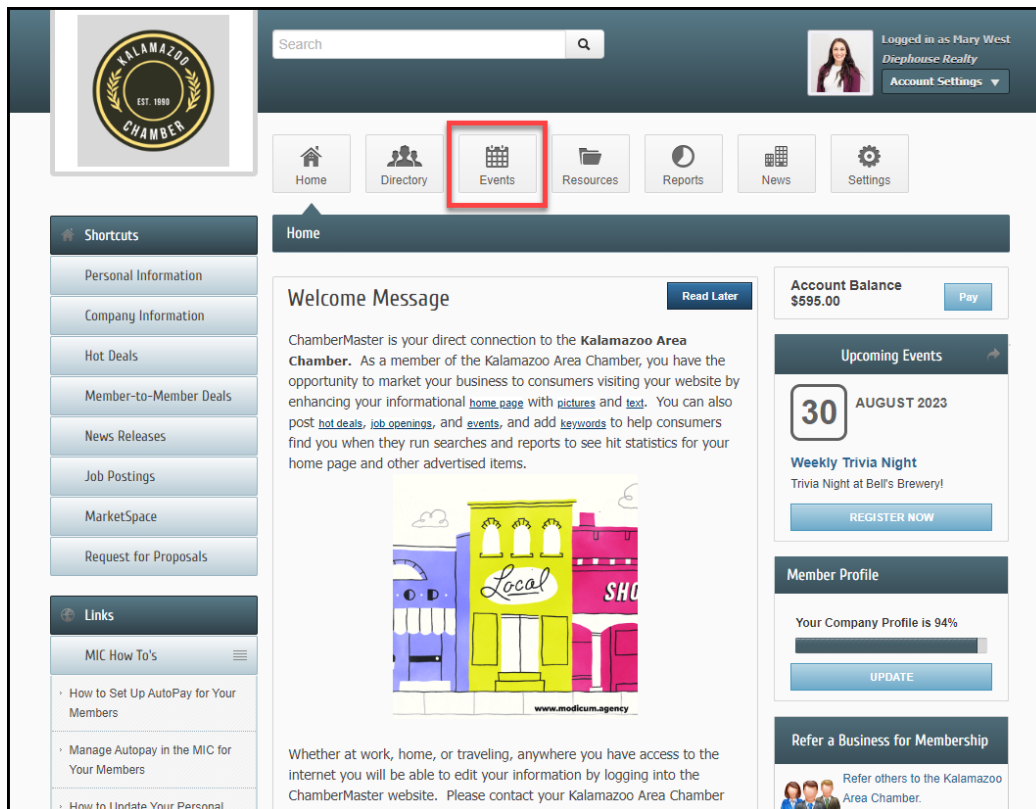
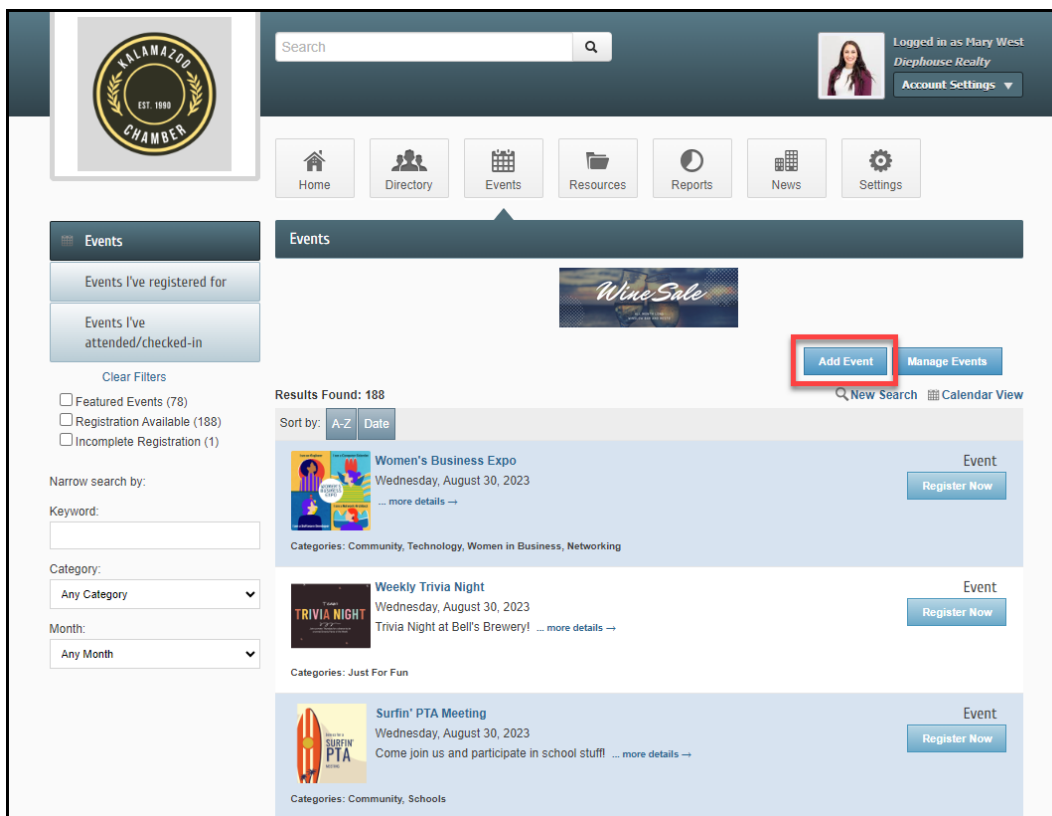


