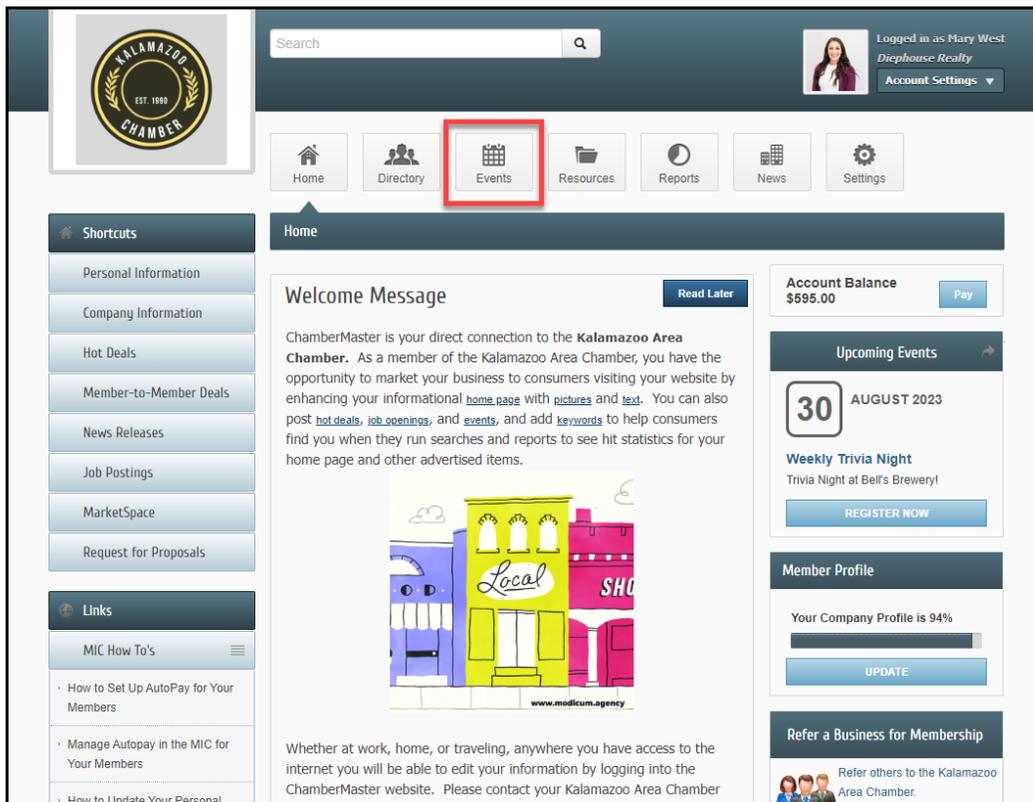


How to Post an Event

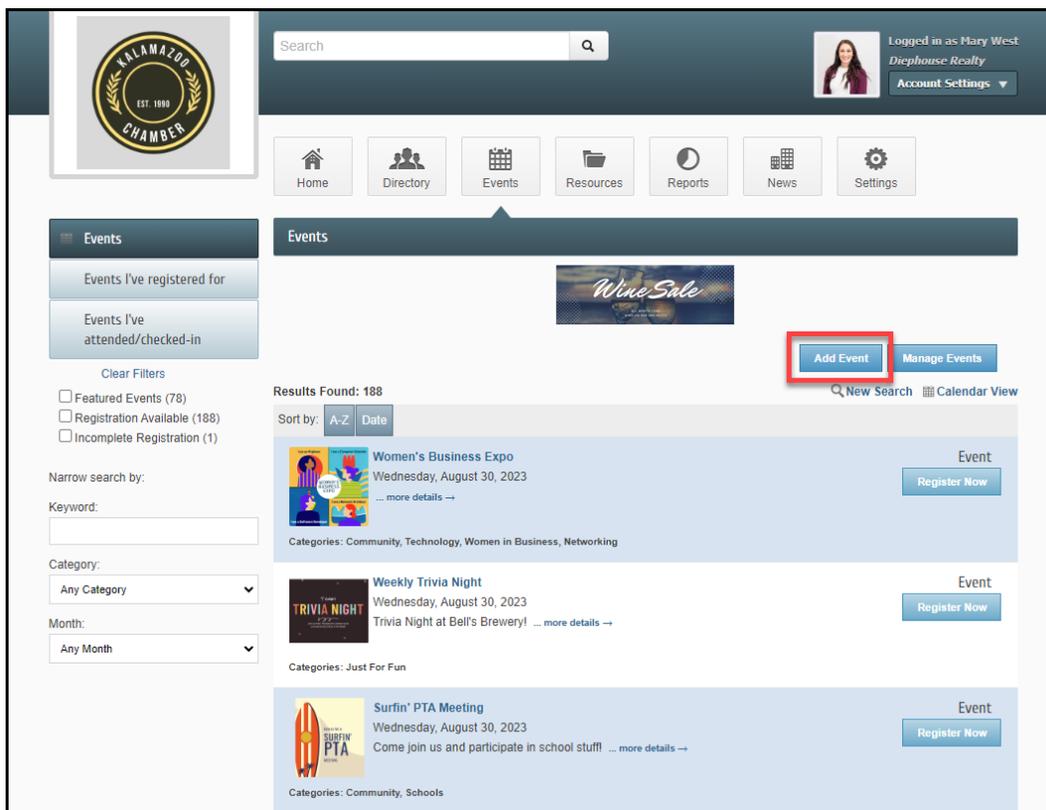
Log into the MIC - www.chamberlogin.com

1. In the Member Information Center (MIC), select **Events** in the top menu.



The screenshot shows the ChamberMaster Member Information Center (MIC) home page. At the top left is the Kalamazoo Chamber logo. A search bar is located at the top center. On the top right, the user is logged in as Mary West, Diephouse Realty, with an Account Settings dropdown menu. Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The 'Events' icon is highlighted with a red box. On the left side, there are sections for Shortcuts (Personal Information, Company Information, Hot Deals, Member-to-Member Deals, News Releases, Job Postings, MarketSpace, Request for Proposals) and Links (MIC How To's, How to Set Up AutoPay, Manage Autopay, How to Update Your Personal Information). The main content area features a Welcome Message, an Account Balance of \$595.00 with a Pay button, an Upcoming Events section for August 30, 2023, featuring 'Weekly Trivia Night' with a Register Now button, a Member Profile section showing a 94% completion rate with an Update button, and a Refer a Business for Membership section.

2. Select **Add Event**.



The screenshot shows the ChamberMaster MIC Events page. The top navigation is the same as the home page. The left sidebar has an Events section with options for 'Events I've registered for' and 'Events I've attended/checked-in', along with filters for Featured Events (78), Registration Available (188), and Incomplete Registration (1). There is also a narrow search by keyword and month. The main content area is titled 'Events' and shows a 'Wine Sale' banner. Below the banner are two buttons: 'Add Event' (highlighted with a red box) and 'Manage Events'. The page displays search results for 188 events, sorted by A-Z and Date. The first three results are: 'Women's Business Expo' on Wednesday, August 30, 2023; 'Weekly Trivia Night' on Wednesday, August 30, 2023; and 'Surfin' PTA Meeting' on Wednesday, August 30, 2023. Each result includes a 'Register Now' button.

