

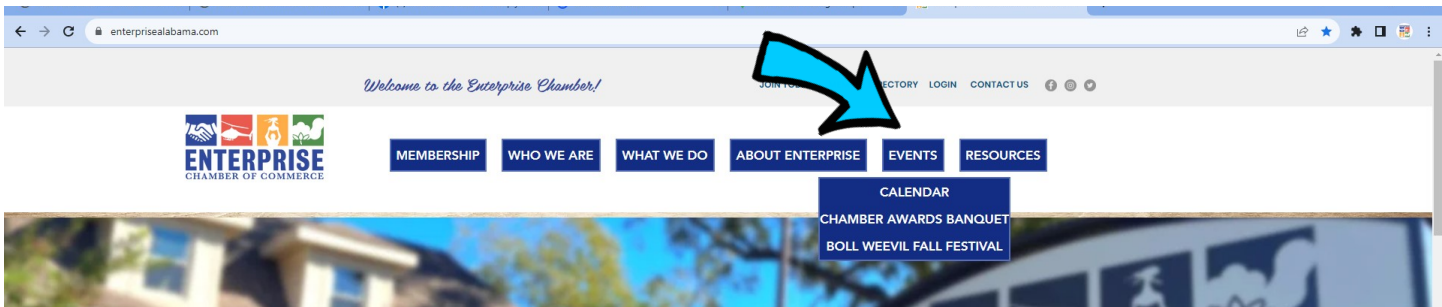
HOW TO ADD MEMBER EVENTS TO ONLINE CHAMBER CALENDAR

Step 1: Go to Chamber website at www.EnterpriseAlabama.com

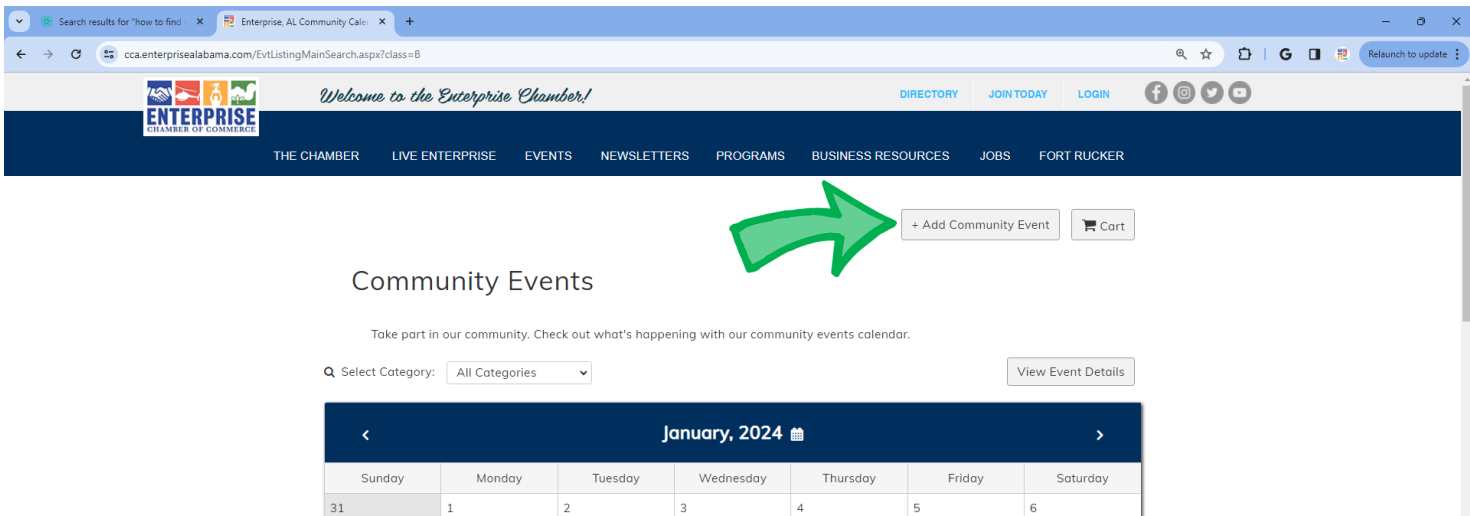


Step 2: Hover over EVENTS tab on main navigation menu

Step 3: Select CALENDAR from the drop down menu



Step 4: CLICK on the "ADD COMMUNITY EVENT" button



Step 5: Add event details in the boxes below

Community Event Submission

Please fill out the following information for your promotion. If you have any questions, please contact the Enterprise Chamber

(*) Denotes Required Fields

Event Name:

Category:

From:

Thru:

Where:

Step 6: Submit. Please allow 1-2 business days for approval.

Your event submission has been received, and is awaiting approval. Upon approval your event will be displayed as shown below in our online calendar. Please contact us with any questions or concerns.

