

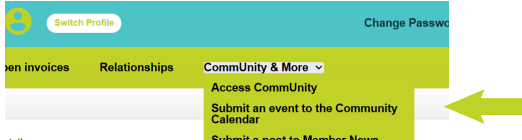
How to use: Community Events Calendar

A step-by-step guide on how to share your event



3 EASY STEPS!

1. Sign in at seattlechamber.com - click MEMBER LOGIN at the top right corner
(If you don't know your password, enter your email, check FORGOT MY PASSWORD, then click LOGIN)
2. Under COMMUNITY & MORE, click SUBMIT AN EVENT TO THE COMMUNITY CALENDAR.



3. Fill out the form:

We welcome your company submissions regarding:

- Business resources and information
- Business related gatherings, such as awards ceremonies, annual galas, and grand opening ceremonies
- Networking
- Professional development

RULES FOR POSTING

- Your membership must be in good standing to submit a community calendar event
- Maximum one submission per week
- Seattle Metro Chamber reserves the right to not approve any post for any reason
- Submitted posts require review and will be approved within 1 to 2 business days

If the submission does not meet the criteria above, the event will not be approved.

Once your event post has been approved, it will appear at on our [Seattle Metro Chamber calendar!](#)

**Each post must be approved by a member of the Chamber team. Please allow 1-2 business days from submittal to posting. If you have any questions, please contact membership@seattlechamber.com for more information.*