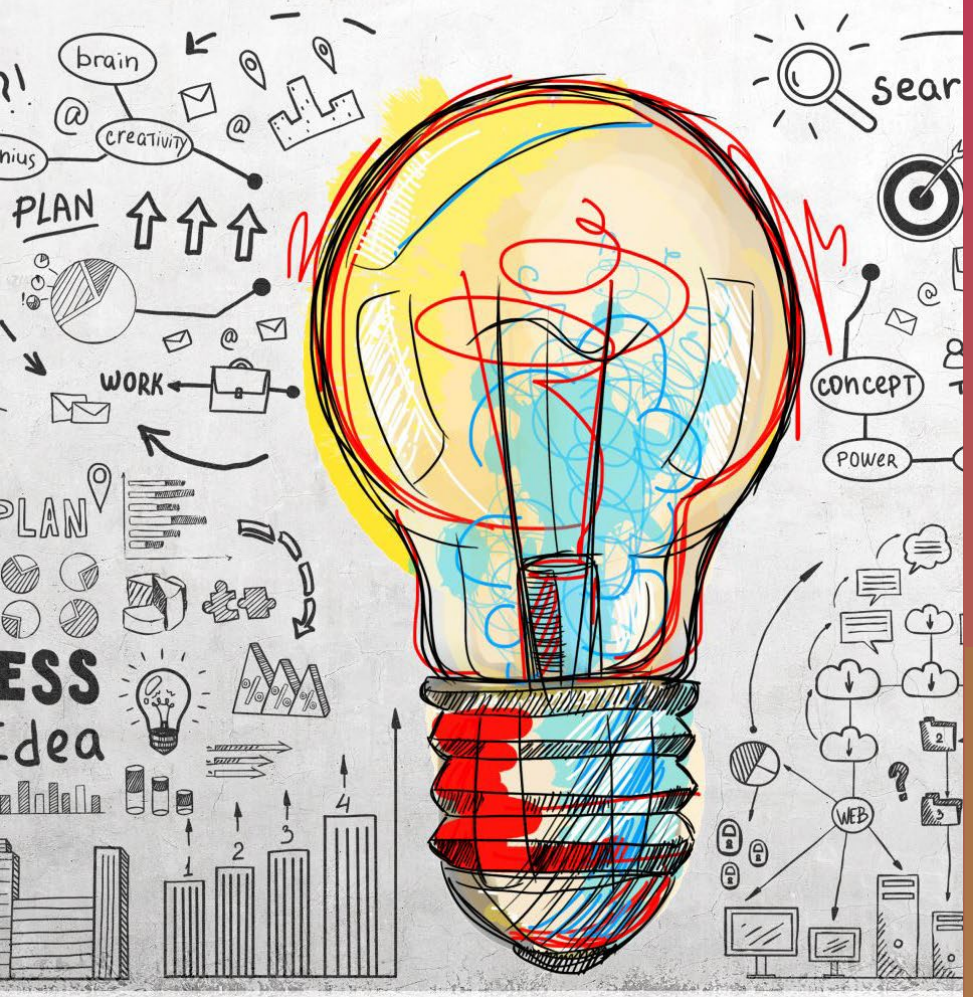


HOW TO ADD AN EVENT

LARCHMONTCHAMBER10538.ORG

EVENT GUIDELINES

- Events that are posted on the Chamber website will be reviewed by an administrator and posted once approved
- Submissions should follow these guidelines:
  - Events should be relevant to the broad membership group
  - Events must have a beginning and end date and should not be an ongoing promotion for an extended time
  - Please submit events no later than one week prior to its start
  - If you have questions, please contact Patty Weston at pattyd.weston@gmail.com.

