

# Add an Event via the Info Hub

1. Click **Events** in the left-hand navigation panel.
2. Click the **Add New Event** button.

The image shows two screenshots from a web application. The left screenshot displays a list of events in a table with columns for Name, Date, and a status icon. A yellow star icon is highlighted in the top right corner, and a red arrow points to an 'Add New Event' button. The right screenshot shows the 'Add New Event' form with the following fields: Name (text input), Contact (Name and Organization dropdowns), Description (text area), Location (text input), and Address (text input).

**Name** - Enter a name for the event that will display on the website.

**Contact** - Enter the contact person for the event.

**Description** - Provide a description of the event that will be displayed on the website.

**Location** - Enter location information that will be displayed on the website.

**Publish Date** - Enter the date that you wish to begin displaying this event on the website.

**Start At/End At** - This is the start time and end time of the event.

**Time/Hours Details** - Enter descriptive information about the time/hours of the event (such as when registration opens, when dinner starts, etc.).

**Organization** - You may change this to your 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** - Allows you to enter further contact information.

**Calendar** - Select Main Calendar.

Click **Done** to save the new event.

The event will display in the window. You can then add/upload an image if desired.

The image shows a screenshot of an event page titled 'Game Night!'. The page layout includes a header with 'Work View' and 'Log Out', a main content area with 'DESCRIPTION', 'DATES' (from 11:00 AM to 11:00 PM), 'LOCATION' (Grand Square), and 'CONTACT INFORMATION' (Alexander Nelson, with a 'CONTACT' button). A red callout box with the text 'Click here to add an image to your event' points to a small image icon in the top left corner of the event details.

The event will be **Submitted for Approval** by Chamber staff.