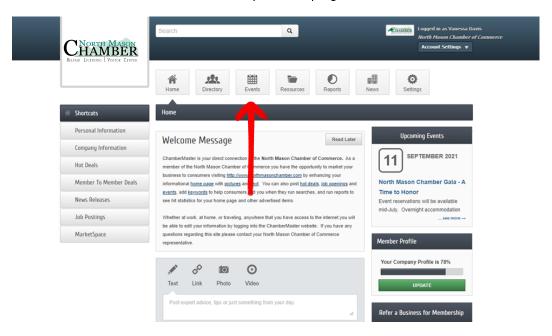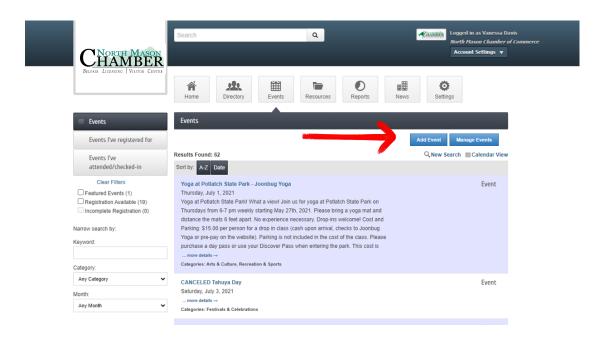# Creating A New Event Listing

Sign into your account at http://members.northmasonchamber.com/login/. If you do not have an account associated with your Chamber membership, contact Vanessa to get set up: vanessa@northmasonchamber.com or (360) 275.4267
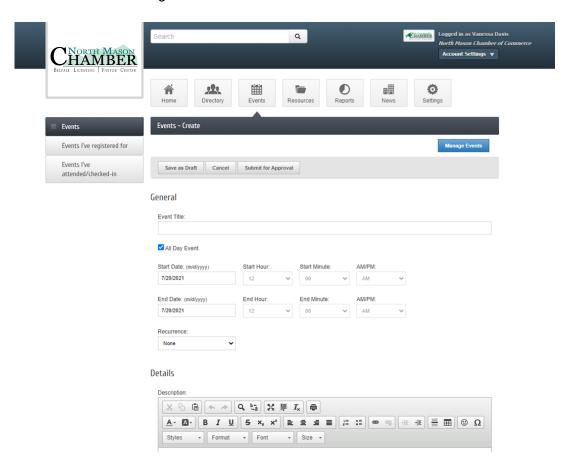
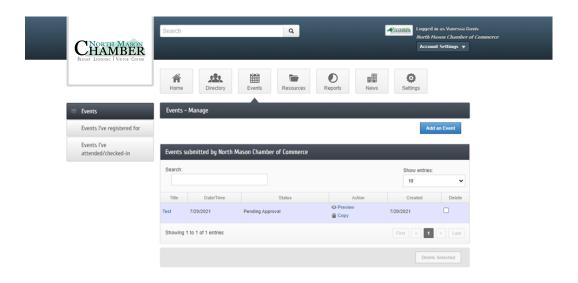Once signed in, click the **Events** button at the top of the page.

Here, you can also view Community posted events. Click the **Add Event** button.

Enter your Event details. We recommend adding a header or main event image to your event, even if it's just your company logo. If you choose not to upload an image, the posting will be published to our social media pages with the Chamber logo.

Once you've added the Event details, click the **Submit for Approval** button. Your Event will appear as Pending Approval until it is approved and goes live. Once approved, your Event Posting will be live on our website until the event and posted on our Facebook page.

If you run into any troubles, or have any questions, please contact the Chamber.
(360) 275.4267 or vanessa@northmasonchamber.com.