

Submitting Member Events for the Port Orchard Chamber of Commerce Calendar of Events.

Providing information to the Port Orchard Chamber of Commerce for inclusion on the Chamber Event Calendar.

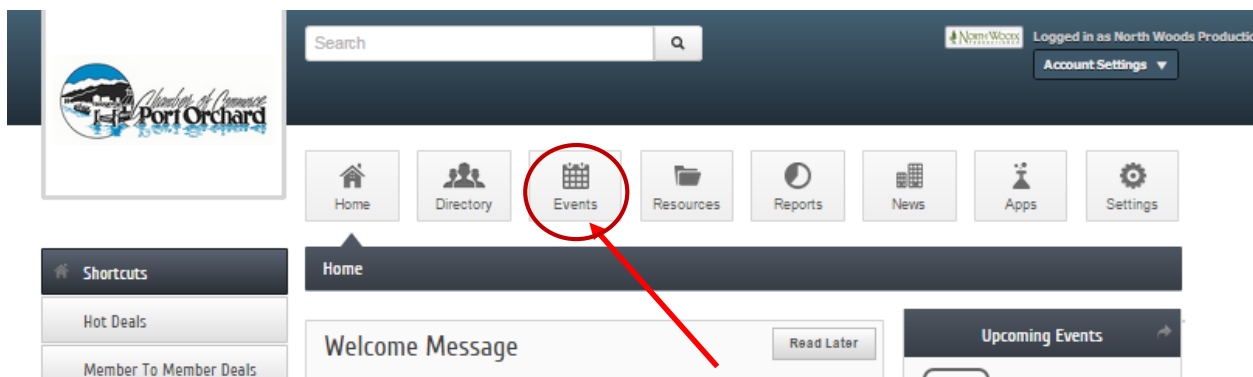
Business members and community event members can include information on our Calendar of events at no charge, subject to Chamber approval.

We typically allow events that encourage community and promote local businesses. We don't usually allow business member events such as special sales or predominately commercial events. The events listed on the calendar must have social/community value.

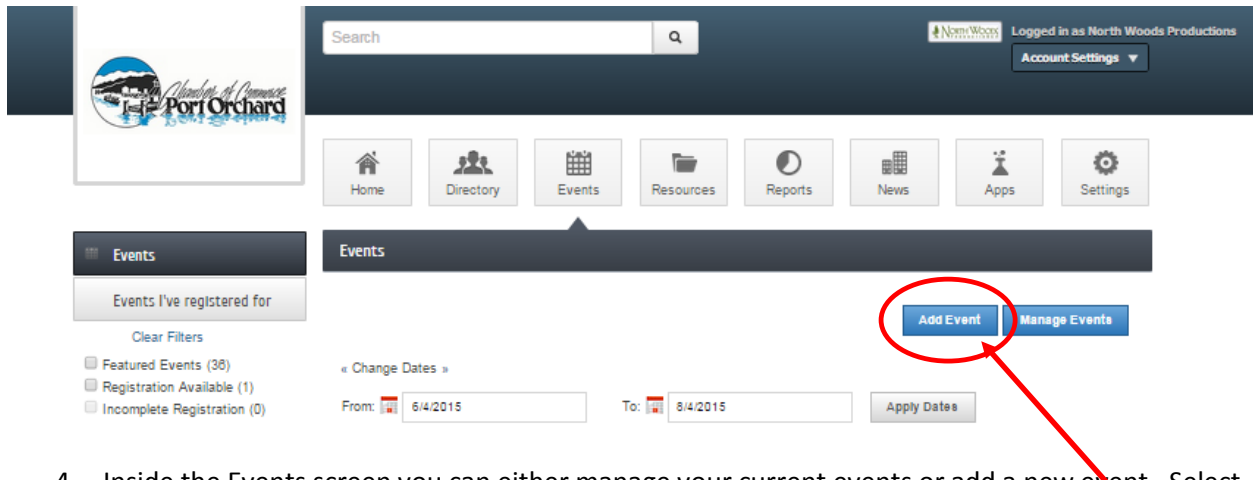
1. To enter the details of an upcoming event for consideration on the Chamber of Commerce Events Calendar log into the Member Information Center from the Chamber website at www.portorchard.com.



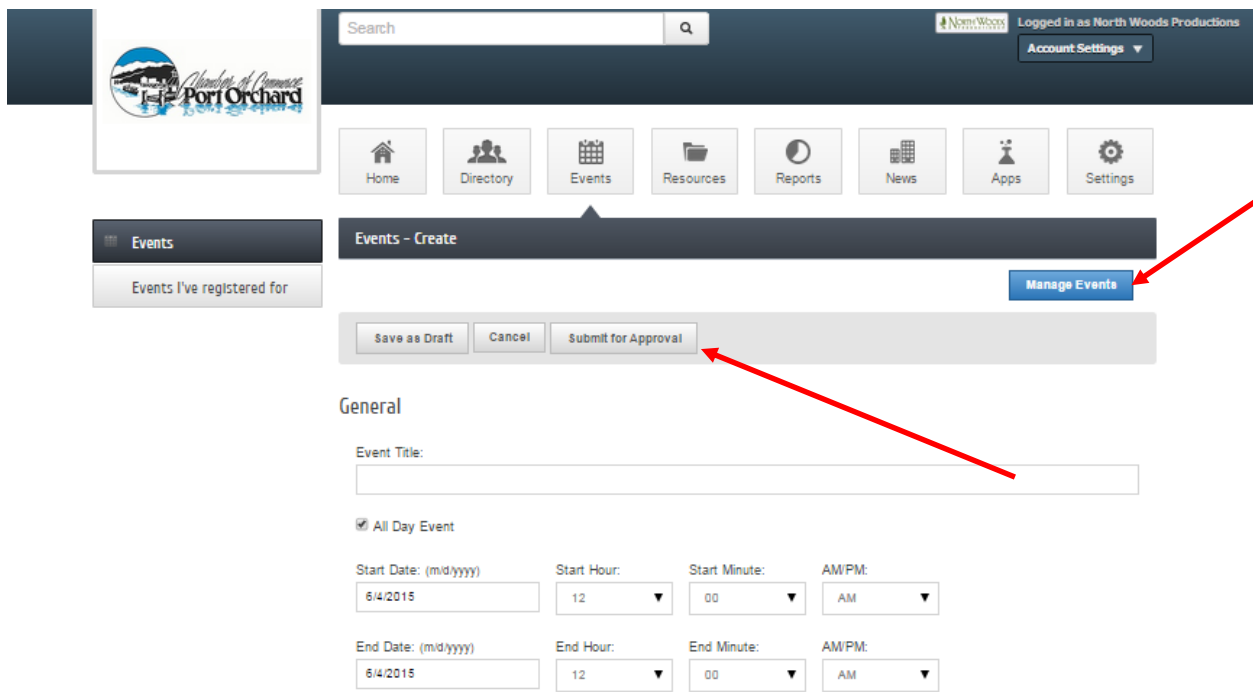
2. The password and user id are the same ones you use to register for luncheons and edit your profile.



3. Once inside the Member Information center select the "Events" button from the menu row.



4. Inside the Events screen you can either manage your current events or add a new event. Select “Add Event”



5. A new window will open that lets you add the details of your event including location, time, description, photos or video. Once you have completed filling in your information you can either “Save as Draft” or “Submit for Approval”
6. Once you “Submit for Approval”, event will be sent to the Chamber for review and publishing.
7. If after you have submitted for approval you need to go back and edit the details, you can do that by selecting the “Manage Events” button.

That is all there is to getting your events listed on the Port Orchard Chamber of Commerce Events Calendar!