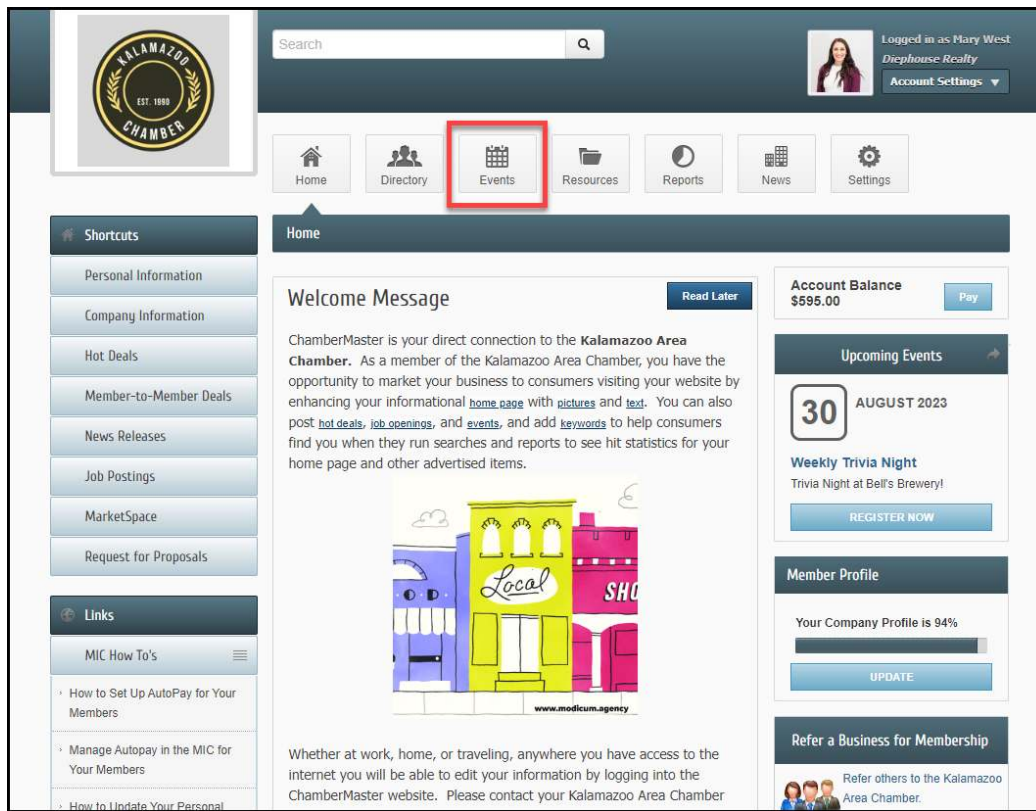
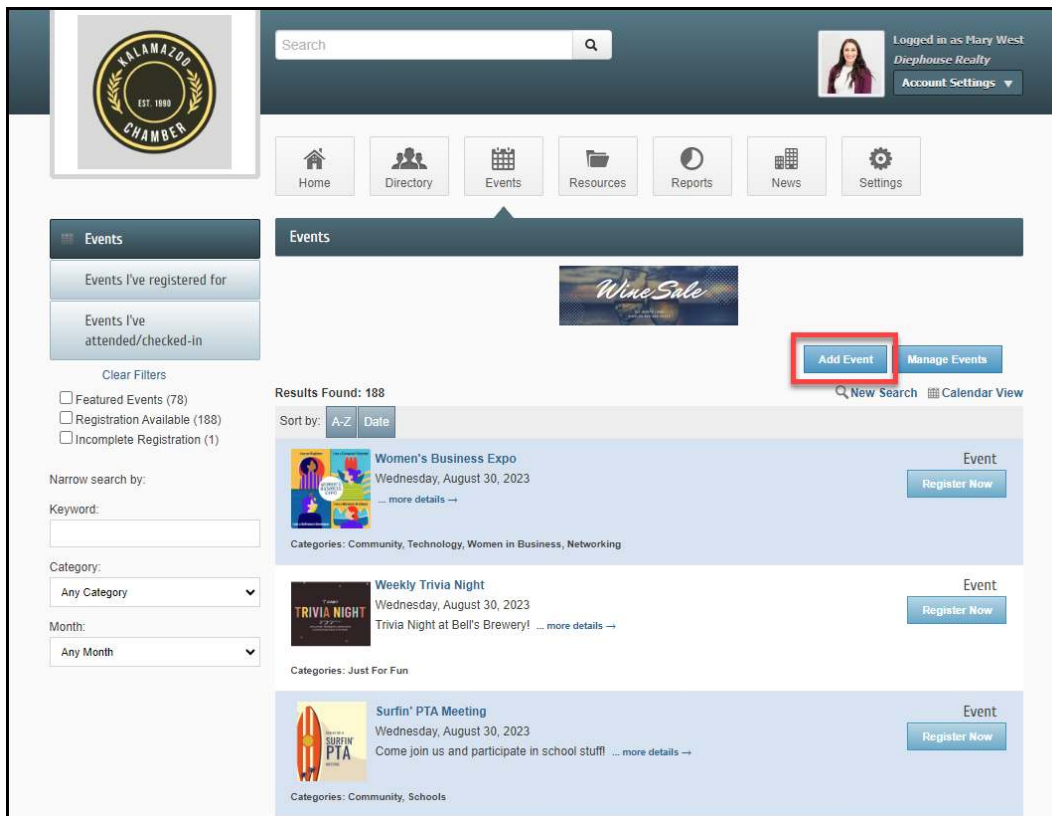


