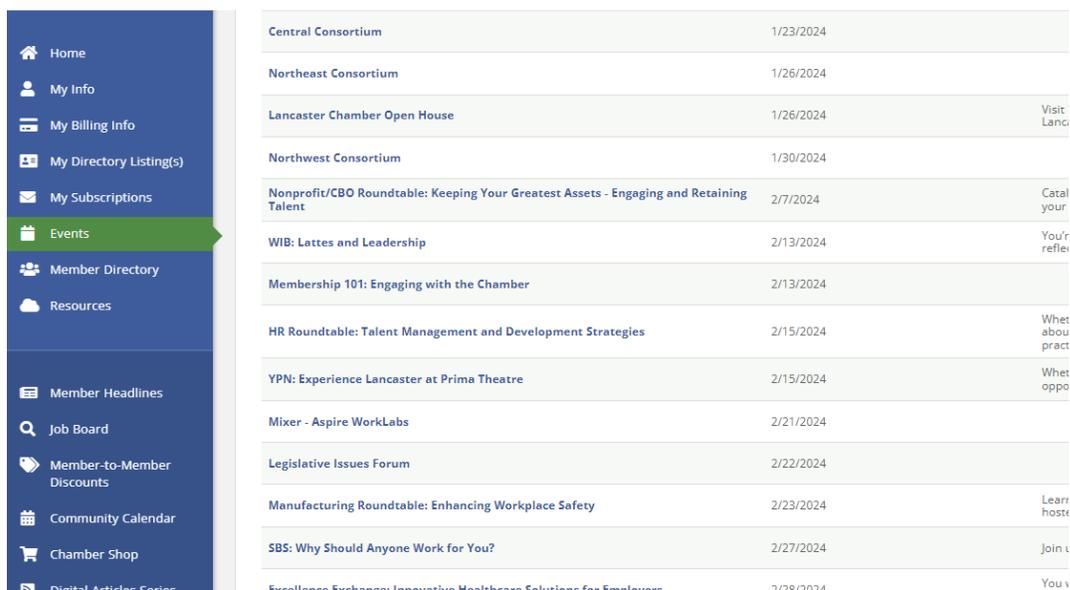
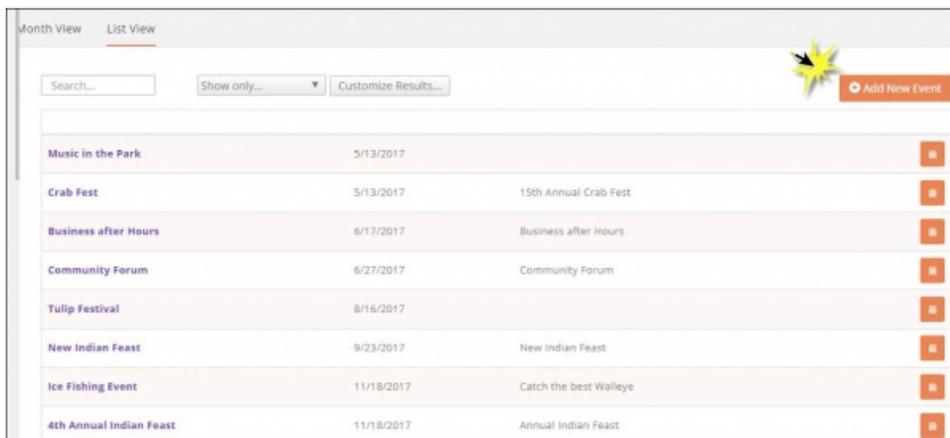


# Add a Calendar Event to the Community Calendar in the Membership Hub

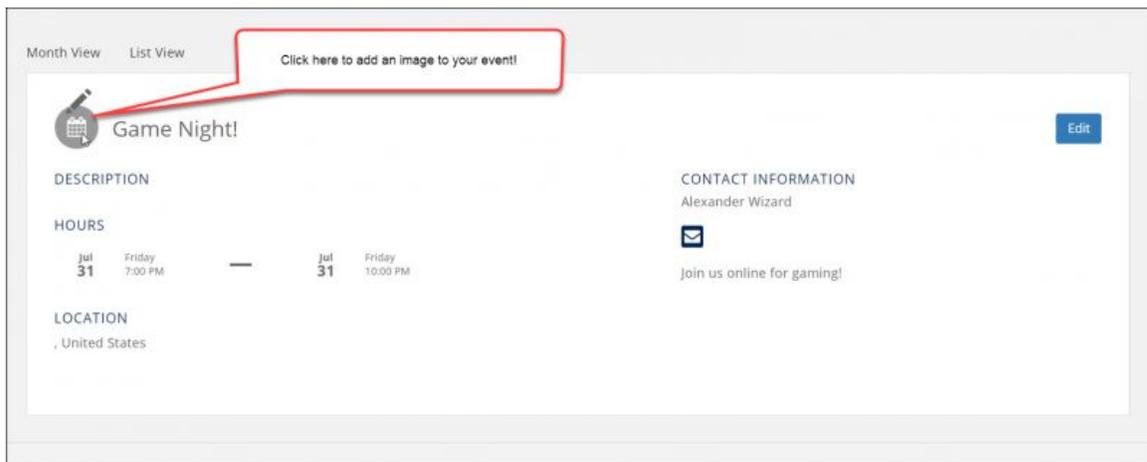


1. Click **Events** in the left-hand navigation panel.



2. Click the **Add New Event** button.

- **Name** - Enter a name for the event. This is the name that will display on your web-site.
  - **Contact** - Enter the contact person for the event.
  - **Description** - Provide a description of the event. This description will be displayed on your web-site.
  - **Location** - Enter location information. This information will be displayed on your web-site.
  - **Publish Date** - Enter the date that you wish to begin displaying this event on your web-site.
  - **Start At/End At** - This is the start time and end time of the event.
  - **Time/Hours Details** - This section allows you to enter descriptive information about the time/hours of the event (such as when registration opens, when dinner starts, when auction starts).
  - **Organization** - The name of your chamber/association will be automatically populated. You may change this to associate this event to a different organization.
  - **Email Address**- email address you want displayed on the event page
  - **Phone**- phone number you want displayed on the event page
  - **Additional Contact Details** - This text box allows you to enter further contact information, i.e. name, phone number, email, etc.
  - **Category** - To assist you in filtering, sorting and/or report on this event, you may select a category from the drop-down list. This is optional. **Click here** for further information on setting up Categories.
  - **Calendar** - Select the calendar(s) on which you want to display this event. The event may be displayed on multiple calendars.
3. Click **Done** to save the new event.
4. The event will display in the window and the member can then add/upload an event image if desired.



After a member submits an event, Chamber staff members may approve or decline the content. When the staff member approves the content, the member that submitted the content will receive an email notification stating the content was approved. Please allow for up to two days for your event to appear on the Community Calendar page.