



MORRIS COUNTY  
CHAMBER OF COMMERCE

*We Help Businesses Grow*

## How to Submit an Event to the Member Event Calendar



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Your Success is Our Mission

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[Member LOGIN](#)

First you have to log into the member portal. On [morrishamber.org](http://morrishamber.org), select 'Member Login.'



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# Members Only

[Home](#)

**Username**

**Password**

LOGIN

[Forgot your username or password? Click here](#)

Enter your username and password. If you are having issues with logging in, please see the 'How to Log into the Member Portal' guide.



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# Member Portal Home

Home

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Member Portal Home

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Media Update

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Submit an Event

When you log in, you are brought to the Member Portal Home.

Select "Submit an Event."



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You are then brought to the Submit an Event form.

Your name

Your Phone Number

Your Email

Event Name

Event Type (choose from list)

Event Start Date (MM/DD/YYYY)

Event End Date (MM/DD/YYYY) (Should be same as event start date unless multiple day event)

Event Start Time  
 :  :

Event End Time (not required, leave blank if unknown)  
 :  :

Fill out all required information for your event – phone number, email, event name, event type, event start and end date, event start and end time, location, and any special registration URLs to direct attendees to.



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If this is a virtual event with no physical address, enter your office's address and under location/directions mention that this is a virtual event.

You may either include the virtual meeting link in the directions, or direct attendees to the special registration URL where they will receive the virtual meeting link.

Location/Directions	
Please use this zoom link for this event: <a href="https://zoom.us/j/123456789">zoom.us/j/123456789</a>	
Physical address where the event will take place. (No PO Boxes)	
zoom	
City	
Florham Park	
State	
NJ	
Zip	
07932	
Phone number for questions about the event. (displayed publicly)	
9735393882	

Once you are finished, hit 'Submit Event' on the bottom of the page.



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If your submission was successful, you will get the message “Thank you for your event submission.”

## Submit an Event

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Thank you for your event submission.

SUBMIT ANOTHER EVENT