3. Complete the following information in the **General** section:
 - **Event Title:** This title will display on the Events drop-down list and also on the Event page,
 - **Start/End Date/Time:** Enter the correct dates for the event. A different end date is only needed when a single event runs multiple days – like over the weekend. **NOTE: All Day Event** is selected by default, deselect this checkbox if you wish to enter exact times.
 - **Recurrence:** An event occurring multiple times on your calendar may be duplicated by setting a recurrence.

Kalamazoo Chamber EST. 1899

Search

Logged in as **Mary West**
Deephouse Realty
 Account Settings ▼

Home Directory **Events** Resources Reports News Settings

Events - Create Manage Events

Save as Draft Cancel Submit for Approval

General

Event Title:

All Day Event

Start Date: (m/d/yyyy) Start Hour: Start Minute: AM/PM:

End Date: (m/d/yyyy) End Hour: End Minute: AM/PM:

Recurrence:

Details

Description:

Meta Description: (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)

Search Description: (Description displayed in the search results listing on the website, 160 characters max)

4. Complete the following information for the **Details** section:
- o **Description:** Enter a description of the event.
 - o **Meta/Search Description:** Enter the description to be displayed when events are searched.
 - o **Location:** Enter additional location details, if applicable.
 - o **Date/Time:** Enter additional date/time details to be included along with the **Start/End Date/Time** information.
 - o **Fees/Admission:** Enter the fee description to be displayed on the website.
 - o **Contact Information:** Enter the name of the contact for this event.
 - o **Contact Email:** Enter the email for the contact.
 - o **Website URL:** If applicable, enter the URL to a website that provides further information about the event.

