

### **Directions for Adding an Event to the Hampton Roads Regional Calendar**

1. Find the Hampton Roads Regional Calendar on the Hampton Roads Chamber website header
2. Open the calendar
3. Create a personal (free) login for Timely when prompted to do so
4. Click Add Event in the left hand corner
  - a. You must add:
    - i. Event Name
    - ii. Date
    - iii. Time
    - iv. Website Link
    - v. Image
    - vi. Event Description
5. Click submit to submit the event for approval
  - a. Events will be approved within 24 hours of submittal
6. Repeat this process to add as many events as you need to

For any issues with submitting an event, please email Lauren Roberts Carter at [lroberts@hrchamber.com](mailto:lroberts@hrchamber.com)