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

		Central Consortium	1/23/2024	
•	Home	Northeast Consortium	1/26/2024	
	My Billing Info	Lancaster Chamber Open House	1/26/2024	Visit Lance
	My Directory Listing(s)	Northwest Consortium	1/30/2024	
	My Subscriptions	Nonprofit/CBO Roundtable: Keeping Your Greatest Assets - Engaging and Retaining Talent	2/7/2024	Catal your
i	Events	WIB: Lattes and Leadership	2/13/2024	You'r reflea
*	Member Directory	Membership 101: Engaging with the Chamber	2/13/2024	
	Resources	HR Roundtable: Talent Management and Development Strategies	2/15/2024	Whet abou pract
a	Member Headlines	YPN: Experience Lancaster at Prima Theatre	2/15/2024	Whet
٩	Job Board	Mixer - Aspire WorkLabs	2/21/2024	
•>	Member-to-Member	Legislative Issues Forum	2/22/2024	
曲	Community Calendar	Manufacturing Roundtable: Enhancing Workplace Safety	2/23/2024	Learr hoste
¥	Chamber Shop	SBS: Why Should Anyone Work for You?	2/27/2024	Join u
	Digital Articles Series	Excellence Exchange: Innovative Healthcare Solutions for Employers	2/28/2024	Youv

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

Month View List View Search Show only	Customize Results		C Add New Event
Music in the Park	5/13/2017		
Crab Fest	5/13/2017	15th Annual Crab Fest	
Business after Hours	6/17/2017	Business after Hours	
Community Forum	6/27/2017	Community Forum	
Tulip Festival	8/16/2017		
New Indian Feast	9/23/2017	New Indian Feast	
Ice Fishing Event	11/18/2017	Catch the best Walleye	
4th Annual Indian Feast	11/18/2017	Annual Indian Feast	

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

dd New Event		₽	×
Name			
Contact	Organization		
Allison Wilson	Aloha Floral		
Email Address	Phone		
allison@mailinator.com	Select a Phone		v
Event Contact Details			_
Description			
Location Name			
Address 1			
Address 2			

- **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 website.
- **Publish Date** Enter the date that you wish to begin displaying this event on your website.
- 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.

nth View List View	Click here to add an image to your event!		
Game Night!			Edit
DESCRIPTION		CONTACT INFORMATION Alexander Wizard	
HOURS	Ind. Tables		
31 7:00 PM	31 10:00 PM	Join us online for gaming!	
LOCATION United States			

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.