



## CHAMBER HOW-TO

# Post an Event on Chamber Community Calendar

- Go to [capitalregionchamber.com](http://capitalregionchamber.com)
- Navigate to the upper right-hand menu, hover over “Events” and then click on “Community Events”
- Click on “Add Event” located at the top of the calendar. If it is your first time adding an event you will be prompted to create an account. You will receive an email asking you to confirm your email & activate your account
- Fill in the fields for your event, upload an image (optional) and then click “submit event”
- You will receive an email confirming your event has been submitted and also when it has been accepted. All events are approved within two business days and will appear on [capitalregionchamber.com/community-calendar](http://capitalregionchamber.com/community-calendar) after approval.

For more information, please contact Cristina Valentin by calling 518.431.1487 or email [cristinav@ceg.org](mailto:cristinav@ceg.org).

