Great News! Members can now add events to our Community Calendar!

We are excited to announce a new feature on our website. Chamber Members can now add events to our calendar.

This is a great way to ensure your event listing contains all the pertinent information to help draw larger crowds and it helps us reach our goal: to be the *"Go To Resource*" for Community Events in Davie County. We need your help to keep our calendar as up-to-date as possible. It's simple to do and will ensure your event is listed quickly on our website.

Follow these simple directions below to begin adding your events to the Davie Chamber website.

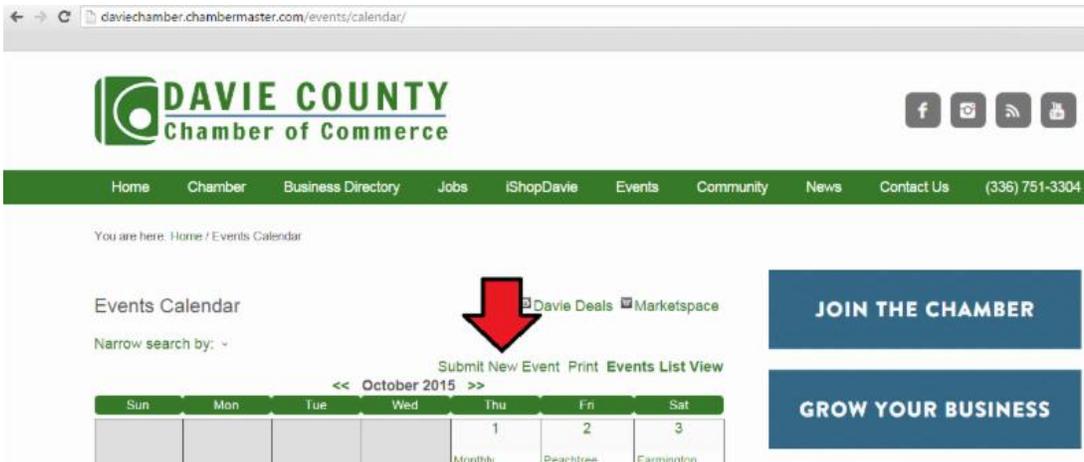## Step One: Go to the www.daviechamber.com and hover over the "Events" tab

Step Two: Click on the "Events Calendar" section.
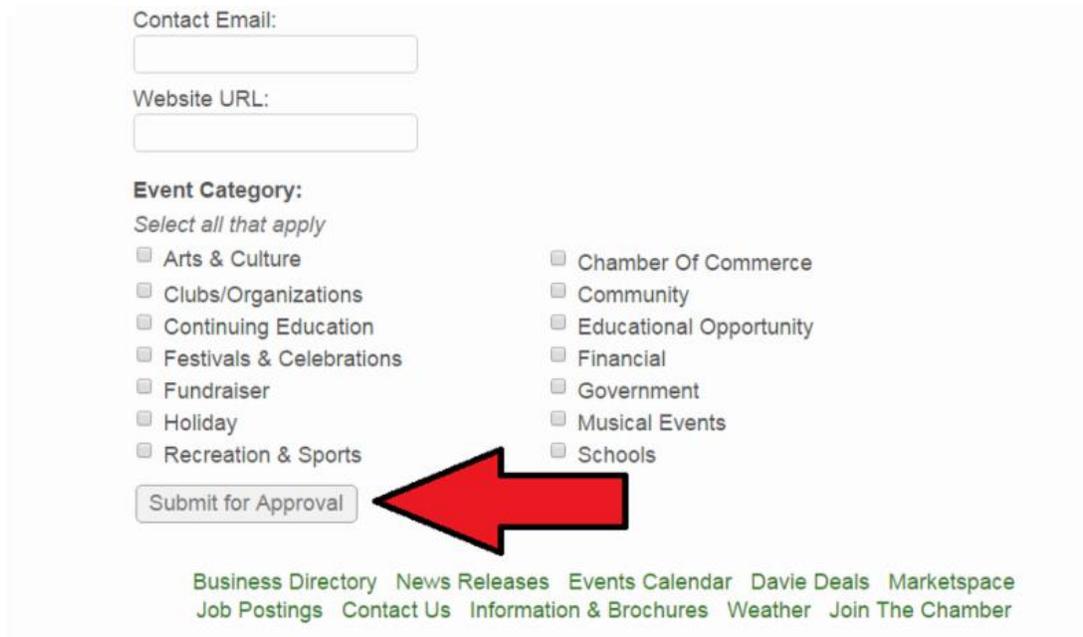
Step Three: Click on the "Submit New Event" button

Step Four: Begin entering the details of your event.

Remember - this is your opportunity to really MARKET your event so please be as specific as possible and try to fill all fields.
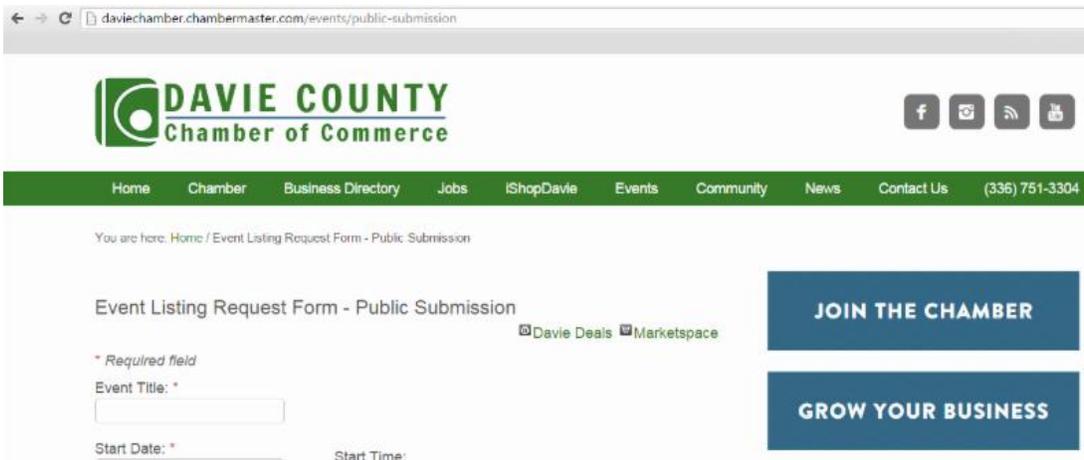
<u>**Step Five: When you are finished click the "Submit for Approval" button.**</u>

We will do a quick review of the event listing and APPROVE your event and then it will appear on the Davie Chamber website.

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FAQ'S

1. **Don't see your event on the calendar?**

Your event is most likely in the "waiting for approval" stage. After the Chamber reviews and approves the event, the event will be listed on the website.

2. **Made a typo or error or need to make a change?**

We review the content before we approve an event and will correct typos, etc. If you have a change to your event (date change/cancellation) please call us as soon as possible (751-3304) so we can make the necessary changes for you.