

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

The screenshot displays the Albury Business Connect homepage. At the top left is the logo for Albury Business Connect. To its right is a search bar and a user profile icon with an 'Account Settings' dropdown menu. Below the search bar is a navigation menu with icons for Home, Directory, Events (highlighted in yellow), Reports, News, and Settings. On the left side, there is a 'Shortcuts' sidebar with links to Personal Information, Company Information, Hot Deals, COVID-19 Specific Deals, News Releases, and Job Postings. The main content area features a 'Home' header, a 'Welcome Message' with a 'Read Later' button, and a 'Hello from Your Chamber Team!' greeting. Below the greeting is a list of instructions for members, including enhancing business home pages, browsing member deals, adding keywords, interacting with the directory, adding staff details, registering for events, and managing payments. There is also a 'HELP VIDEOS' section with a link to 'Create your Member To Member Deal'. On the right side, there is an 'Upcoming Events' section for July 2020, featuring a calendar icon for the 14th and a 'Business Before Hours' event with a 'REGISTER NOW' button. Below that is a 'Member Profile' section showing a 16% completion bar and an 'UPDATE' button. At the bottom right is a 'Refer a Business for Membership' section with a 'Refer others to the Albury' link.

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

Albury Business Connect

Search

Account Settings

Home Directory Events Reports News Settings

Events

Events I've registered for

Events I've attended/checked-in

Clear Filters

Featured Events (0)

Registration Available (2)

Incomplete Registration (0)

Narrow search by:

Keyword:

Category: Any Category

Month: Any Month

« Change Dates »

From: 28/06/2020 To: 28/08/2020 Apply Dates

Results Found: 6

Sort by: A-Z Date

Project Management in Action - Portfolio and program management for small business

Monday, 29 June 2020

Portfolio and program management for small business ... more details →

Categories: Chamber Event

Time2Talk: Managing Meetings & Making Minutes Matter

Wednesday, 8 July 2020

Register HERE. Australian businesses spend approximately \$19 billion per year on meetings. Effective organisations will strategically plan for best practice meetings.


Add Event Manage Events

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

The screenshot displays the 'Albury Business Connect' interface. At the top left is the logo. A search bar is located at the top right. Below the search bar is a navigation menu with icons for Home, Directory, Events, Reports, News, and Settings. The 'Events' menu item is highlighted. On the left side, there is a sidebar with 'Events' selected, and sub-options for 'Events I've registered for' and 'Events I've attended/checked-in'. The main content area is titled 'Events - Create' and features a 'Manage Events' button. Below the title bar are three buttons: 'Save as Draft', 'Cancel', and 'Submit for Approval'. The 'General' section contains the following fields:

- Event Title: TEST EVENT
- All Day Event
- Start Date: (d/mm/yyyy): 29/06/2020
- Start Hour: 11
- Start Minute: 00
- AM/PM: AM
- End Date: (d/mm/yyyy): 29/06/2020
- End Hour: 12
- End Minute: 00
- AM/PM: PM
- Recurrence: (empty field)

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

body 

Contact Information:

Contact Email:  Website Url:

### Event Categories

Albury Central       Chamber Business Awards       Chamber Event

Member Event

### Photos & Images

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




Image Not Assigned

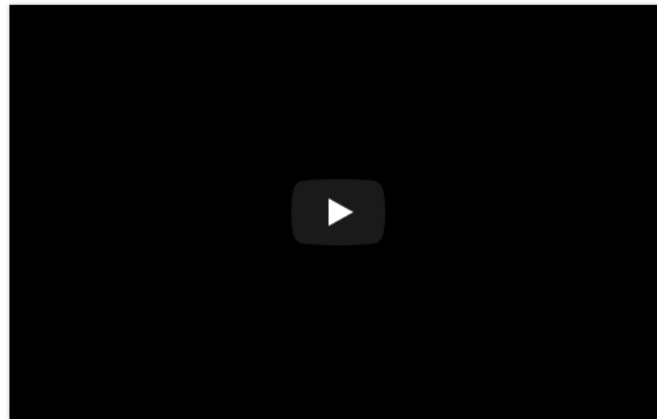
5. Once you have entered all the info, scroll down to the bottom and click "Submit for Approval". The event will now show up on our end where we can approve it and allow it to display on our website.

			
<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 Url:

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

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

<input type="button" value="Save as Draft"/>	<input type="button" value="Cancel"/>	<input type="button" value="Submit for Approval"/>
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