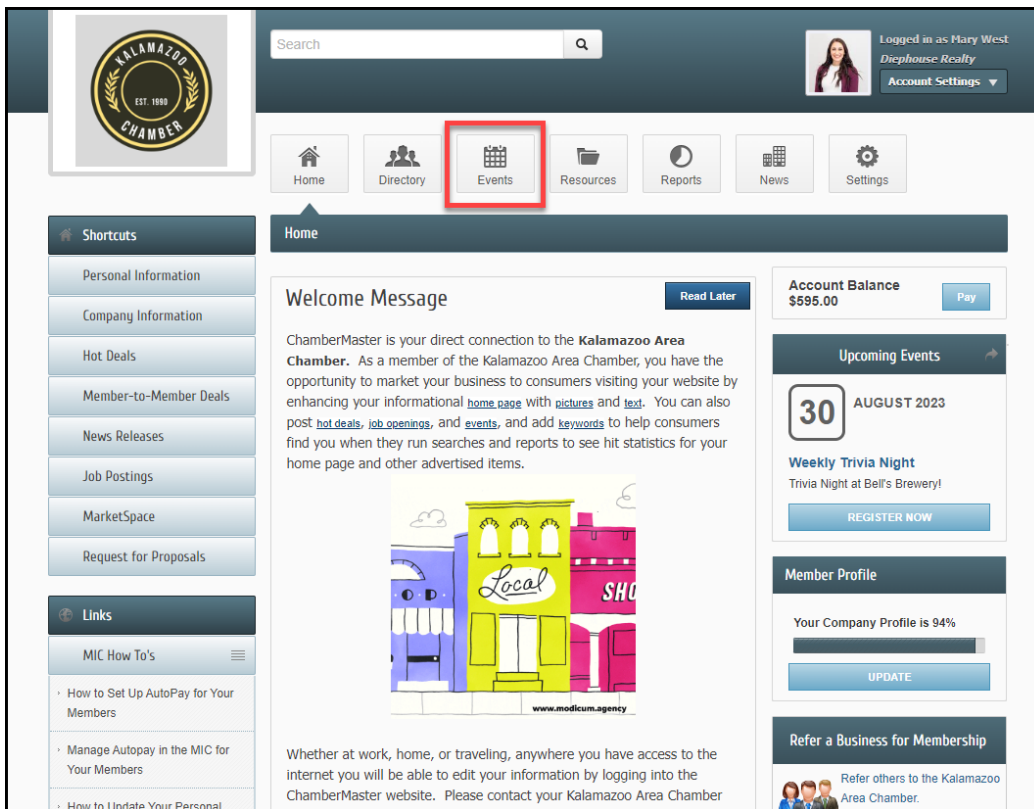
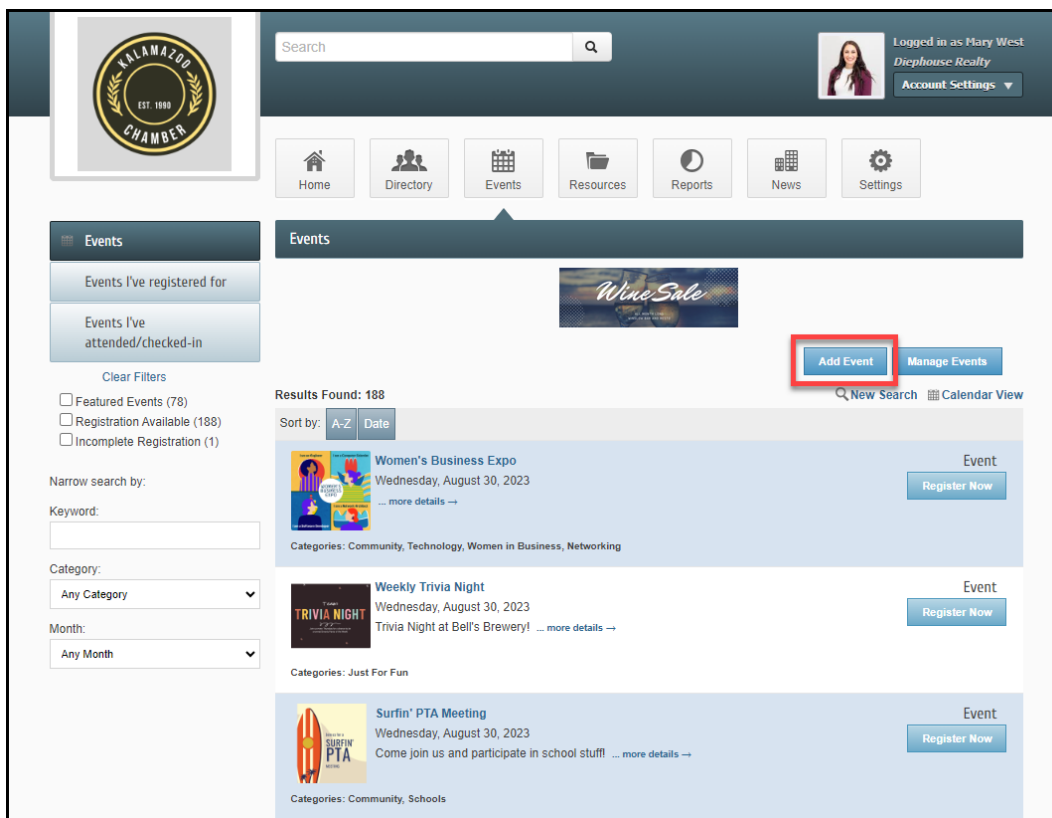