Details

Description:



body

Meta Description: (1-2 sentence summary of your content, often visible in search engine results and social media posts/shares; 320 characters max)

Search Description: (Description displayed in the search results listing on the website, 160 characters max)

Location:



body

Date/Time:



body

Fees/Admission:



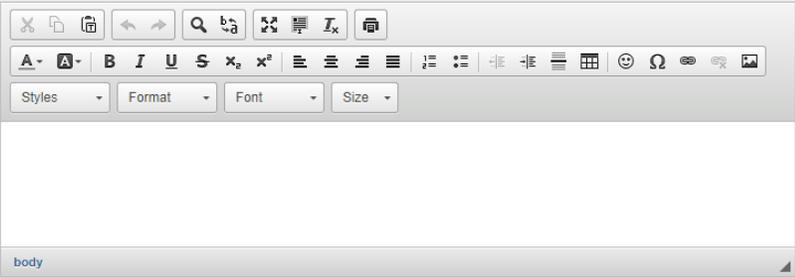
body

Contact Information:

Contact Email: Website Url:

5. Select the **Event Category**. Multiple categories can be selected.

Fees/Admission:



Contact Information:

Contact Email: Website Url:

Event Categories

<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Business Leadership	<input type="checkbox"/> Chamber of Commerce
<input type="checkbox"/> Clubs & Organizations	<input type="checkbox"/> Community	<input type="checkbox"/> Continuing Education
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Festivals & Celebrations	<input type="checkbox"/> Government
<input type="checkbox"/> Holiday & Seasonal	<input type="checkbox"/> Just For Fun	<input type="checkbox"/> Members Only Event
<input type="checkbox"/> Networking	<input type="checkbox"/> Schools	<input type="checkbox"/> Sports & Recreation
<input type="checkbox"/> Technology	<input type="checkbox"/> Women in Business	

Photos & Images

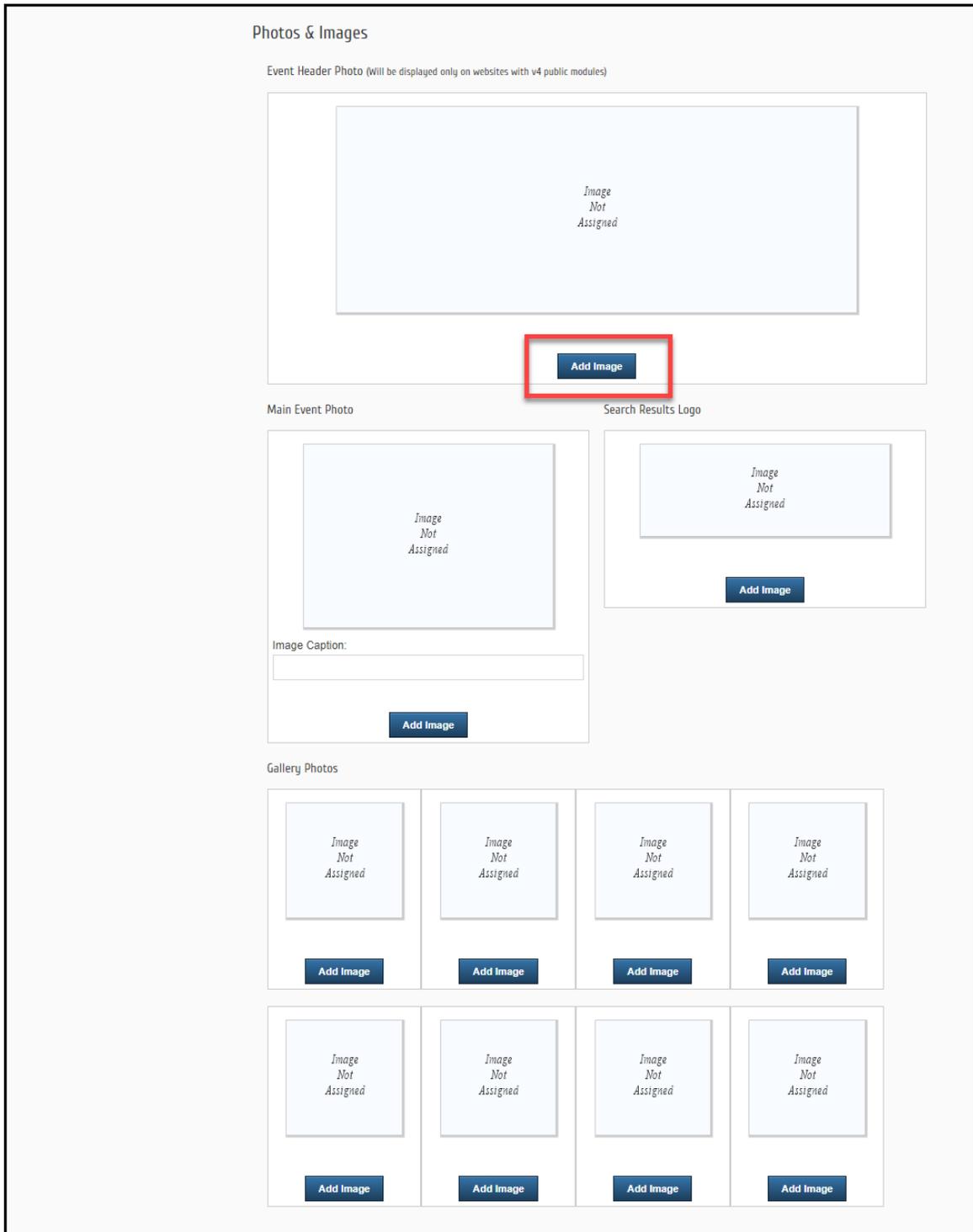
Event Header Photo (Will be displayed only on websites with v4 public modules)



