



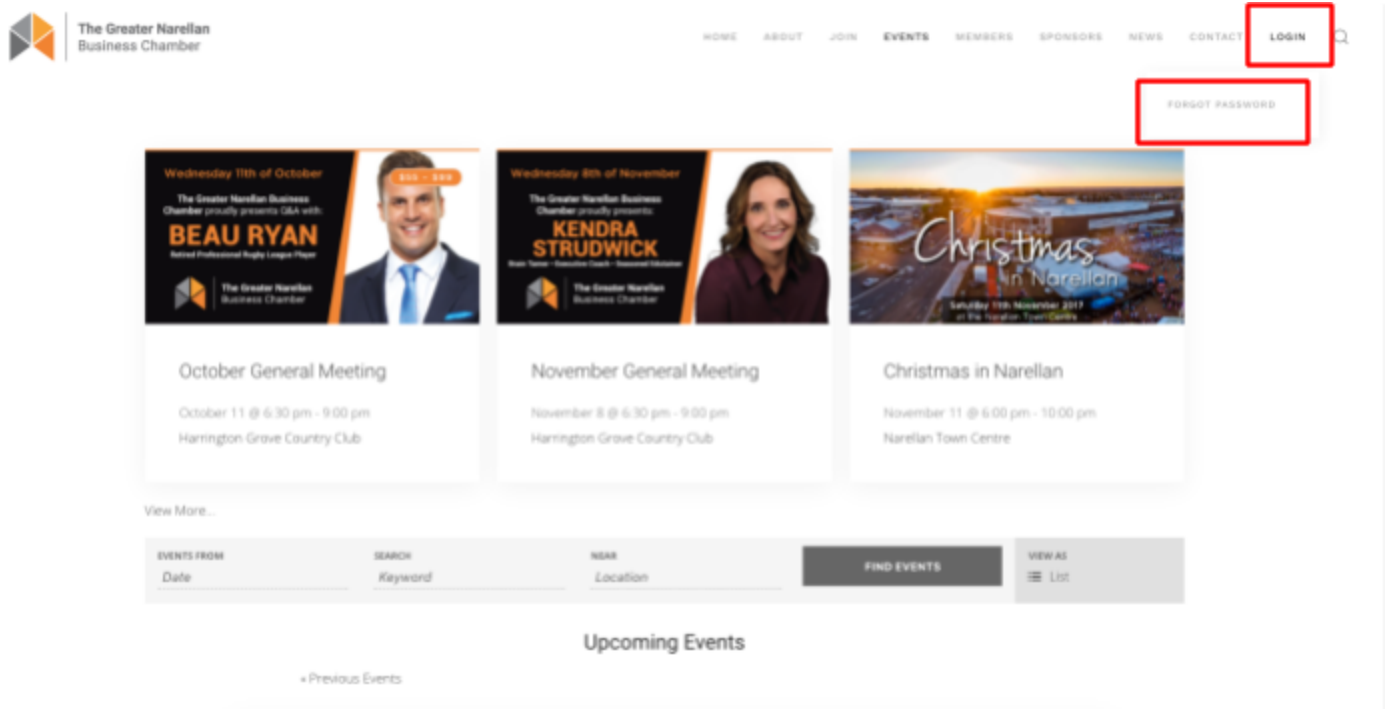
The Greater Narellan
Business Chamber

The Greater Narellan Business Chamber

Adding an Event

STEP 1: Login to the website

To add your event to the Greater Narellan Business Chamber Website, first you will need to login. If you're yet to login simply do a password reset to receive a new password to login to the site.



The screenshot shows the homepage of the Greater Narellan Business Chamber. The navigation menu includes HOME, ABOUT, JOIN, EVENTS, MEMBERS, SPONSORS, NEWS, CONTACT, and LOGIN. The LOGIN link is highlighted with a red box. Below the navigation menu, there are three event cards: "October General Meeting" featuring Beau Ryan, "November General Meeting" featuring Kendra Strudwick, and "Christmas in Narellan". A "FORGOT PASSWORD" link is also highlighted with a red box. At the bottom, there is a search bar and a "FIND EVENTS" button.