1. In the Member Information Center (MIC), select Events in the top menu.



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.

**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:

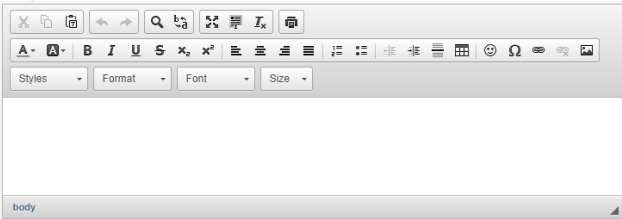
**Meta Description:** (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)

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

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

Details

Description:

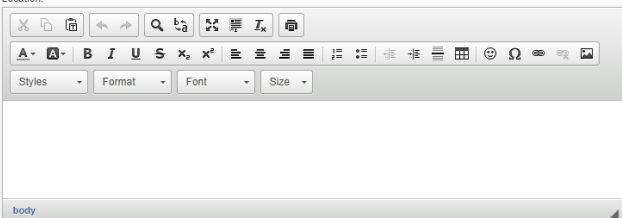


A rich text editor interface for the Description field. It features a toolbar with icons for undo, redo, search, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color, and image. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main editing area is empty, and a 'body' label is visible at the bottom left of the editor.

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

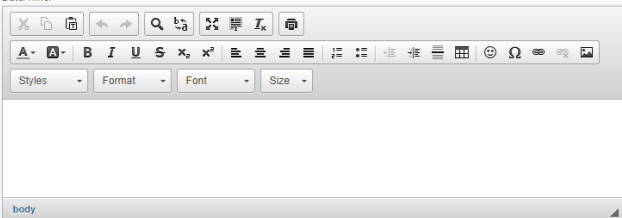
Search Description: (Description displayed in the search results listing on the website, 160 characters max)

Location:



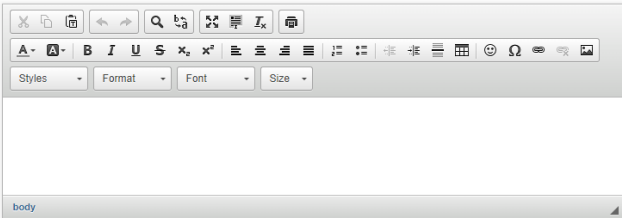
A rich text editor interface for the Location field, identical in structure to the Description editor, with a toolbar, dropdown menus, and an empty main area.