1. In the Member Information Center (MIC), select Events in the top menu.



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 displays the 'Events - Create' page on the Kalamazoo Chamber website. The interface includes a top navigation bar with the Kalamazoo Chamber logo and a search bar. Below the navigation bar are icons for Home, Directory, Events, Resources, Reports, News, and Settings. The main content area is titled 'Events - Create' and includes a 'Manage Events' button. The 'General' section contains the following fields:

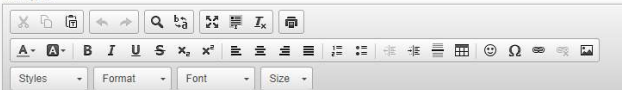
- Event Title:** A text input field.
- All Day Event:** A checked checkbox.
- Start Date:** A date picker set to 8/30/2023.
- Start Hour:** A dropdown menu set to 12.
- Start Minute:** A dropdown menu set to 00.
- AM/PM:** A dropdown menu set to AM.
- End Date:** A date picker set to 8/30/2023.
- End Hour:** A dropdown menu set to 12.
- End Minute:** A dropdown menu set to 00.
- AM/PM:** A dropdown menu set to AM.
- Recurrence:** A dropdown menu set to None.

The 'Details' section features a rich text editor for the event description, a 'Meta Description' field, and a 'Search Description' field.

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:



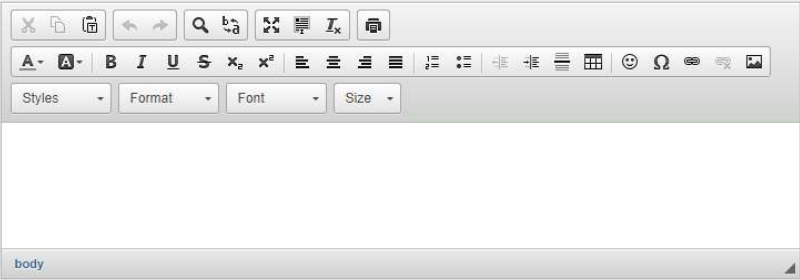
body

Contact Information:

Contact Email:  Website Url:

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

Fees/Admission:



body

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)