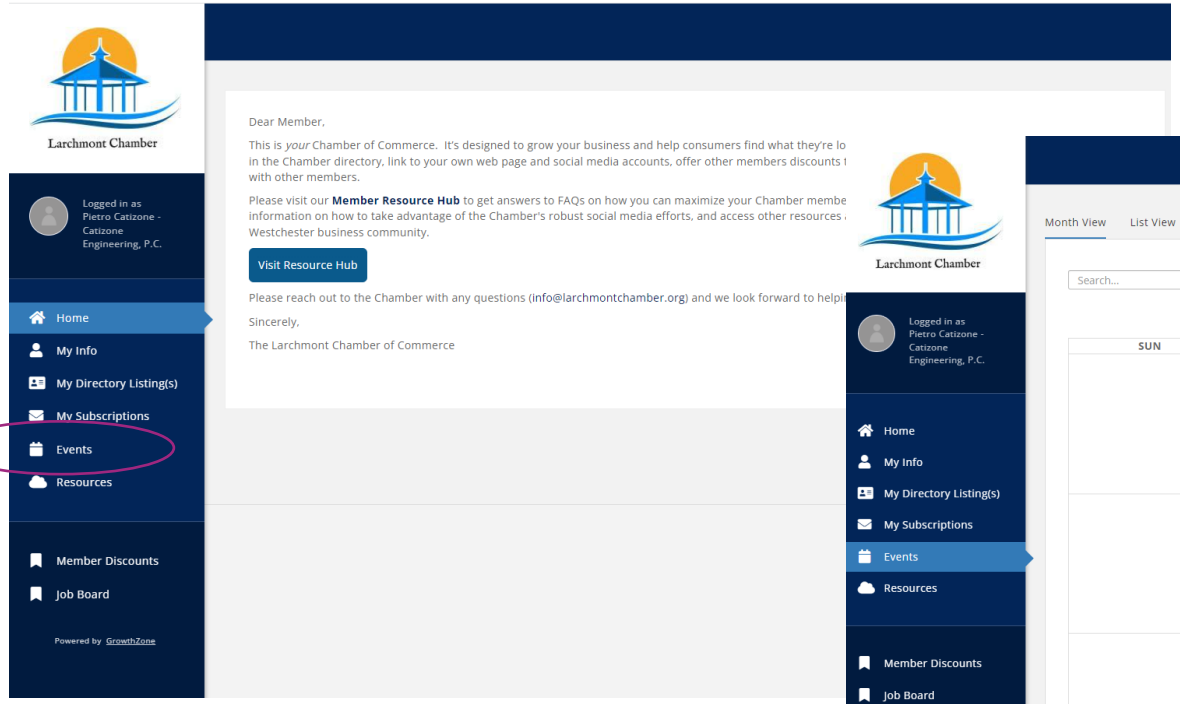
ADDING AN EVENT TO WEBSITE

- Log in to the member section of the website at larchmontchamber10538.org
- Click Events in left column
- Click Add New Event in upper right (above the calendar)
- Complete the form and hit Done!

