1. Log into your ABC account. On the homepage you will see a tab up the top called 'Events'. Click on this.

2. Here you will see a list of all Chamber and Member events. To add your event, click 'Add Event'.

3. Enter all your event details, including date/time/event description/fees…

4. Scroll down until you get to the section pictured below and make sure you tick 'Member Event' – do not tick any other box.

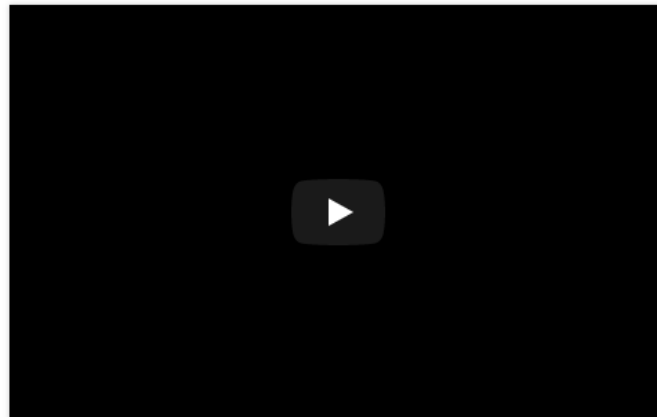5. Once you have entered all the info, scroll down to the bottom and click ''Submit for Approval'. The event will now show up on our end where we can approve it and allow it to display on our website.

Map Service

○ None
○ Google Maps
○ Uploaded Image

YouTube Video

Video Url:

Example: http://youtu.be/9uIjN1cOPWw
Example: http://www.youtube.com/watch?v=9uIjN1cOPWw

Save as Draft   Cancel   Submit for Approval