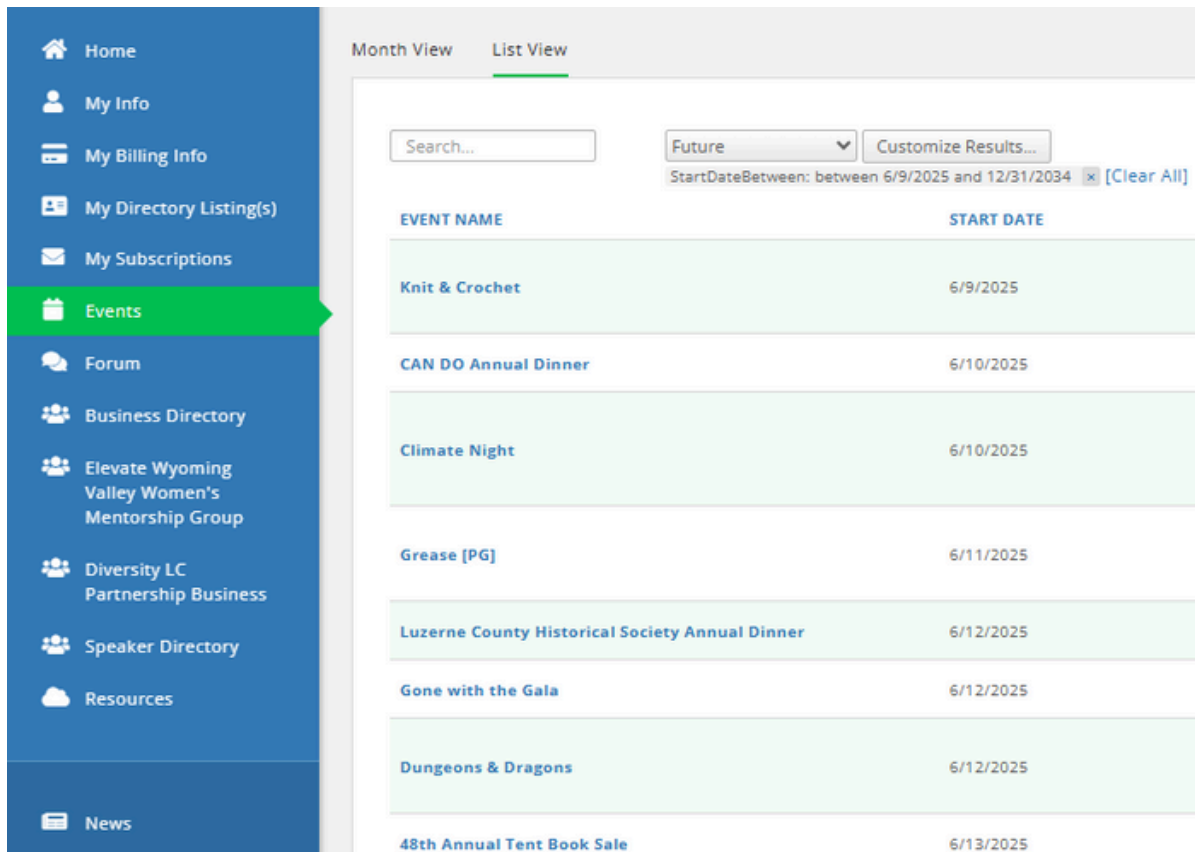


# How to Add an Event to the Community Calendar in the Membership Hub

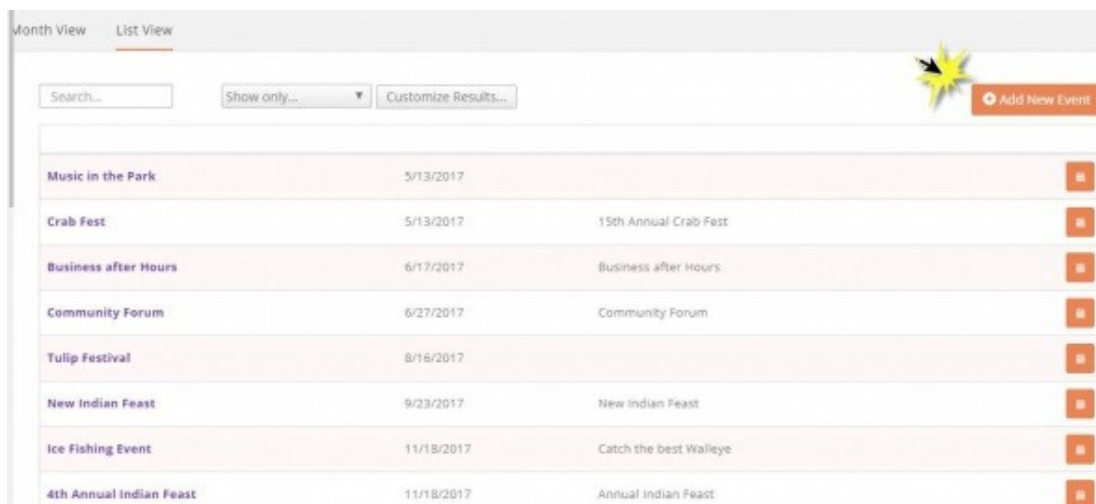
1.) Click “Events” in the left-hand navigation panel.



The screenshot shows the Membership Hub interface. On the left is a blue navigation panel with the following items: Home, My Info, My Billing Info, My Directory Listing(s), My Subscriptions, **Events** (highlighted with a green arrow), Forum, Business Directory, Elevate Wyoming Valley Women's Mentorship Group, Diversity LC Partnership Business, Speaker Directory, Resources, and News. The main content area is titled 'Month View' and 'List View' (selected). It features a search bar, a dropdown menu set to 'Future', and a 'Customize Results...' button. Below these is a table of events:

EVENT NAME	START DATE
Knit & Crochet	6/9/2025
CAN DO Annual Dinner	6/10/2025
Climate Night	6/10/2025
Grease [PG]	6/11/2025
Luzerne County Historical Society Annual Dinner	6/12/2025
Gone with the Gala	6/12/2025
Dungeons & Dragons	6/12/2025
48th Annual Tent Book Sale	6/13/2025

2.) Click the “Add New Event” button.



The screenshot shows the same Membership Hub interface as the previous one, but with a yellow starburst icon highlighting the 'Add New Event' button in the top right corner of the main content area. The button is orange with a white plus sign and the text 'Add New Event'. The table of events is still visible below it.

### 3.) Configure the following:

- **Name** - Enter a name for the event. This is the name that will display on your website.
- **Contact** - Enter the contact person for the event.
- **Description** - Provide a description of the event. This description will be displayed on your website.
- **Location** - Enter location information. This information will be displayed on your website.
- **Publish Date** - Enter the date that you wish to begin displaying this event on your website.
- **Start At/End At** - This is the start time and end time of the event.
- **Time/Hours Details** - This section allows you to enter descriptive information about the time/hours of the event (such as when registration opens, when dinner starts, when auction starts, etc.).
- **Organization** - The name of your chamber/association will be automatically populated. You may change this to associate this event to a different organization.
- **Email Address**- Email address you want displayed on the event page
- **Phone**- Phone number you want displayed on the event page
- **Additional Contact Details** - This text box allows you to enter further contact information, i.e. name, phone number, email, etc.
- **Category** - To assist you in filtering, sorting and/or report on this event, you may select a category from the drop-down list. This is optional.
- **Calendar** - Select the calendar(s) on which you want to display this event. The event may be displayed on multiple calendars.

Add New Event

Name

Contact

Allison Wilson

Organization

Aloha Floral

Email Address

allison@mailinator.com

Phone

-- Select a Phone --

Event Contact Details

Description

Location Name

Address 1

Address 2

**3.) Click “Done” to save the new event.**

**4.) The event will display in the window and the member can then add/upload an event image if desired.**