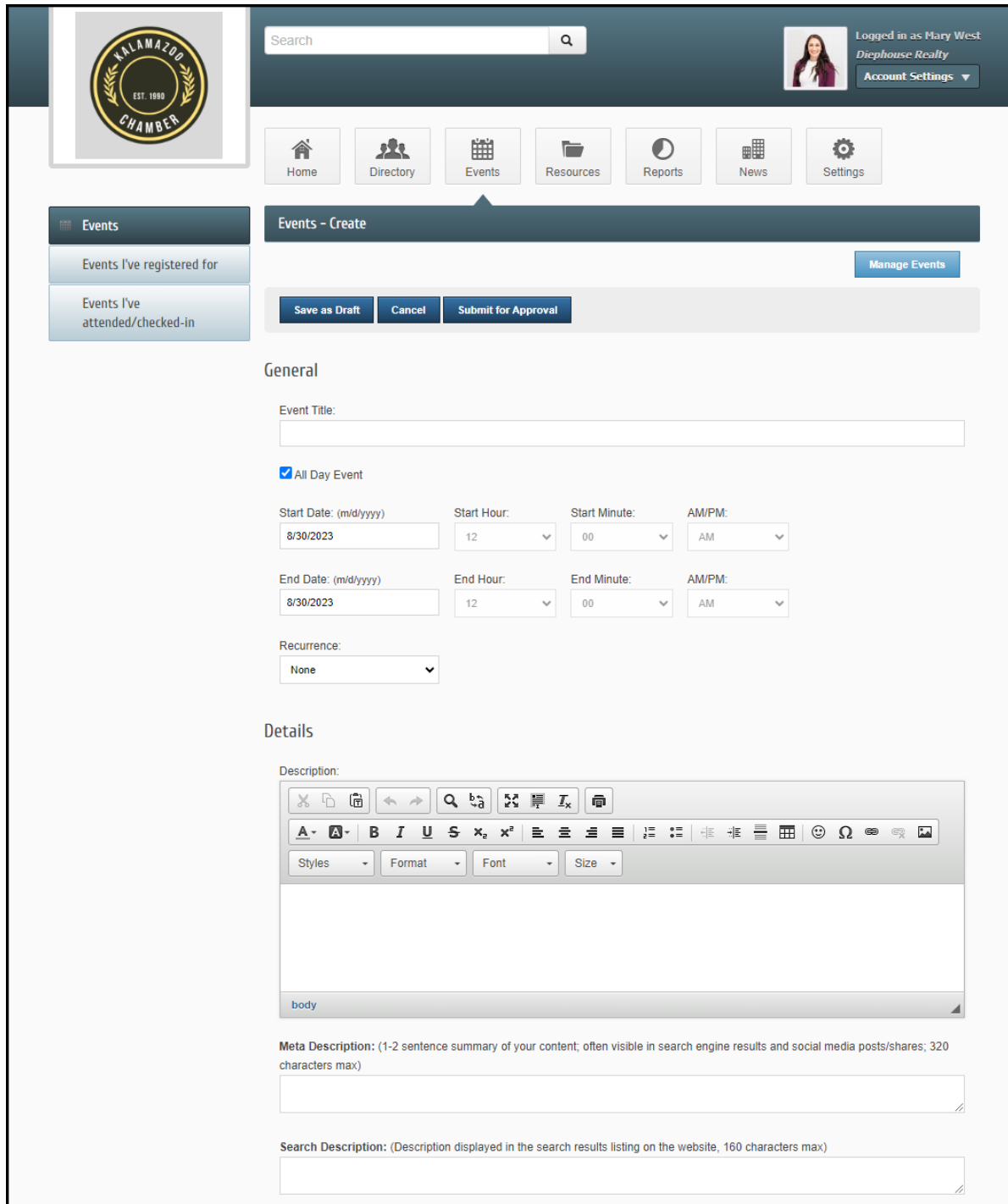
1. In the Member Information Center (MIC), select Events in the top menu.