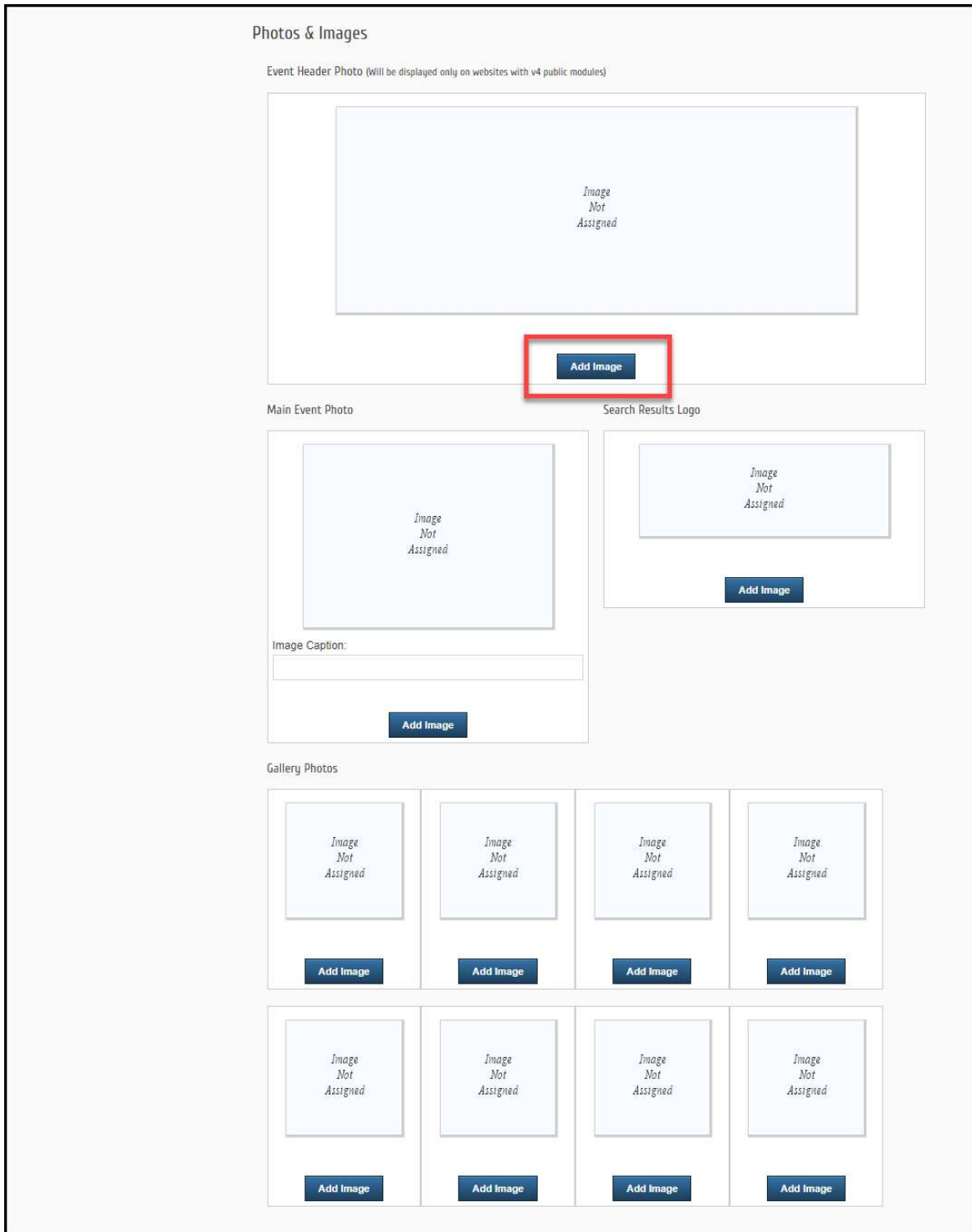


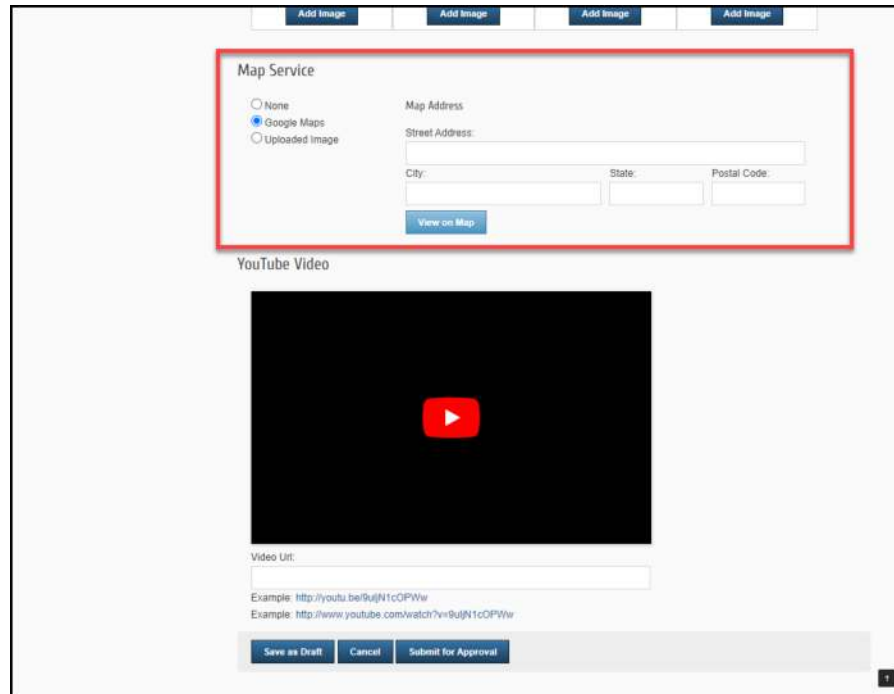
Image  
Not  
Assigned

[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.

