

How to Add an Event

1. Once you are logged in to your ChamberMaster account click on the **Events** button
2. In **Events** click on **Add Event**. This will take you to the **Events-Create** screen.
3. Complete the fields with the details of your event.
 - a. **Event title**
 - b. **Check the All Day Event or enter Start/End date and time** – This is where it will be placed on the calendar once approved.
 - c. **Recurrence** – If you would like this event to repeat on the calendar you can set the appropriate recurrence.
 - d. **Description** - Enter the detail of the event
 - e. **Location** – Where the event will be held or alternate locations
 - f. **Date/Time** – Any details about the date and time
 - g. **Fees/Admission** – Let the people attending know there will be a fee to attend.
 - h. **Contact Information** – Enter the name or phone number of someone a person could contact if they had question.
 - i. **Event Categories** – What category would you like your event to be found on.
 - j. **Photos & Images** – The Main Event Photo is a 500x500 pixel image that will show at the top of the description
 - k. **Search Results Logo** – The Search Results Logo is a 75x75 pixel image that will show when the event calendar is being viewed in list form.
 - l. **Photo Gallery** – These are 8 photos 400x400 pixels that you can use to highlight features of your event. These will show at the bottom of the event page.
 - m. **Map Services** – There are 2 options to choose from, Google Maps or you may load in a map images
 - n. **YouTube** – If you have a video from a past event and you would like to share that on the event page. To use this option you will need to load the video to your channel in YouTube, once this is done you will have a share link that you can past in the **Video URL** box.
 - o. Once the details have been entered you can either **Save as Draft** which allows you the option to save your work and come back to complete it, or you can submit for approval. This will send the event details to your chamber/association for approval, once the event is approved it will show on the website calendar.

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The screenshot shows the 'Events' page in a web application. At the top, there is a navigation bar with icons for Home, Directory, Events (highlighted with a red arrow), Resources, Reports, News, and Settings. Below the navigation bar, there are two buttons: 'Add Event' and 'Manage Events' (both highlighted with red arrows). The main content area displays a search filter for 'Events I've Registered For' and a date range from 1/13/2021 to an empty 'To' field. A search result is shown for '2021 Chamber Week: #4HI Pushing Forward, Together Webinar presented by First Insurance Company of Hawaii, Ltd.' on Tuesday, January 19, 2021. The result includes a description and an 'Add/Edit Registration' button.

The screenshot shows the 'Events - Create' page. The navigation bar includes 'Events I've registered for' and 'Events I've attended/checked-in'. Below the navigation bar, there are three buttons: 'Save as Draft', 'Cancel', and 'Submit for Approval'. A 'Manage Events' button is also visible in the top right corner.

General

a Event Title:

b 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:

c Recurrence:

Details

d Description:

