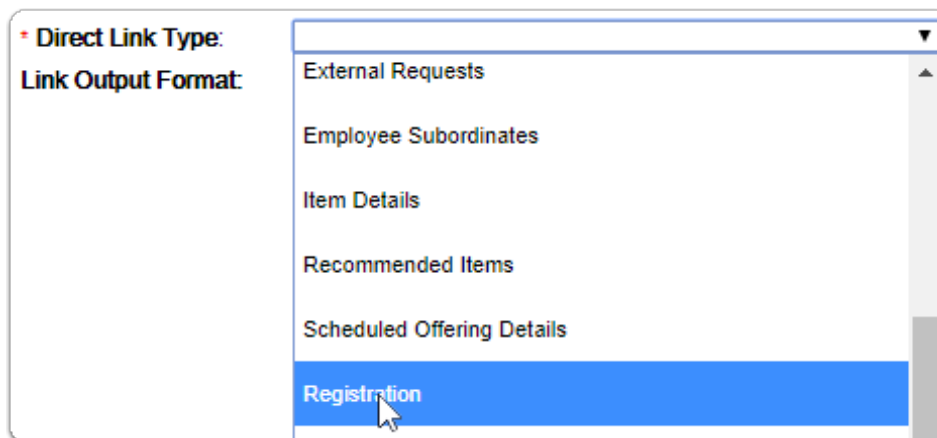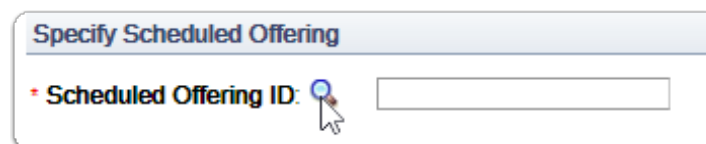# How to Create a Direct Link

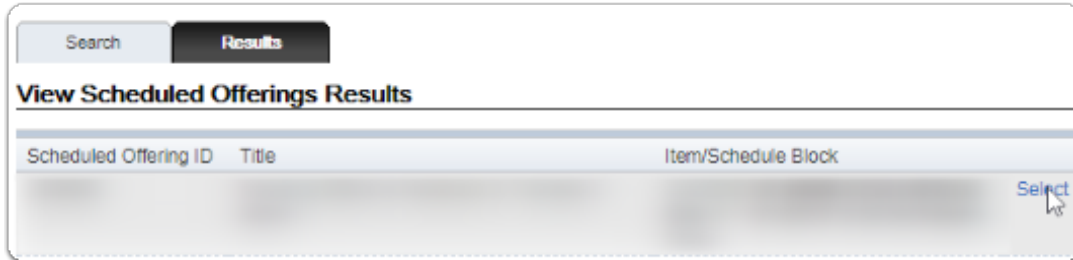## 1. Start at System Admin and select Tools. Click Direct Link

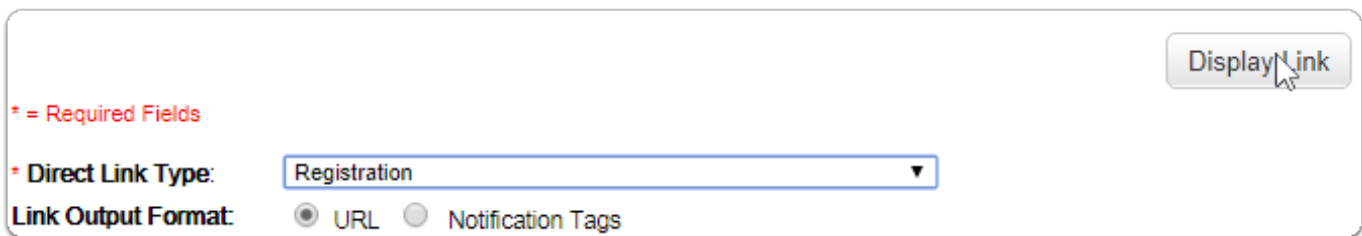## 2. Pick the type of link you need from the drop-down menu

3. Use the magnifying glass to search for your item or scheduled offering.

4. Select your item or scheduled offering.

5. Select Direct Link

6. Copy your Direct Link