

# PROMOTE YOUR EVENT

**STEP 1: Login** at  
greateriowacity.com/login

**STEP 2: Click "Events"**

The screenshot shows the member InfoHub interface. On the left, a navigation sidebar contains: Home, My Info, My Directory Listing(s), My Subscriptions, **Events** (highlighted with a green arrow), and Forum. The main content area displays a welcome message, a video titled 'The Info Hub Tour', and a list of upcoming events with 'Register' buttons. The events list includes:

- Jul 30 Diversity Market (Saturday, 1:00 PM)
- Jul 30 Darci Lynne (Saturday, 8:00 PM)
- Aug 1 Coralville Lunch Connecti... (Monday, 12:00 PM)
- Aug 4 Luxe Boutique Ribbon Cut... (Thursday, 4:00 PM)
- Aug 5 First Friday Coffee Conne... (Friday, 7:30 AM)

**STEP 3: Click "Add New Event"**

The screenshot shows the 'Events' page in 'Month View' for July 2022. A search bar is at the top. The calendar grid shows events for various dates. In the top right corner, an orange button labeled 'Add New Event' is highlighted with a green arrow.

SUN	MON	TUE	WED	THU	FRI	SAT
26	27 12p Coralville Lu	28 4p Towncrest We	29 9a Nonprofit Allia	30 4p Watts Group i	1 7:30a First Friday	2 1p Diversity Mar 9:30p Iowa City F
3	4 9:45p Coralville F	5	6	7 5p Music on the	8	9 1p Diversity Mar
10	11 12p Coralville Lu	12	13 5p Iowa City Cocl	14	15	16 1p Diversity Mar

# STEP 4: Fill in your event information. Click "Done."

Add New Event ✕

**Event Name**

**Contact**  **Organization**

**Email Address**  **Phone**

**Event Contact Details**

**Description**

**Location Name**

**Address 1**

**Address 2**

**City**  **State/Province**  **Postal Code**

**Country**

**Publish Date**  **Start at**  **End at**  **All day**

**Hours**  (optional)

**Category**  **Calendar**  (optional)

Cancel

Done



**STEP 5: Wait for your event to be approved. You will receive an email when your event has been added to our calendar.**

**STEP 6: View your event!**

Visit our website at [greateriowacity.com](http://greateriowacity.com) and click "Events."