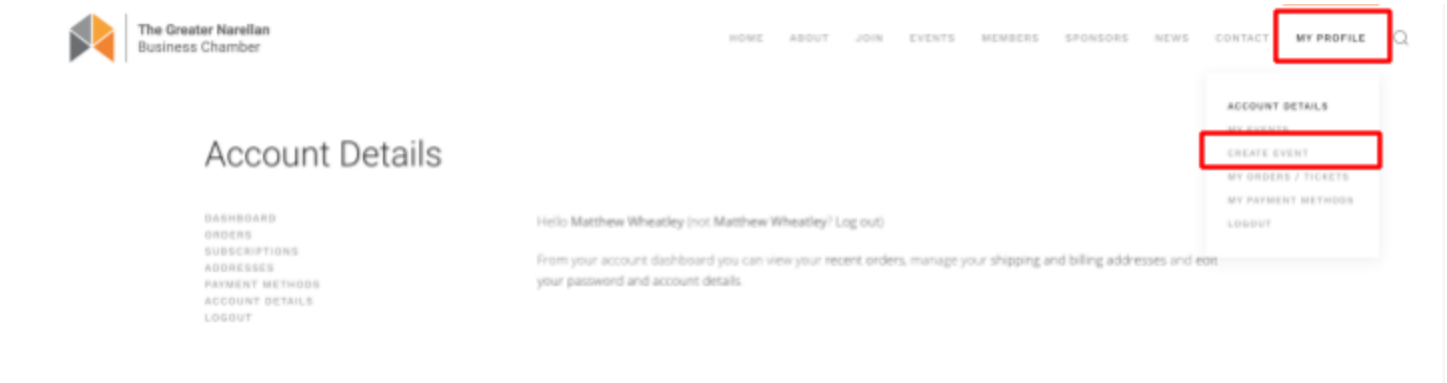
Or, you can go straight to the login page via this link: <http://www.narellanchamber.com.au/my-account>



The screenshot shows the "Account Details" page. The login form is highlighted with a red box. It includes fields for "Username or email address" and "Password", a "LOGIN" button, and a "Remember me" checkbox. A link for "Lost your password?" is also visible. An arrow points from the "Lost your password?" link to the text: "If you ever forget your password, simply reset it here."

STEP 2: Create Your Event

Once you have logged in to the site you will find yourself on your Account Overview. Hover over the “My Profile” Menu item and you will see a few options. Click on the “Create Event” Sub Menu Item.



STEP 3: Edit your event:

To edit your event fill out the fields you require for your event. Only the title and description are required, but its a good idea to give as much information for your event as you can.

Fields include:

- Event Title
- Event Description
- Event Time and Date
- Event Image
- Event Categories
- Venue Details
- Organiser Details
- Event Website (this could even be a facebook page if no website is set up)
- Event Cost

Once you have filled out the fields click on the submit event button.

Please note that the Narellan Chamber website will not handle any RSVPs or ticket purchasing for your event. It is simply another space to promote your event and encourage people that visit the site to attend.

Add New Event VIEW YOUR SUBMITTED EVENTS

EVENT TITLE:

EVENT DESCRIPTION:

EVENT TIME & DATE

Start/End: to
 All Day Event

EVENT IMAGE

Selected: [Remove image](#)

EVENT CATEGORIES

VENUE DETAILS

Venue:

ORGANIZER DETAILS

Organizer: [ADD ANOTHER ORGANIZER](#)

EVENT WEBSITE

External Link:

EVENT COST

Cost:
Leave blank to FISH the field. Enter a 0 for events that are free.

[SUBMIT EVENT](#)

Add New Event

VIEW YOUR SUBMITTED EVENTS

Event submitted.(Edit)

Submit another event

Step 4: Approval

Once your event is submitted it will go to the Chamber Executive for approval. Once approved it will show up on the event list in the Chamber website.

October 11 @ 6:30 pm - 9:00 pm
Harrington Grove Country Club

November 8 @ 6:30 pm - 9:00 pm
Harrington Grove Country Club

November 11 @ 6:00 pm - 10:00 pm
Narellan Town Centre

View More...

EVENTS FROM

Date

SEARCH

Keyword

NEAR

Location

FIND EVENTS

VIEW AS

List

Upcoming Events

« Previous Events

Next Events »

OCTOBER 2017

Charity Ball

October 6 @ 6:30 pm - 11:00 pm

Club Menangle, Racecourse Avenue
Menangle Park, NSW 2563 Australia + Google Map

\$100



Hosting a Charity Ball

Find out more »

Charity Ball



PDF Button

Hosting a Charity Ball

+ GOOGLE CALENDAR + ICAL EXPORT

« Workplace Update Seminar – Macarthur

Details

Date:
[October 6](#)
Time:
6:30 pm - 11:00 pm
Cost:
\$100
Website:
<http://www.thisisourcharityeventsurl.com...>

Venue

Club Menangle
Racecourse Avenue
Menangle Park, NSW 2563 Australia

Phone:
(02) 4645 2200

Website:
<http://clubmenangle.com.au/>



October General Meeting »