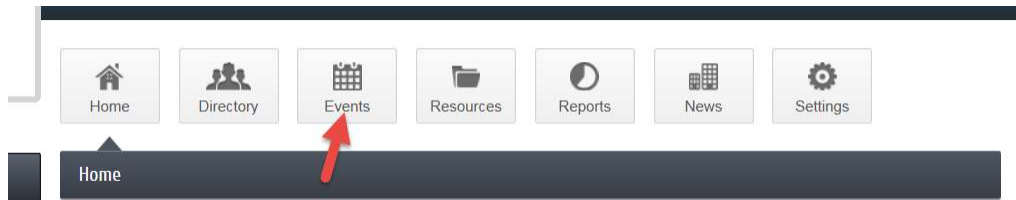# Events Overview in the Member Information Center (MIC)

To use the **Events** options in your MIC click on the **Events** button at the top of the **Home page**.

Filter options available in the **Events** section of the MIC

1. **Events I've have registered for** – These are events you have completed the registration process.
2. **Events I've attended/checked-in** – These are events you have registered for and your chamber/association marked you as attended
3. **Featured Events** – These are events of high importance or highlighted events
4. **Registration Available** – This option will show you events that have open registration.
5. **Incomplete Registration** – Here are events that you may have started the registration process but did not complete. Completing the registration will mark you as registered for the event.
6. **Keyword** – If you are looking for a specific event you may use a keyword that could be used in the event description
7. **Category** – Choose the category for the events you are looking for.
8. **Month** – Filter the list to only show events in a certain month
9. **Change Dates** – Using this date range you will be able to search for events in a custom date range

How to register for an event.

1. Log in to the MIC
2. Click on **Events** at the top of the **Home page**
3. Using the filters find the event you would like to register for.
4. Once you have found the event click the **Register Now** button

Annual Meeting
Friday, March 25, 2016
test ... more details ›

Event

Register Now

5. In the Event Registration page click **Add Attendee**

Attendees

First Name	Last Name	Company	Email
No attendees are currently entered			

Add Attendee

6. Enter in your name and contact information then click **Save Changes**

Enter information   * Required fields

☐ Show Mailing Address

First Name:
Mickie

Last Name: *
Cat

Email:
mail@mail.com

Company Name:
Magnificent Mutts

Title:
Owner

Phone:
(123) 456-7890

Comments:

Cancel   Save Changes

*Depending on the event setup by your chamber/association you may be able to register additional attendees by following the same process.

7. Once the attendee information is completed click **Next**

8. The next page will allow you to review your order or go back and make updates if needed.

To continue the process click **Add to Cart** if there is a fee

9. The shopping cart will appear for you to review and **Check Out**

10. Based on the payment options provided by your chamber/association choose your preferred payment option.

11. After you have selected your preferred payment option continue the process.

12. You will see a **Checkout Successful** screen to know you have completed the process.

How to Add an Event

1. Once you are logged in to the MIC click on the **Events** button
2. In **Events** click on **Add Event**. This will take you to the **Events-Create** screen.
3. Complete the fields with the details of your event.
   a. **Event title**
   b. **Check the All Day Event or enter Start/End date and time** – This is where it will be placed on the calendar once approved.
   c. **Recurrence** – If you would like this event to repeat on the calendar you can set the appropriate recurrence.
   d. **Description** - Enter the detail of the event
   e. **Location** – Where the event will be held or alternate locations
   f. **Date/Time** – Any details about the date and time
   g. **Fees/Admission** – Let the people attending know there will be a fee to attend.
   h. **Contact Information** – Enter the name or phone number of someone a person could contact if they had question.
   i. **Event Categories** – What category would you like your event to be found under if this search option is used on the website.
   j. **Photos & Images** – The Main Event Photo is a 500x500 pixel image that will show at the top of the description
   k. **Search Results Logo** – The Search Results Logo is a 75x75 pixel image that will show when the event calendar is being viewed in list form.
   l. **Photo Gallery** – These are 8 photos 400x400 pixels that you can use to highlight features of your event. These will show at the bottom of the event page.
   m. **Map Services** – There are 2 options to choose from, Google Maps or you may load in a map images
   n. **YouTube** – If you have a video from a past event and you would like to share that on the event page. To use this option you will need to load the video to your channel in YouTube, once this is done you will have a share link that you can past in the **Video URL** box.
   o. Once the details have been entered you can either **Save as Draft** which allows you the option to save your work and come back to complete it, or you can submit for approval. This will send the event details to your chamber/association for approval, once the event is approved it will show on the website calendar.

Manage Events

1. Once you are logged in to the MIC click on **Events**. In the events area click **Manage Events**
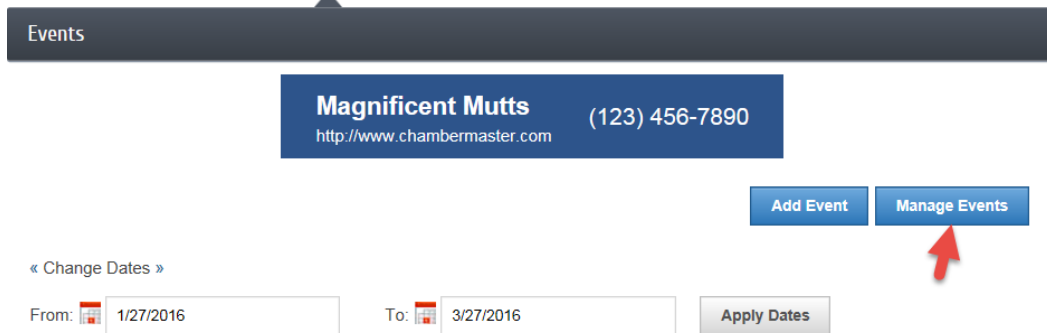
2. The **Manage Events** page is a place you can go to see events you have submitted, it will show pending, current and past events.
3. To make an update to an event you can click on the event title, make your updates and submit for approval
4. Preview an event by clicking the **Preview** link under Action

5. Copy a past event to save time when creating an event. This will take the details of a past event and populate the fields of the new event page, this way you only need to update certain information.