

NORTH EAST CHAMBER OF COMMERCE EVENT SUBMISSION



SUBMIT AN EVENT

- 1) Members can submit events on the website through the **Events** page after [registering](#) and [logging into](#) the website. Make sure to log in to your account, then navigate to the following page: www.northeastchamber.com/submit-an-event
- 2) Visiting the Submit an Event page, you will have the following information to enter:
 - Title:** The name of your event
 - Add Media:** Upload images about the event.
 - Event Link:** Website Link to your event.
 - Event Cost:** The cost of attending the event.
 - Featured Image:** Main image that advertises the event.
 - More Info:** Additional information that will appear on the event page.
 - Paragraph:** Full details and information about your event.
 - Date & Time:** Information about the start/end dates of the event.
 - Repeating:** Allows the event to repeat multiple days, weeks, etc.
 - Event Main Location:** Location details (name, address, phone, website).
 - Event Organizer:** The company, nonprofit, or group hosting the event.

Picture: Event Submission Login

- 3) Once the details are filled out, hit the Submit Event button to send it over to admin to review.
- 4) To review your current **Event Submissions**, you can visit the following page: www.northeastchamber.com/my-event-submissions.