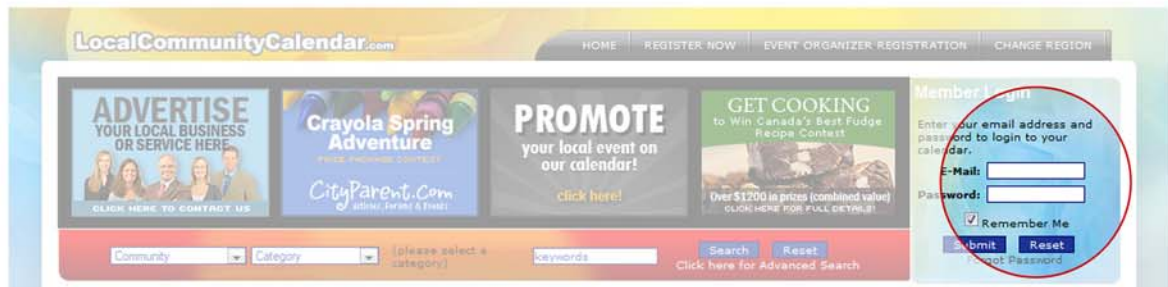


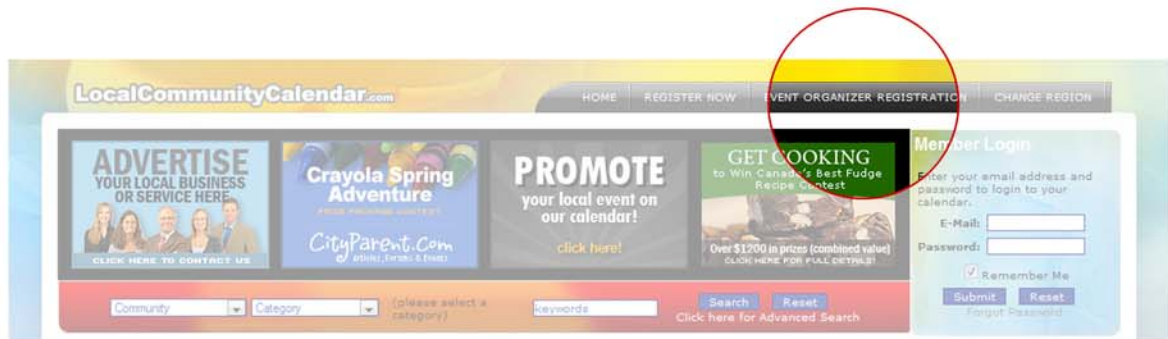
Eight easy steps to post your event on LocalCommunityCalendar.com

Step 1. Go to LocalCommunityCalendar.com

Step 2. If you already have a username and password, log in using the white **Member Login** tab near the top-right of the page. Then click on the white **Calendar** tab to take you to the calendar. Go to Step 4.



Step 3. If this is your first time, click on the white **Event Organizer Registration** tab and register. Once registered, click on the blue **Month View** tab to take you to the calendar



Step 4. At the top of page, click on the white **Add Event** tab and fill in the fields. When selecting **Event Type** and **Category**, be sure they match. When selecting a subcategory, be sure to highlight your choice in **Available Categories** box and then click **Add**.

Add/Edit Event

Event Information

Event Name

Event Headline

Municipality **Community**

Event Type

Category

Available Categories

- Galas
- Networking
- Orientation
- Seminars

Selected Categories

- Breakfast Meetings

Note the max values basic 3, enhanced 6, premium 10.

Description

(max 69/800 characters)

Price Free Price

Audience

- Adult
- All Ages
- Children

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