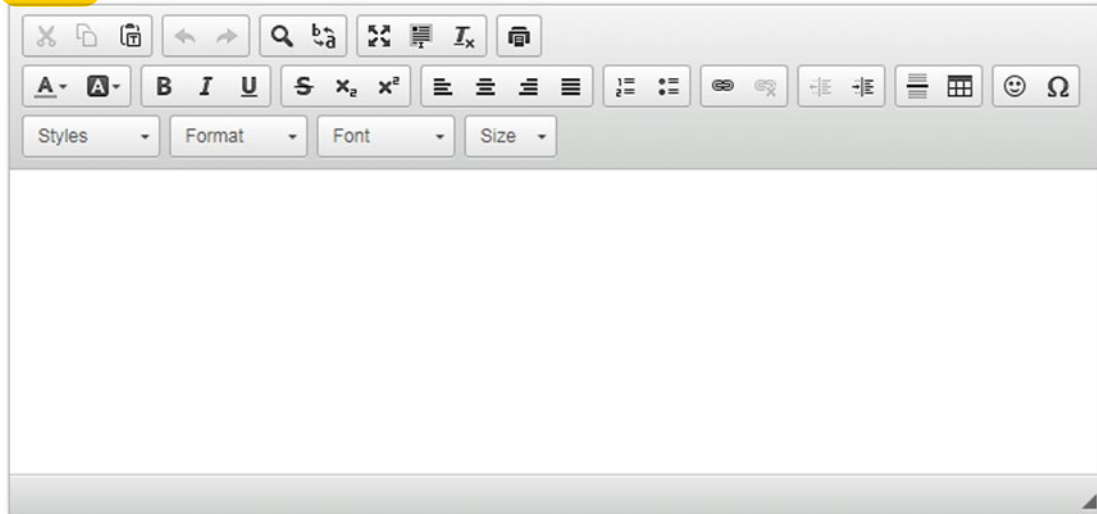
Styles - Format - Font - Size -

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

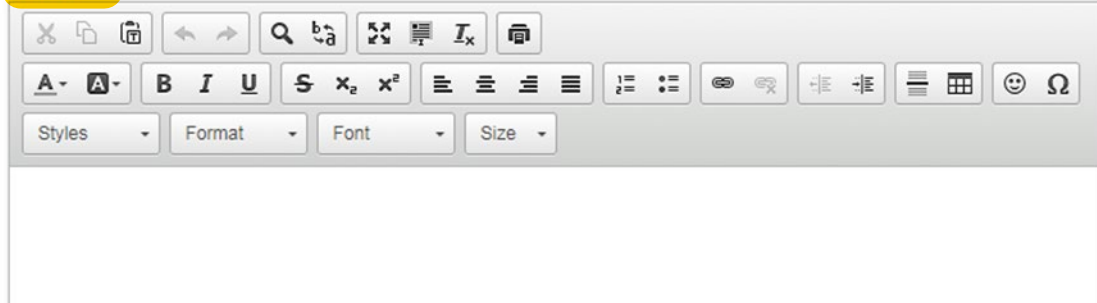
Search Description: (Description displayed in the search results listing on the website, 160 characters max)

e Location:



A rich text editor interface for the 'Location' field. The toolbar includes icons for undo, redo, search, link, unlink, list, and image. The second row contains text formatting options: bold (A-), italic (I), underline (U), strikethrough (S), subscript (x₂), and superscript (x²), followed by alignment options (left, center, right, justified), bulleted list, numbered list, link, unlink, table, and emoji. The third row has dropdown menus for Styles, Format, Font, and Size. Below the toolbar is a large, empty text area for entering the location details.

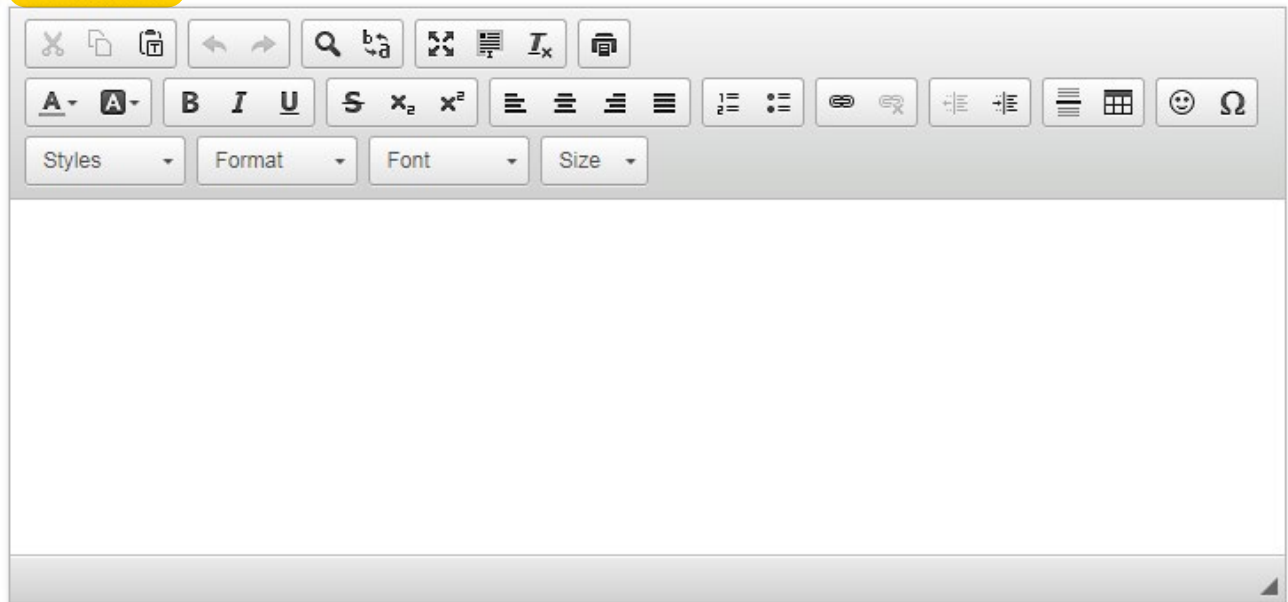
f Date/Time:



A rich text editor interface for the 'Date/Time' field. The toolbar and formatting options are identical to the 'Location' field. Below the toolbar is a large, empty text area for entering the date and time details.

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g Fees/Admission:



A rich text editor toolbar with various icons for editing text and images. Below the toolbar is a large, empty text area for entering the event's fees and admission details.

h Contact Information:



A single-line text input field for entering contact information.

Contact Email:



A text input field for entering the contact email address.

Website Url:



A text input field for entering the website URL.

i Event Categories

- Chamber Event
- Young Professionals

- Community Event

- Military Affairs Council

Photos & Images

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



A large rectangular area containing a placeholder for an event header photo. The text "Image Not Assigned" is centered within the area.

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Main Event Photo

*Image
Not
Assigned*

Image Caption:

k Search Results Logo

*Image
Not
Assigned*

L Gallery Photos

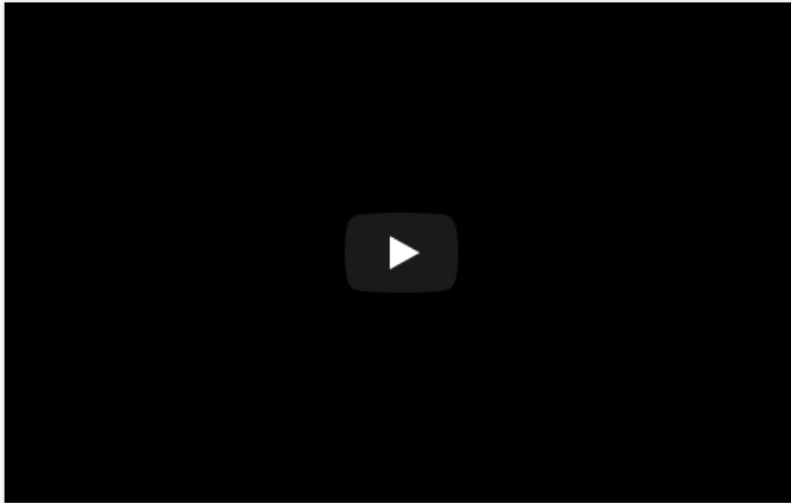
<div style="border: 1px solid #ccc; height: 80px; margin-bottom: 10px;"><p><i>Image Not Assigned</i></p></div> <input type="button" value="Add Image"/>	<div style="border: 1px solid #ccc; height: 80px; margin-bottom: 10px;"><p><i>Image Not Assigned</i></p></div> <input type="button" value="Add Image"/>	<div style="border: 1px solid #ccc; height: 80px; margin-bottom: 10px;"><p><i>Image Not Assigned</i></p></div> <input type="button" value="Add Image"/>	<div style="border: 1px solid #ccc; height: 80px; margin-bottom: 10px;"><p><i>Image Not Assigned</i></p></div> <input type="button" value="Add Image"/>
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m Map Service

- None
- Google Maps
- Uploaded Image

YouTube Video



n Video Uri:

Example: <http://youtu.be/9uljN1cOPWw>

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

o

Save as Draft

Cancel

Submit for Approval