Friday, January 26, 2024 Presentation

How to Add Events to Calendar 101

[Brief demonstration on how to add member hosted events to the Chamber's online community calendar.](#)

When: Friday, January 26, 2024 8:00 AM thru 08:30 AM

Where: Enterprise Chamber of Commerce, 553 Glover Ave, Enterprise, AL 36330

For More Info: Erin Grantham
3343470581
chamber@enterprisealabama.com

[Add to calendar](#)

Step 7. Check calendar for event. Contact the Chamber if it does not appear or if you need additional assistance.

For Additional Information Contact the Enterprise Chamber of Commerce
Call: (334) 347-0581
Email to: info@enterprisealabama.com

14	15	16	17	18	19	20
MLK Annual Memorial March 2:00 PM	Martin Luther King Jr. Day 12:00 AM Chamber Office Closed 12:00 AM	Enterprise City Council Work Session 5:00 PM Enterprise City Council Meeting 6:00 PM		Enterprise City Council Work Session 9:00 AM Business After Hours 5:30 PM	Senior Fishing Day (Ages 55+) 8:00 AM	Public Fishing Day 8:00 AM Skid Steer Training 8:00 AM
21	22	23	24	25	26	27
Skid Steer Training 8:00 AM	Coffee County Commission Meeting 9:00 AM Board of Directors Meeting with Community Partners 11:30 AM Coffee	Ribbon Cutting: Coffee Corner 10:00 AM	Military Affairs Committee Meeting 8:00 AM AUSA General Membership Luncheon 11:30 AM	Meeting 6:00 PM Office to the Homeless 10:30 AM Ribbon Cutting: Simplicity Spa Life 10:30 AM	How to Add Events to Calendar 101 8:00 AM Fort Novosel Newcomers Welcome 9:00 AM Mardi Gras on Main 5:00 PM	Rawls/Paws Ball 7:00 PM

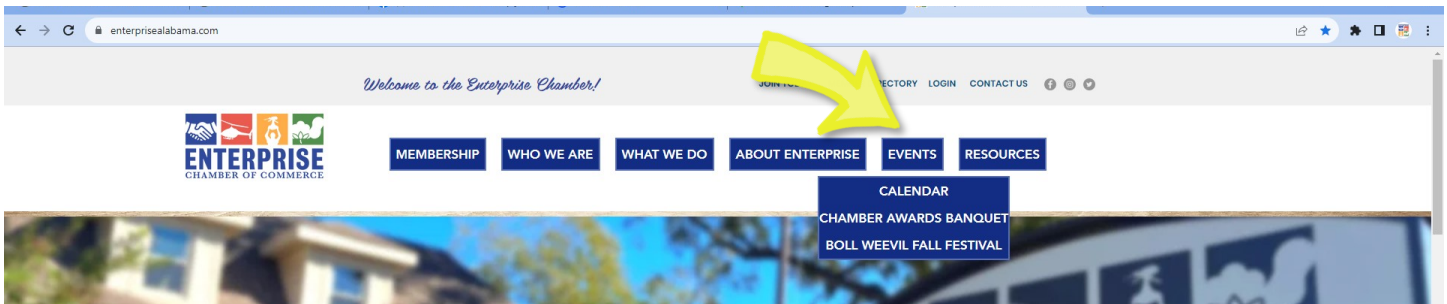
HOW TO ADD EVENTS TO YOUR CALENDAR

Step 1: Go to Chamber website at www.EnterpriseAlabama.com



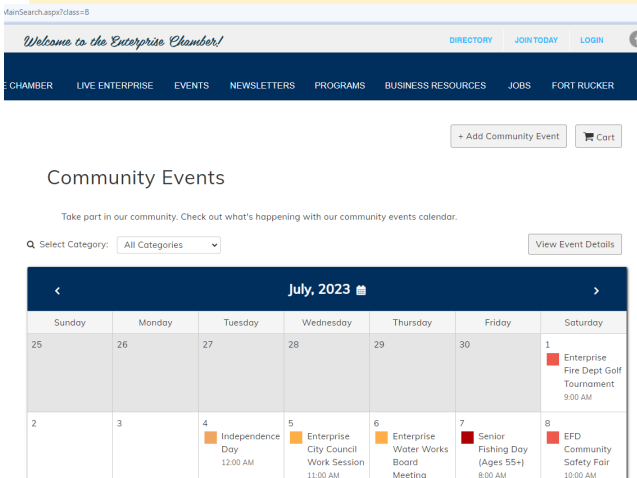
Step 2: Hover over EVENTS tab on main navigation menu

Step 3: Select CALENDAR from the drop down menu



Step 4: Find specific events on Chamber Calendar

Step 5: Click on the event(s) that you want to add to your calendar.



Step 6: Click the "ADD TO CALENDAR" option



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