Date/Time:



A rich text editor interface for the Date/Time field, identical in structure to the other editors, with a toolbar, dropdown menus, and an empty main area.

Fees/Admission:



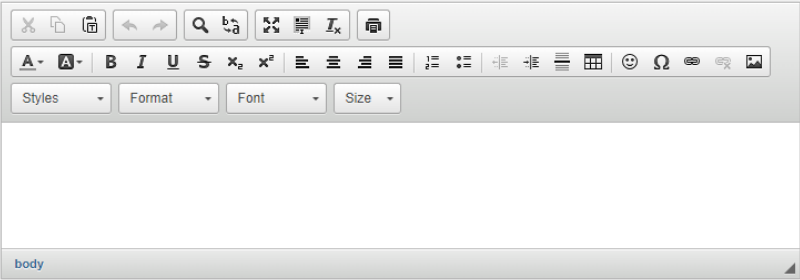
A rich text editor interface for the Fees/Admission field, identical in structure to the other editors, with a toolbar, dropdown menus, and an empty main area.

Contact Information:

Contact Email:  Website Url:

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

Fees/Admission:



Contact Information:

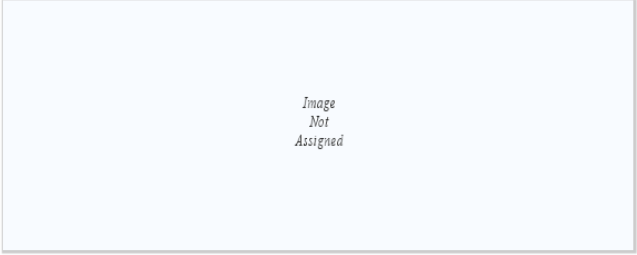
Contact Email:  Website Url:

**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)

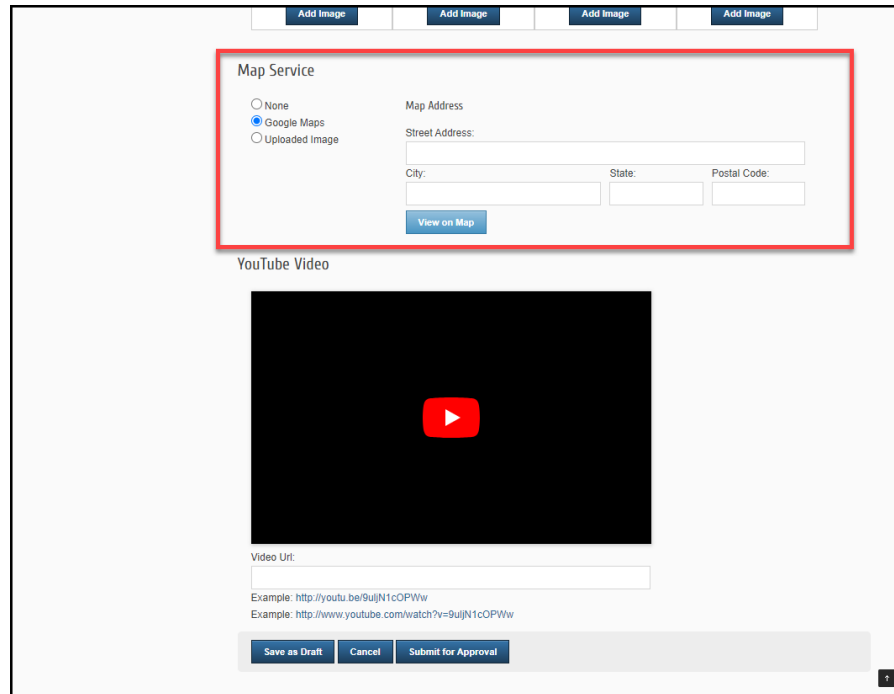


*Image  
Not  
Assigned*

[Add Image](#)

