Step #1
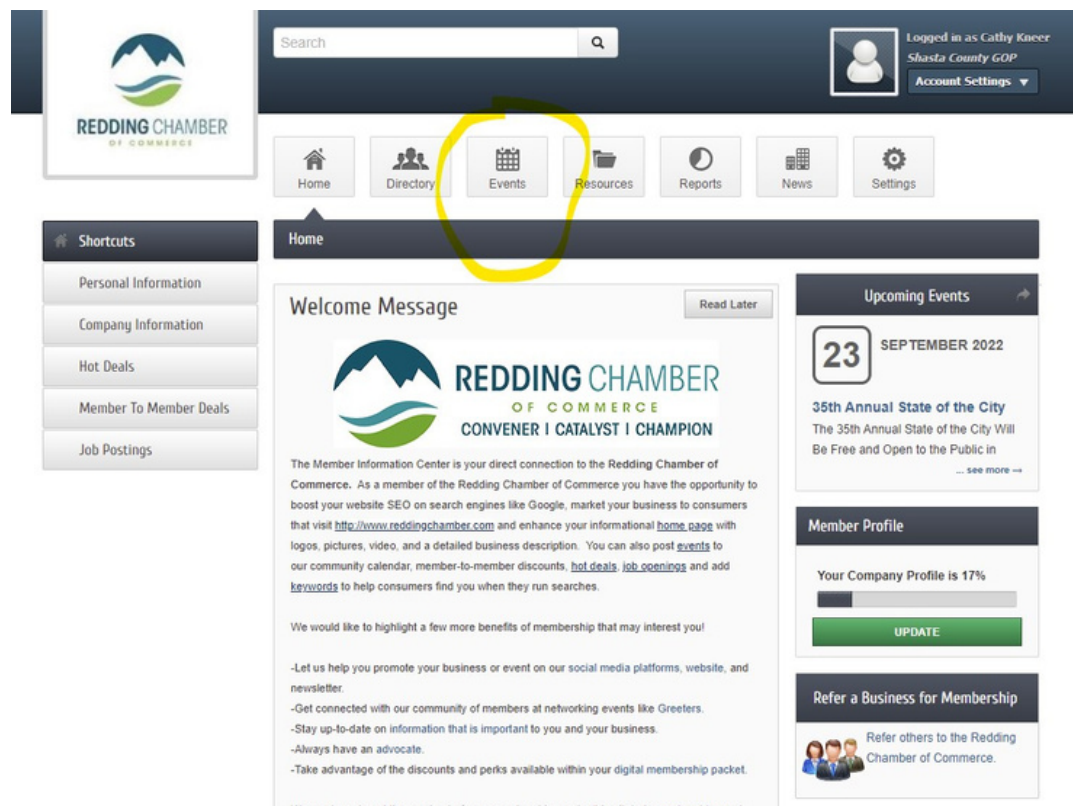www.reddingchamber.com
Click "Member Login"

Step #2
After entering credentials,
Click "Events"

Step #3
Click "Add Event"
Enter information
Click submit!