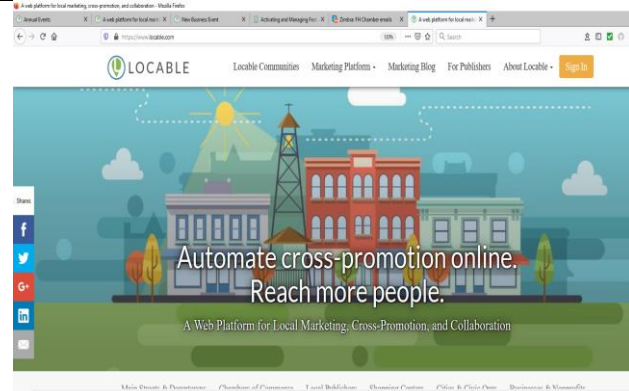


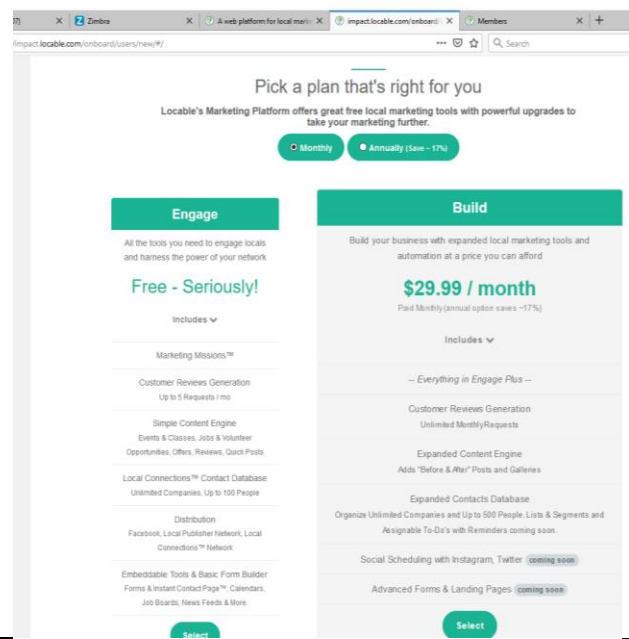


Claiming Your Business in Locable.com

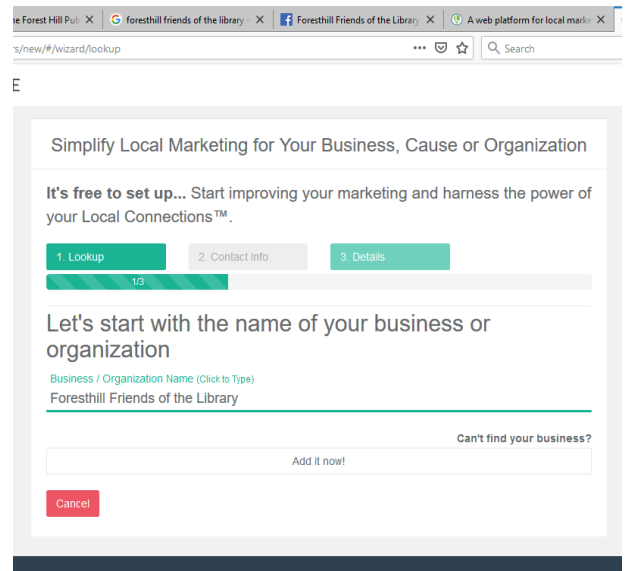
- Go to www.locable.com
- Select SignIn in the upper right
- On the bottom, select **Sign up here**
- Enter your name, email, password



- You will be prompted with two options, free or buy a website.
- Select the Free account.



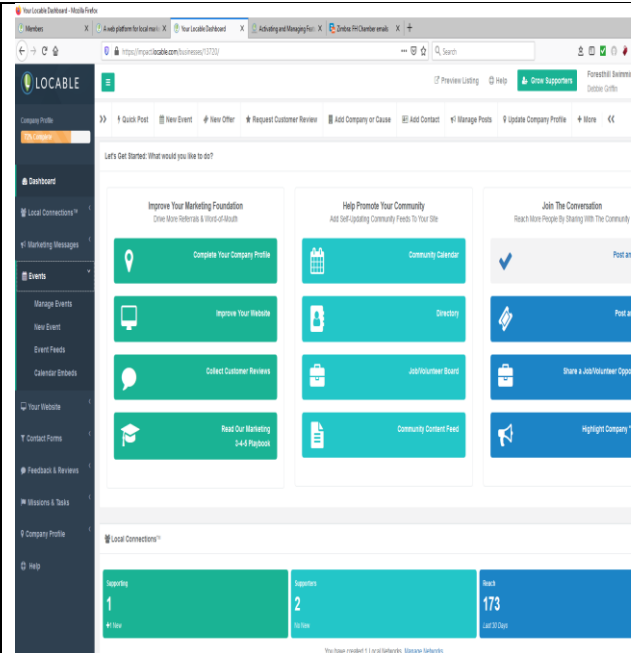
- It will prompt you to enter your business name.
- If you are a Chamber member, it should find it for you.
- Select This is it
- If not a member, you can enter your business manually.
- Confirm the business details and select a business category from the drop-down list.
- Click Next





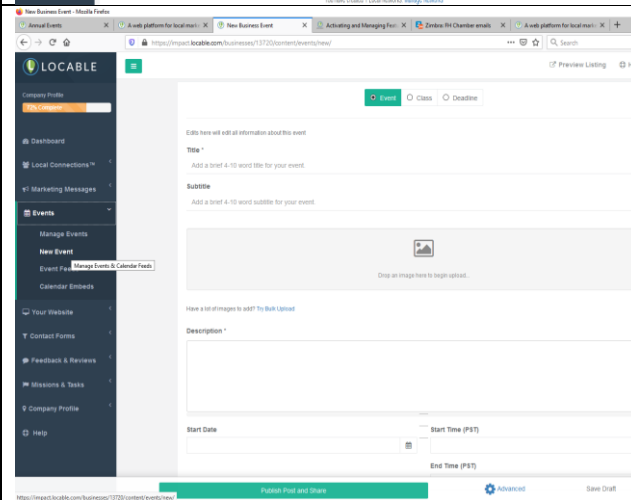
Claiming Your Business in Locable.com

- Once you have claimed your business, you will be presented with the Locable Dashboard.
- Here you can update business info, support other businesses, use marketing features and add to the events calendar.
- Because you are a Chamber member, your new event will be added automatically to the Chamber Community Events calendar.



Adding a new event.

- Click on Events, New Event.
- Complete the form with event info.
- Click Publish Post and Share.



Your event will now be visible at the Foresthill Chamber's Community Events page:

<https://www.foreshillchamber.com/annual-events/>