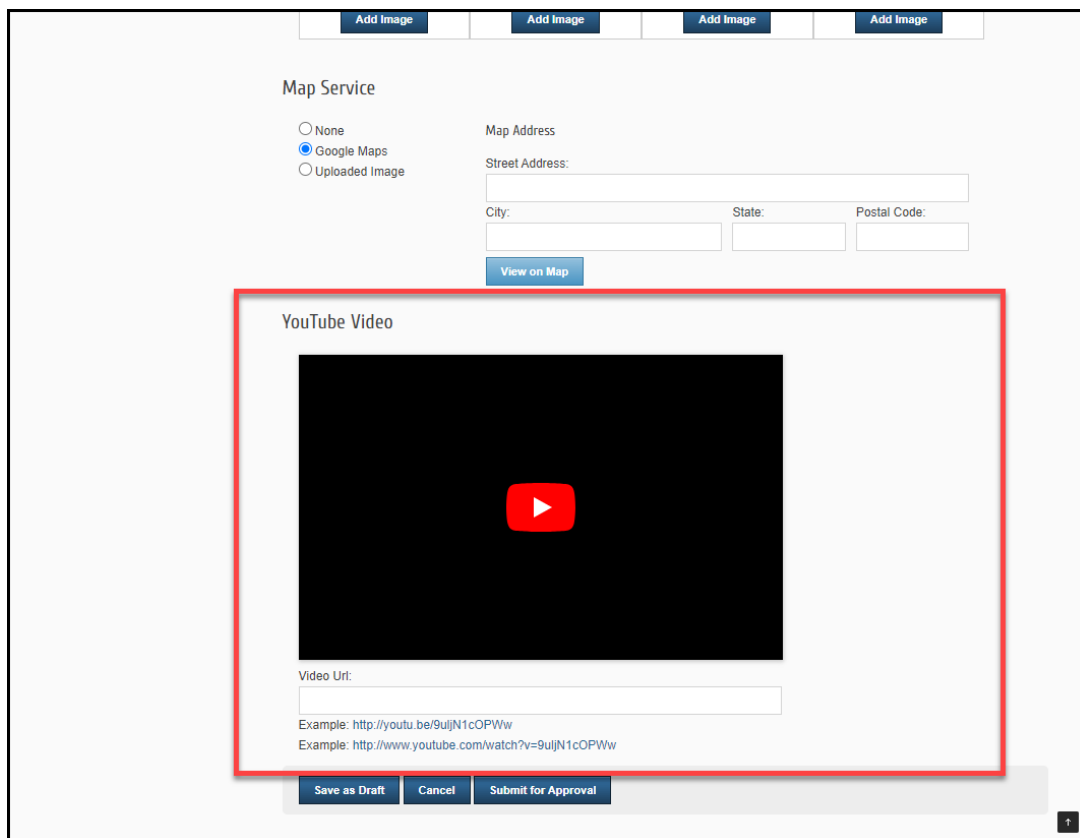


7. In the **Map Service** section, select if you would like to upload a map image or if you would like to display the location of the event using Google Maps.



The screenshot shows a form with a 'Map Service' section highlighted by a red border. This section contains three radio buttons: 'None', 'Google Maps' (which is selected), and 'Uploaded Image'. To the right of these buttons are input fields for 'Map Address', 'Street Address', 'City', 'State', and 'Postal Code', along with a 'View on Map' button. Below the 'Map Service' section is a 'YouTube Video' section featuring a video player with a red play button, a 'Video Url:' input field, and two example URLs. At the bottom of the form are buttons for '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 is similar to the one above, but the 'YouTube Video' section is highlighted with a red border. It shows the video player, the 'Video Url:' input field, and the two example URLs. The 'Map Service' section above it is also visible, with the 'Google Maps' radio button selected.

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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