*Image
Not
Assigned*

[Add Image](#)

6. In the **Photos & Images** section, select **Add Image** in each area to upload.
- **Event Header Photo:** This image will be displayed at the top of the event page.
 - **Main Event Photo:** This image will be displayed above the Register button on the event page.
 - **Search Results Logo:** This image is displayed when searching for the event on your organization's website or within the MIC.
 - **Gallery Photos:** Add images to create a photo gallery on the event page.



7. In the **Map Service** section, select if you would like to upload a map image or if you would like to display the location of the event using Google Maps.

The screenshot shows a form with a 'Map Service' section highlighted by a red border. This section contains three radio button options: 'None', 'Google Maps' (which is selected), and 'Uploaded Image'. To the right of these options are the 'Map Address' fields, including 'Street Address', 'City', 'State', and 'Postal Code', each with an input field. A 'View on Map' button is located below these fields. Below the 'Map Service' section is a 'YouTube Video' section, which features a large black video player with a red play button in the center. Underneath the video player is a 'Video Url:' label and an input field. Two example URLs are provided: 'Example: http://youtu.be/9ujN1cOPWw' and 'Example: http://www.youtube.com/watch?v=9ujN1cOPWw'. At the bottom of the form are three buttons: 'Save as Draft', 'Cancel', and 'Submit for Approval'.

8. In the **YouTube Video** section, you can add the URL to a YouTube video to be displayed on the event page.

This screenshot shows the same form as above, but with the 'YouTube Video' section highlighted by a red border. The 'Map Service' section is now unselected. The 'YouTube Video' section contains a large black video player with a red play button. Below the video player is the 'Video Url:' label and an input field. The two example URLs are repeated: 'Example: http://youtu.be/9ujN1cOPWw' and 'Example: http://www.youtube.com/watch?v=9ujN1cOPWw'. The 'Save as Draft', 'Cancel', and 'Submit for Approval' buttons are visible at the bottom of the form.

9. Once you've added all of the information for your event, click **Submit for Approval**. The event will be submitted to your organization and will not be displayed on an event calendar until it has been approved.

Gallery Photos

 Image Not Assigned	 Image Not Assigned	 Image Not Assigned	 Image Not Assigned
<input type="button" value="Add Image"/>	<input type="button" value="Add Image"/>	<input type="button" value="Add Image"/>	<input type="button" value="Add Image"/>
 Image Not Assigned	 Image Not Assigned	 Image Not Assigned	 Image Not Assigned
<input type="button" value="Add Image"/>	<input type="button" value="Add Image"/>	<input type="button" value="Add Image"/>	<input type="button" value="Add Image"/>

Map Service

None
 Google Maps
 Uploaded Image

YouTube Video



Video Uri:

Example: <http://youtu.be/9uljN1cOPWw>
Example: <http://www.youtube.com/watch?v=9uljN1cOPWw>

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