2. Select Add Event.



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.



The screenshot shows the 'Events - Create' form in the Kalamazoo Chamber system. The interface includes a top navigation bar with the Kalamazoo Chamber logo, a search bar, and a user profile for Mary West. Below the navigation bar are icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar shows 'Events' with sub-links for 'Events I've registered for' and 'Events I've attended/checked-in'. The main content area is titled 'Events - Create' and includes buttons for 'Save as Draft', 'Cancel', 'Submit for Approval', and 'Manage Events'. The 'General' section contains fields for 'Event Title', a checked 'All Day Event' checkbox, and date/time pickers for start and end dates (both set to 8/30/2023 at 12:00 AM). The 'Recurrence' dropdown is set to 'None'. The 'Details' section features a rich text editor for the 'Description' with a toolbar for formatting and a 'body' label. Below the editor are fields for 'Meta Description' (1-2 sentence summary, 320 characters max) and 'Search Description' (160 characters max).

Kalamazoo Chamber EST. 1989

Search

Logged in as Mary West
Diephouse Realty
Account Settings

Home Directory Events Resources Reports News Settings

Events

Events I've registered for

Events I've attended/checked-in

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:

8/30/2023 12 00 AM

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

8/30/2023 12 00 AM

Recurrence:

None

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)

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

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:

Date/Time:

Fees/Admission:

Contact Information:

Contact Email:

Website Url:

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

Fees/Admission:

body

Contact Information:

Contact Email: Website Url:

Event Categories

☐ Arts & Culture	☐ Business Leadership	☐ Chamber of Commerce
☐ Clubs & Organizations	☐ Community	☐ Continuing Education
☐ Entertainment	☐ Festivals & Celebrations	☐ Government
☐ Holiday & Seasonal	☐ Just For Fun	☐ Members Only Event
☐ Networking	☐ Schools	☐ Sports & Recreation
☐ Technology	☐ 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.

Photos & Images

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

Image Not Assigned

Add Image

Main Event Photo

Image Not Assigned

Image Caption:

Add Image

Search Results Logo

Image Not Assigned

Add Image

Gallery Photos

Image Not Assigned Add Image	Image Not Assigned Add Image	Image Not Assigned Add Image	Image Not Assigned Add Image
Image Not Assigned Add Image	Image Not Assigned Add Image	Image Not Assigned Add Image	Image Not Assigned Add Image

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 titled "Map Service" with a red border. Inside the box, there are three radio button options: "None", "Google Maps" (which is selected), and "Uploaded Image". To the right of these options are three input fields for "Map Address": "Street Address:", "City:", and "State:". Below these is a "Postal Code:" field. A "View on Map" button is located at the bottom of the address section. Below the "Map Service" section is a "YouTube Video" section, which contains a large black rectangle with a red play button icon in the center. Below the video player is a "Video Url:" input field, followed by two example URLs: "Example: http://youtu.be/9ulN1cOPWw" and "Example: http://www.youtube.com/watch?v=9ulN1cOPWw". 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.

The screenshot shows the same form as above, but with a red box highlighting the "YouTube Video" section. This section includes a large black rectangle with a red play button icon in the center. Below the video player is a "Video Url:" input field, followed by two example URLs: "Example: http://youtu.be/9ulN1cOPWw" and "Example: http://www.youtube.com/watch?v=9ulN1cOPWw". At the bottom of the form are three buttons: "Save as Draft", "Cancel", and "Submit for Approval".

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 Add Image	Image Not Assigned Add Image	Image Not Assigned Add Image	Image Not Assigned Add Image
Image Not Assigned Add Image	Image Not Assigned Add Image	Image Not Assigned Add Image	Image Not Assigned Add Image

Map Service

☒ None
☐ Google Maps
☐ Uploaded Image

YouTube Video

Video Url:

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

Save as Draft

Cancel

Submit for Approval

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