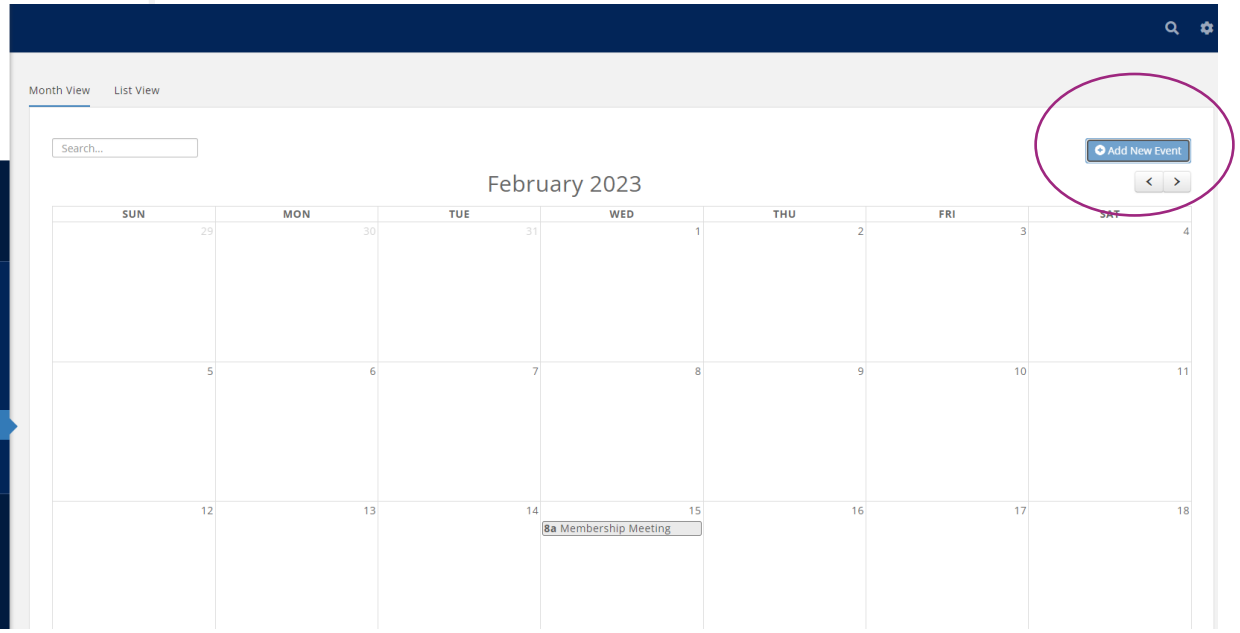
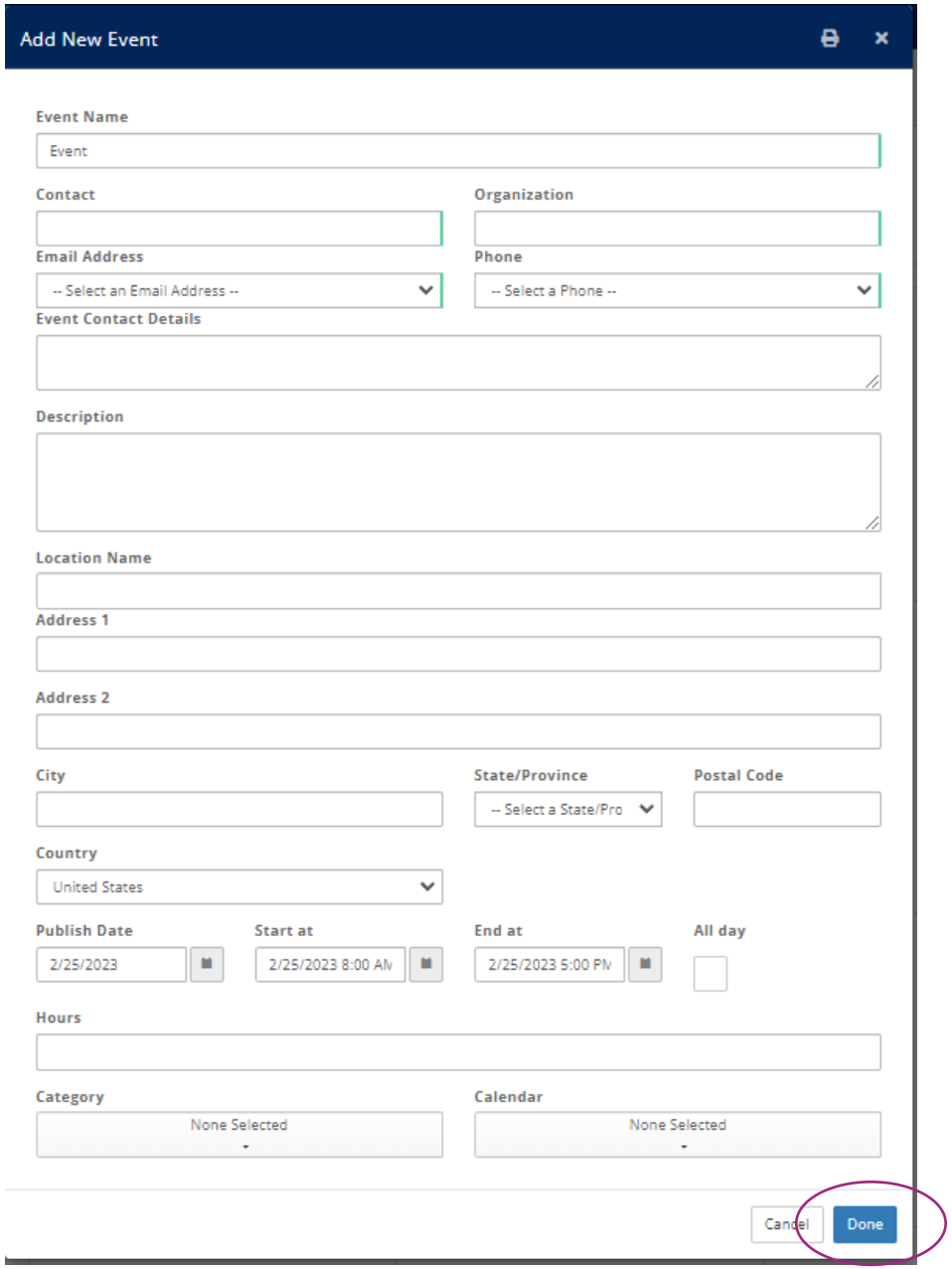
(visual aid follows, scroll please)

LOG IN TO WEBSITE

- Click Events on left



- Click Add New Event on right



COMPLETE FORM, HIT DONE