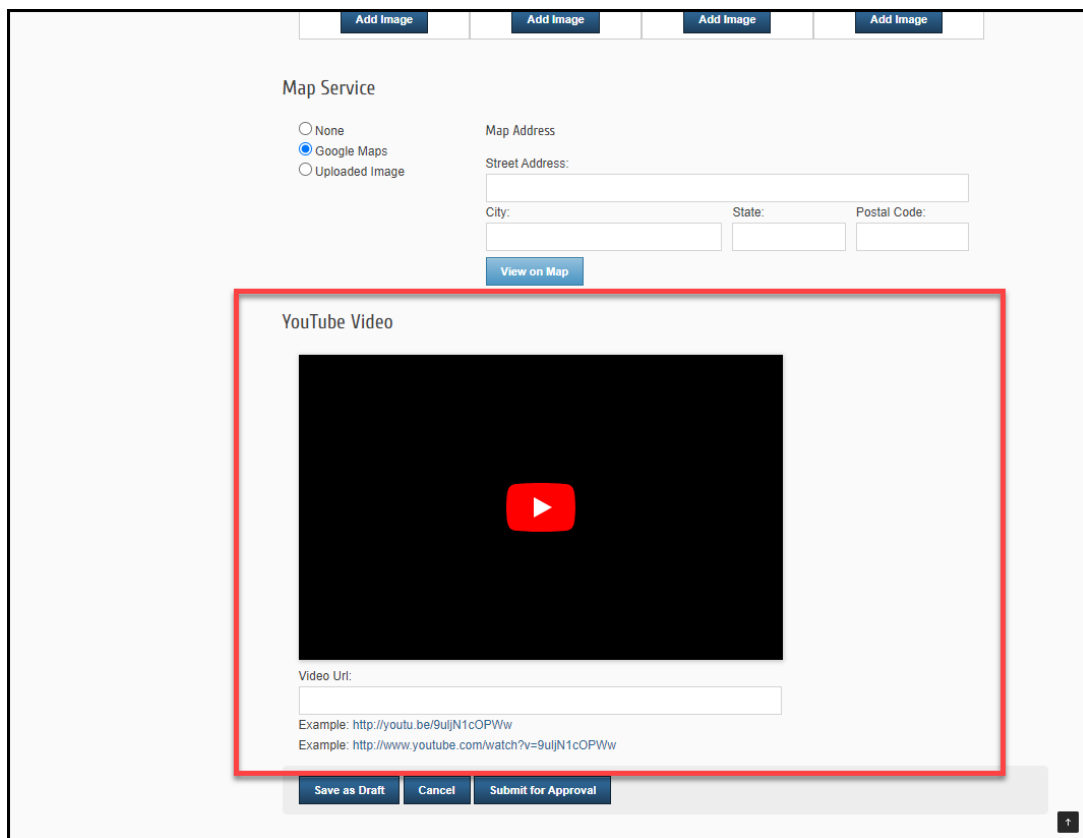


7. In the **Map Service** section, select if you would like to upload a map image or if you would like to display the location of the event using Google Maps.



The screenshot shows a form with a section titled "Map Service" highlighted by a red border. Inside this section, there are three radio button options: "None", "Google Maps" (which is selected), and "Uploaded Image". To the right of these options are input fields for "Map Address", "Street Address", "City", "State", and "Postal Code". A "View on Map" button is located below the address fields. Below the "Map Service" section is a "YouTube Video" section, which contains a video player with a red play button icon. Below 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.







The screenshot shows the same form as above, but with a red border highlighting the "YouTube Video" section. This section includes a video player with a red play button icon, 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". The "Map Service" section is visible above it, with the "Google Maps" option selected. 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	 Image Not Assigned	 Image Not Assigned	 Image Not Assigned
<a href="#">Add Image</a>	<a href="#">Add Image</a>	<a href="#">Add Image</a>	<a href="#">Add Image</a>


  

 Image Not Assigned	 Image Not Assigned	 Image Not Assigned	 Image Not Assigned
<a href="#">Add Image</a>	<a href="#">Add Image</a>	<a href="#">Add Image</a>	<a href="#">Add Image</a>

Map Service

None  
 Google Maps  
 Uploaded Image

YouTube Video



Video Uri:

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

[Save as Draft](#) [Cancel](#) [Submit for Approval](#)

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