

# Add an Event to the Lockport Chamber Event Calendar

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Navigate to <https://lockportchamberofcommerce.growthzoneapp.com/MIC/27851702/975386/#/InfoHub>

and enter the name and password you use to purchase event tickets and sponsorships.

Lockport Chamber of Commerce

Home

My Info

My Billing Info

My Directory Listing(s)

My Subscriptions

Events

Member Directory

Resources

News

Blog Posts

Coupons

Jobs

Powered by GrowthZone

welcome to your member connection and resource center!

As our valued member you have the opportunity to connect with other members by searching the Directory or registering for an upcoming event. You may also access your membership details, review account history and pay all your invoices online from the Account area.

Watch our tour to learn more!

The Info Hub Tour

GREEN VALLEY

Chamber Bucks

New Members: Welcome to your member connection and resource center!

Take the Tour Now!

Watch on YouTube

Oct 9

Bettenhausen Business Af...

Thursday, 4:30 PM

Register >

Oct 15

Breakfast & Business - FRE...

Wednesday, 8:00 AM

Register >

Nov 4

Ember's Multi Chamber B...

Tuesday, 5:00 PM

Register >

REFER OTHERS

Do you know someone who would benefit from being a part of Lockport Chamber of Commerce?

Refer them today!

## 2 Click "Events"

Logged in as  
Sommer Gay -  
Lockport Chamber  
of Commerce

Home

My Info

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**Events**

Member Directory

Resources

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Welcome to your member connection and resource center!

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Watch our tour to learn more!

The Info Hub Tour

Watch on YouTube

Oct 4 2025 Health & Fitness Expo

Saturday, 8:00 AM

Register >

Oct 9 Bettenhausen Business Af...

Thursday, 4:30 PM

Register >

Oct 15 Breakfast & Business - FRE...

Wednesday, 8:00 AM

Register >

Nov 4 Ember's Multi Chamber B...

Tuesday, 5:00 PM

Register >

REFER OTHERS

Do you know someone who would benefit from being a part of Lockport Chamber of Commerce?

Refer them today!

## 3 Click "Add New Event"

**LOCKPORT**  
CHAMBER of COMMERCE

Logged in as  
Sommer Gay -  
Lockport Chamber  
of Commerce

Home

My Info

My Billing Info

My Directory Listing(s)

My Subscriptions

**Events**

Member Directory

Resources

Month View List View

Search...

September 2025

Add New Event

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4 5p Business After	5	6
7	8 12a 2025 Golf Out	9	10	11	12	13
14	15	16 5p S&T Too Pizza B	17	18	19	20
21	22	23	24	25	26	27

4

Enter all event info. Make sure to select "Event Calendar" as the calendar option (otherwise, even if approved, it will not show on the website) and then Click "Done"

Please Note: You will add any images & event flyers in the next step.

My Subscriptions  
Events  
Member Directory  
Resources

News  
Blog Posts  
Coupons  
Jobs

Powered by [GrowthZone](#)

Location Name

Address 1

Address 2

City State/Province Postal Code

Country  
United States

Publish Date Start at End at All day

9/10/2025 9/10/2025 8:00 AM 9/10/2025 5:00 PM

Hours

Category Calendar

None Selected None Selected

Cancel Done

5

Click "Edit"

LOCKPORT CHAMBER of COMMERCE

Logged in as Sommer Gay - Lockport Chamber of Commerce

Home  
My Info  
My Billing Info  
My Directory Listing(s)  
My Subscriptions  
Events  
Member Directory  
Resources

Month View List View

test event

HOURS

Sep 10 Wednesday 8:00 AM — Sep 10 Wednesday 5:00 PM

CONTACT INFORMATION

LOCATION  
United States

View larger map

World map showing continents: NORTH AMERICA, SOUTH AMERICA, EUROPE, AFRICA, ASIA, OCEANIA. Oceans: Atlantic Ocean, Pacific Ocean, Indian Ocean.

Google Keyboard shortcuts Map data ©2025 Terms

Edit

## 6 To add an image, click the "Insert Image" icon

CHAMBER of COMMERCE

test event

Contact Name:

Organization Name:

Email Address:

Phone:

Event Contact Details:

Description:

**B I U** **X<sub>1</sub> X<sub>2</sub>** **A T** **Link** **Image** **Table** **Code**

**Insert Image (Ctrl+P)**

Location Name:

Address 1:

Address 2:

City:  State/Province:  Postal Code:

Logged in as Sommer Gay - Lockport Chamber of Commerce

Home My Info My Billing Info My Directory Listing(s) My Subscriptions Events Member Directory Resources News Blog Posts Coupons

Edit

## 7 Drag & Drop or Upload your image and then click "Crop & Save"

CHAMBER of COMMERCE

test event

Contact Name:

Organization Name:

Email Address:

Phone:

Event Contact Details:

Description:

**B I U** **X<sub>1</sub> X<sub>2</sub>** **A T** **Link** **Image** **Table** **Code**

**Insert Image (Ctrl+P)**

Location Name:

Address 1:

Address 2:

City:  State/Province:  Postal Code:

Country:

Logged in as Sommer Gay - Lockport Chamber of Commerce

Home My Info My Billing Info My Directory Listing(s) My Subscriptions Events Member Directory Resources News Blog Posts Coupons

Edit

**DINNER & AWARDS**  
14 NOV  
6:00 pm - 9:00 pm  
Dinolfo's Banquet Hall  
Honoring First Responders and Chamber Members

Alt Text:

Upload Cancel **Crop & Save**

## 8 Once all edits have been made, Click "Done"

The Chamber Office will receive a notification to review and approve the event. If approved, the event will go live on the event calendar.

The screenshot shows a web application interface for creating an event. On the left is a dark sidebar with navigation links: My Subscriptions, Events, Member Directory, Resources, News, Blog Posts, Coupons, and Jobs. The main content area is a light gray form with the following fields:

- Location Name**: A text input field with a location pin icon on the right.
- Address 1**: A text input field.
- Address 2**: A text input field.
- City**: A text input field with a location pin icon on the right.
- State/Province**: A dropdown menu with the text "-- Select a State/Provi".
- Postal Code**: A text input field with a location pin icon on the right.
- Country**: A dropdown menu with "United States" selected.
- Active Date**: A date input field showing "9/10/2025" with a calendar icon.
- Start at**: A date and time input field showing "9/10/2025 8:00 AM" with a calendar icon.
- End at**: A date and time input field showing "9/10/2025 5:00 PM" with a calendar icon.
- All day**: A checkbox.
- Hours**: A text input field.
- Category**: A dropdown menu with "None Selected" selected.
- Calendar**: A dropdown menu with "Event Calendar," selected.

At the bottom right of the form are two buttons: "Cancel" and "Done". The "Done" button is highlighted with a red circle.