

Adding events to Chapel Lane's Calendar

Chapel Lane uses an online calendar to track the information necessary to manage all events and activities and to ensure information is readily accessible to everyone.

If you would like to have an event added to the calendar:

1. Complete a "[Calendar Request Form](#)." Forms are available online; hard copies are available on the Calendar bulletin board.
2. Drop the completed form into the mail slot outside the church office marked "Calendar" OR mail or fax to the church office OR email a scanned copy of the form to calendar@chapellane.org.
3. Once the office administrator or volunteer assisting with the calendar has reviewed your request they will contact you if they have questions, or you'll receive, via email or phone, confirmation that the event was added to the calendar.

If you become aware of a cancellation or other change, please send an email to calendar@chapellane.org as soon as possible to ensure the website is updated in a timely fashion.

Please do not use the office@chapellane.org email for calendar issues. The calendar@chapellane.org address sends emails both to the office as well as to the calendar volunteer who backs up the office administrator when she is not available. Sending calendar items to the office@chapellane.org address may result in delays.