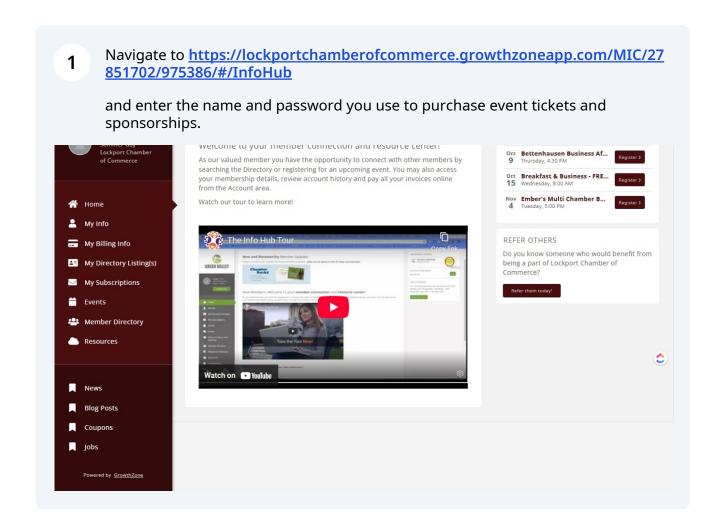
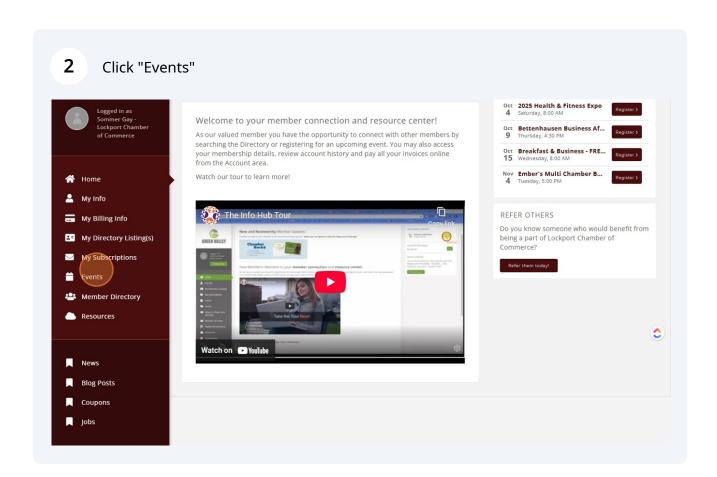
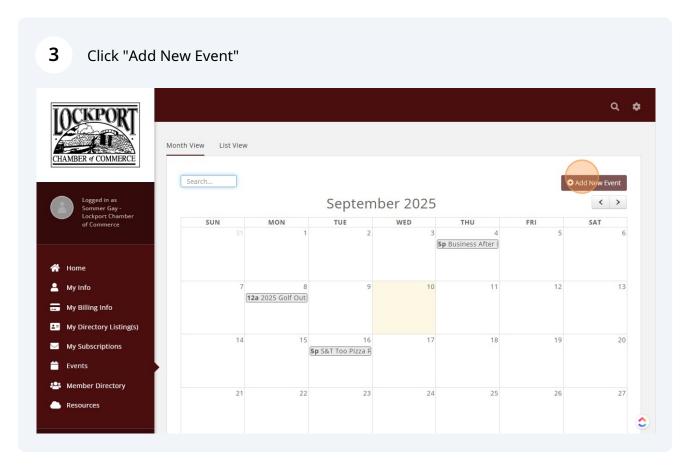
Add an Event to the Lockport Chamber Event Calendar

