

## **For Chamber Members**

### **How to Submit an Event for Our Calendar:**

- Navigate to our CALENDAR OF EVENTS page. On the upper right is a button "+Add Community Event"; select this button.
- A new page will load. "Event Submission." Fill out all fields and select "Submit" when completed.
- Your event will be submitted to the office for approval. Once approved it will populate on our calendar.

Let us know if you have any questions.