



# 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](mailto:pattyd.weston@gmail.com).

# ADDING AN EVENT TO WEBSITE

- Log in to the member section of the website at [larchmontchamber10538.org](http://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

The screenshot displays the Larchmont Chamber website interface. On the left, a dark blue sidebar contains a navigation menu with the following items: Home, My Info, My Directory Listing(s), My Subscriptions, Events (circled in pink), and Resources. Below this menu are sections for Member Discounts and Job Board, and a footer note 'Powered by GrowthZone'. The main content area shows a personalized message to a logged-in member, Pietro Catzone - Catzone Engineering, P.C., with a 'Visit Resource Hub' button. On the right, a calendar for February 2023 is visible, with a search bar and an 'Add New Event' button circled in pink. The calendar shows a 'Membership Meeting' on February 15th.

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 8a Membership Meeting	16	17	18

# COMPLETE FORM, HIT **DONE**

Add New Event 🔍 ✕

Event Name

Contact   
Email Address

Organization   
Phone

Event Contact Details

Description

Location Name

Address 1

Address 2

City  State/Province  Postal Code

Country

Publish Date  Start at  End at  All day

Hours

Category  Calendar