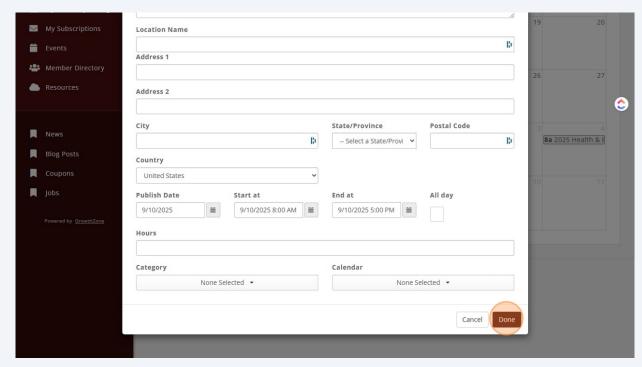


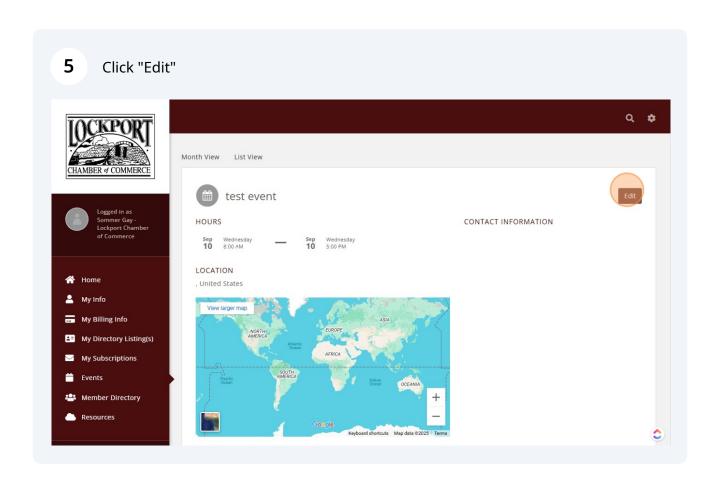




Enter all event info. Make sure to select "Event Calendar" as the calendar option (otherwise, even if approved, it will not show on the website) and then Click "Done"

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

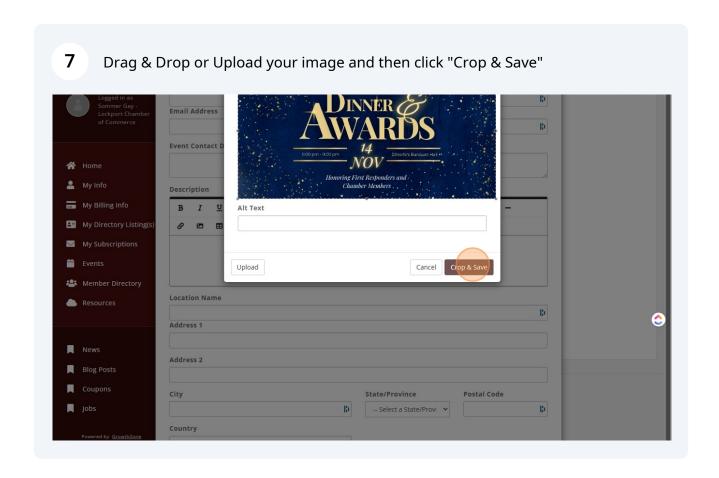




6 To add an image, click the "Insert Image" icon CHAMBER of COMMERCE test event B Organization Name Contact Name Lockport Chamber of Commerce þ Email Address Phone [h þ **Event Contact Details** My Info Description My Billing Info <u>u</u> S X₁ X¹ A - T1-C & k 4> My Directory Listing(Ø 🖭 🖽 Insert Image (Ctrl+P) My Subscriptions **Events** Member Directory **Location Name** þ Address 1 Address 2 ■ Blog Posts

State/Province

Postal Code



Coupons

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. My Subscriptions Location Name **E**vents þ Address 1 A Member Directory Resources Address 2 News City State/Province Postal Code -- Select a State/Provi þ Blog Posts Country Coupons United States Jobs Active Date Start at End at All day 9/10/2025 5:00 PM Ħ 9/10/2025 8:00 AM 9/10/2025

Calendar

Event Calendar, 🔻

Hours

Category

None Selected ▼