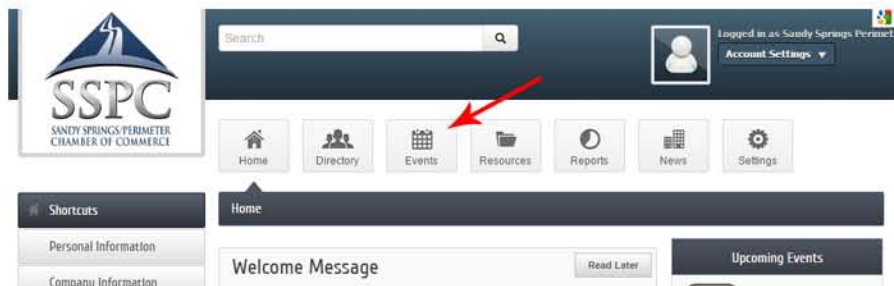




How to Add an Event to chambermaster

Add your events to our online event calendar displayed with quick links; use these links to share in your social media, text to mobile devices, add to calendar, or email to others. Events will appear on both ChamberMaster and SSPC website calendar, and will be pushed automatically to SSPC's Twitter account.

1. **Login** to your ChamberMaster profile.
2. Once logged in, select **Events** on the top main menu (3rd tab from left)



3. Next, select **Add Event** in the top right corner.



4. Once directed to the Events - Create Page input all event information (Date, Description, Pictures, Video, Google Map, etc.)
5. Once you have completed all event information, select **Submit for Approval**.

6. Once approved, your event page will appear on the SSPC website on our Calendar.

*Please allow 1-3 business days for event submission and approval.
Contact kathryn@sandysprings.org with any questions*