

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

The screenshot shows the Albury Business Connect homepage. At the top left is the logo for Albury Business Connect. To the right is a search bar and a user profile icon with an 'Account Settings' dropdown menu. Below this is a navigation bar with icons for Home, Directory, Events (highlighted with a yellow circle), Reports, News, and Settings. On the left side, there is a 'Shortcuts' menu with options: Personal Information, Company Information, Hot Deals, COVID-19 Specific Deals, News Releases, and Job Postings. The main content area is titled 'Home' and features a 'Welcome Message' with the text 'Hello from Your Chamber Team!' and a 'Read Later' button. Below the welcome message is a list of instructions for members, including enhancing their home page, browsing member-to-member deals, adding keywords, interacting with the directory, adding staff details, registering for events, and managing payments. To the right of the welcome message 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 progress bar for 'Your Company Profile is 16%' and an 'UPDATE' button. At the bottom right is a 'Refer a Business for Membership' section with a 'Refer others to the Albury' button.

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

The screenshot displays the Albury Business Connect website interface. At the top left is the Albury Business Connect logo. A search bar is located at the top center. On the top right, there is a user profile icon and an 'Account Settings' dropdown menu. Below the header is a navigation bar with icons for Home, Directory, Events, Reports, News, and Settings. The main content area features a blue header with the word 'Events'. Below this, there is a quote: "Successfully Mitigating Risk and Creating Peace of Mind!" and the logo for HIB Insurance Brokers Pty. Ltd. A red circle highlights the 'Add Event' button, which is next to a 'Manage Events' button. Below the buttons, there is a date range selector with 'From: 28/06/2020' and 'To: 28/08/2020', and an 'Apply Dates' button. On the left side, there are filter options: 'Events I've registered for', 'Events I've attended/checked-in', 'Clear Filters', and checkboxes for 'Featured Events (0)', 'Registration Available (2)', and 'Incomplete Registration (0)'. Below the filters is a 'Narrow search by:' section with a 'Keyword:' input field, a 'Category:' dropdown menu set to 'Any Category', and a 'Month:' dropdown menu set to 'Any Month'. The main content area shows 'Results Found: 6' and a 'Sort by:' dropdown menu set to 'A-Z'. The first event listed is 'Project Management in Action - Portfolio and program management for small business' on Monday, 29 June 2020. The second event listed is 'Time2Talk: Managing Meetings & Making Minutes Matter' on Wednesday, 8 July 2020.

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

Albury Business Connect

Search

Account Settings

Home Directory Events Reports News Settings

Events

Events I've registered for

Events I've attended/checked-in

Events - Create

Manage Events

Save as Draft Cancel Submit for Approval

General

Event Title:
TEST EVENT


All Day Event

Start Date: (d/mm/yyyy) Start Hour: Start Minute: AM/PM:
29/06/2020 11 00 AM

End Date: (d/mm/yyyy) End Hour: End Minute: AM/PM:
29/06/2020 12 00 PM

Recurrence:

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



The screenshot shows a web form with the following elements:

- A grey header bar with the word "body" on the left and a green circular icon with a white 'G' and a yellow notification bubble on the right.
- A "Contact Information:" label above a large, empty text input field.
- Two input fields: "Contact Email:" containing "gabrielle.e.bourke@gmail.com" and "Website Url:" which is empty.
- A section titled "Event Categories" containing three checkboxes:
 - Albury Central
 - Member Event (highlighted in yellow)
 - Chamber Business Awards
 - Chamber Event
- A section titled "Photos & Images" with a sub-label "Event Header Photo (Will be displayed only on websites with v4 public modules)".
- A large light blue rectangular area below the photo label, containing the text "Image Not Assigned" in the center.

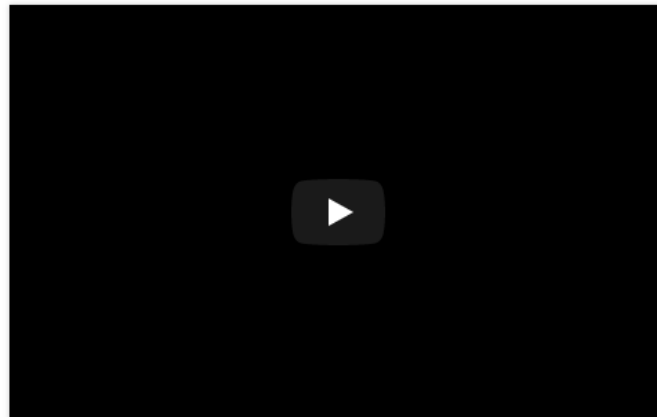
5. Once you have entered all the info, scroll down to the bottom and click "Submit for Approval". The event will now show up on our end where we can approve it and allow it to display on our website.

			
<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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