1. https://www.enjoybrookfield.com/community-calendar
2. Scroll to calendar and at the top right of the blue banner on the calendar is a "+" sign
3. Click on +
4. The Add Event form will pop up
5. Fill out
   a. Event Title
   b. Date
   c. Time
   d. Upload the event image or business logo
   e. Location
   f. Description including ticket info, rsvp links etc.
   g. Choose a category
      i. Brookfield Chamber Member
      ii. Brookfield Business
   h. Venue Information
      i. Venue Name
      ii. Venue Phone
      iii. Venue email
      iv. Venue website
   i. Organizer if appropriate
      i. Name
      ii. Phone
      iii. Email
      iv. Website
   j. Click Next at the top of the "Add Event" form
   k. Personal information
      i. Please include this info so we can reach out to you with questions or needs
   l. Request will be reviewed within 24-48 hours
   m. If you have an additional image you would like to include (graphic, pdf or logo) please email ecodev@brookfieldil.gov

HOW TO POST TO ENJOY BROOKFIELD

From Phone or Tablet

1. https://www.enjoybrookfield.com/community-calendar
2. Click on the hamburger located on the left in the blue banner above the calendar
3. Scroll down to the bottom of the list and click on "Add Event"
4. Fill out event information as described above