How To Add An Event
on the Evergreen Chamber Website

Step 1: Go to EvergreenChamber.org and click "Member Login". Enter your login info.
If you need your login information please contact our Operations Team at (303) 674-3412
or admin@evergreenchamber.org.

Step 2: Near the top of the page click the square grey button labeled "Events".

Step 3: On the right hand side of the page will be a blue button labeled "Add Event", click it.

Step 4: Fill out all fields relevant to your event. Make sure to add a description of your event!
If you are adding an image or flyer, do <u>not</u> add it under the "Event Header Photo" as it will not show, instead add the image to the "Main Event Photo" section.

Good To Know:
If you are posting events for multiple months we recommend creating one event, and after it is submitted go to the "Events" button again. From here you can click "Manage Event" instead of "Add Event", and click the "copy" button. Then all you have to do is change the dates of the event, instead of having to re-create it from scratch.

Step 5: At the bottom of the page will be a grey button labeled "Submit For Approval". This submits the event for approval by our Operations Team. Typically events will be approved within 48 hours.