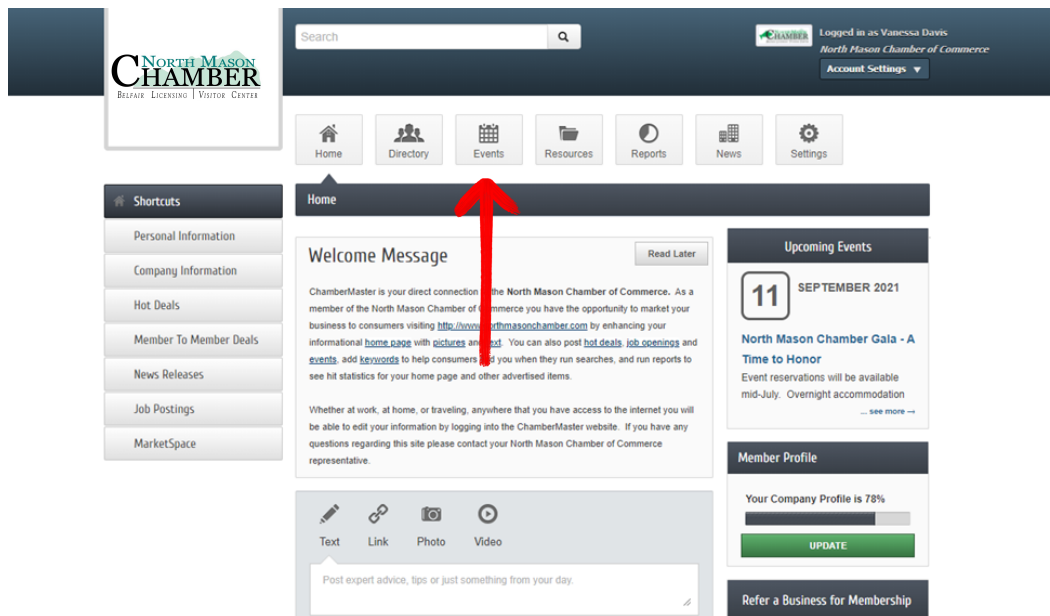


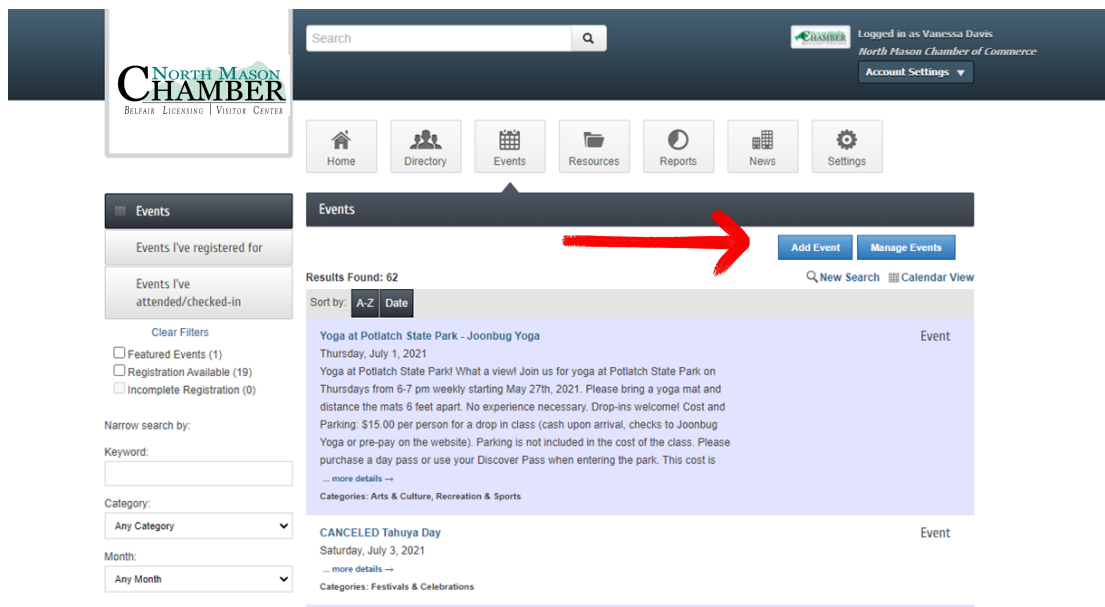
Creating A New Event Listing

Sign into your account at <http://members.northmasonchamber.com/login/>. If you do not have an account associated with your Chamber membership, contact Vanessa to get set up: vanessa@northmasonchamber.com or (360) 275.4267

Once signed in, click the **Events** button at the top of the page.



Here, you can also view Community posted events. Click the **Add Event** button.



Enter your Event details. We recommend adding a header or main event image to your event, even if it's just your company logo. If you choose not to upload an image, the posting will be published to our social media pages with the Chamber logo.

The screenshot shows the 'Events - Create' page of the North Mason Chamber of Commerce website. The header includes the Chamber logo, a search bar, and user information: 'Logged in as Vanessa Davis, North Mason Chamber of Commerce' with an 'Account Settings' link. A navigation bar contains icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar shows 'Events' with links for 'Events I've registered for' and 'Events I've attended/checked-in'. The main content area is titled 'Events - Create' and includes a 'Manage Events' button. Below this are buttons for 'Save as Draft', 'Cancel', and 'Submit for Approval'. The 'General' section contains a text field for 'Event Title', a checked 'All Day Event' checkbox, and date/time pickers for 'Start Date' (7/20/2021), 'Start Hour' (12), 'Start Minute' (00), 'AM/PM' (AM), 'End Date' (7/20/2021), 'End Hour' (12), 'End Minute' (00), and 'AM/PM' (AM). A 'Recurrence' dropdown is set to 'None'. The 'Details' section features a rich text editor with a toolbar for text formatting, alignment, and linking.

Once you've added the Event details, click the **Submit for Approval** button. Your Event will appear as Pending Approval until it is approved and goes live. Once approved, your Event Posting will be live on our website until the event and posted on our Facebook page.

The screenshot shows the 'Events - Manage' page of the North Mason Chamber of Commerce website. The header and navigation bar are identical to the previous screenshot. The left sidebar shows 'Events' with links for 'Events I've registered for' and 'Events I've attended/checked-in'. The main content area is titled 'Events - Manage' and includes an 'Add an Event' button. Below this is a section titled 'Events submitted by North Mason Chamber of Commerce' which contains a search bar, a 'Show entries' dropdown set to '10', and a table of submitted events. The table has columns for Title, DateTime, Status, Action, Created, and Delete. One event is listed: 'Test' with DateTime '7/20/2021' and Status 'Pending Approval'. The 'Action' column for this event contains links for 'Preview' and 'Copy'. The 'Created' column shows '7/20/2021' and the 'Delete' column has a checkbox. Below the table, it says 'Showing 1 to 1 of 1 entries' with pagination controls (First, 1, Last). At the bottom right, there is a 'Delete Selected' button.

If you run into any troubles, or have any questions, please contact the Chamber.
(360) 275.4267 or vanessa@northmasonchamber.com.