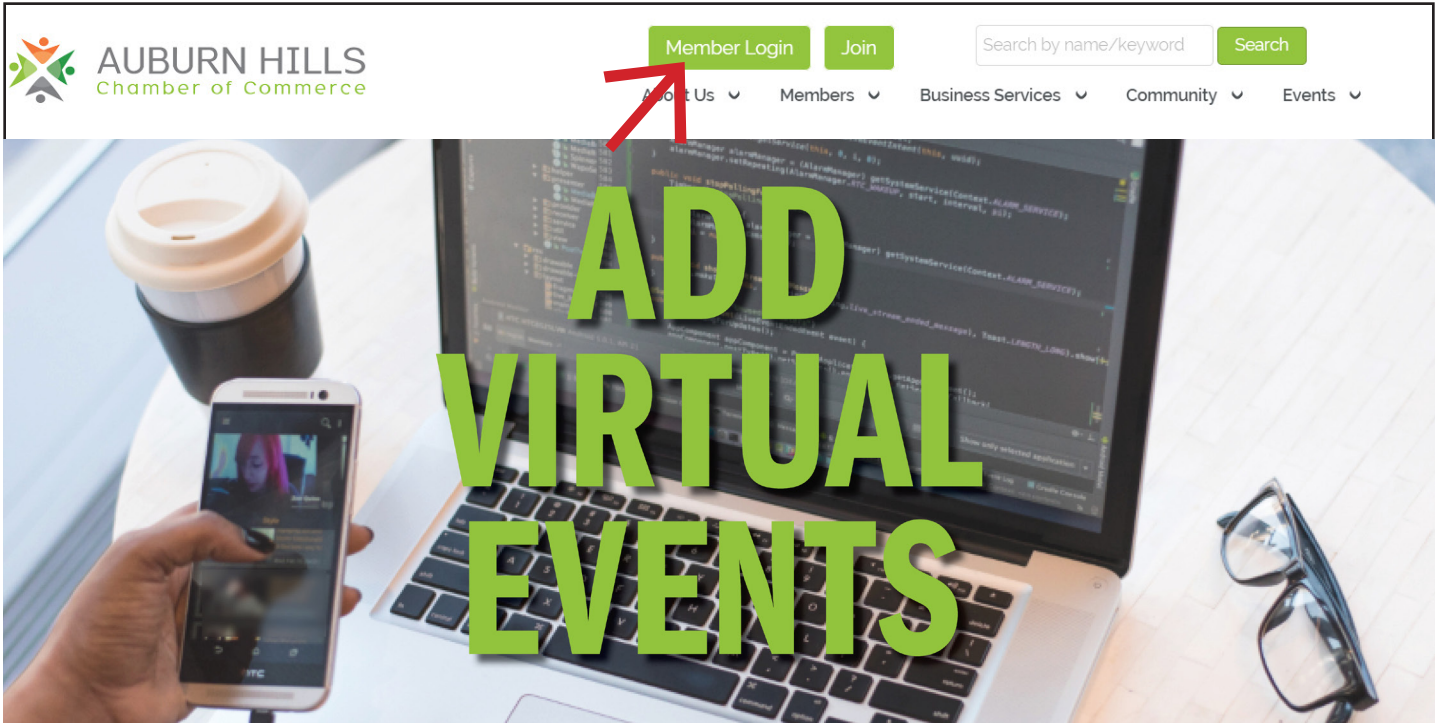
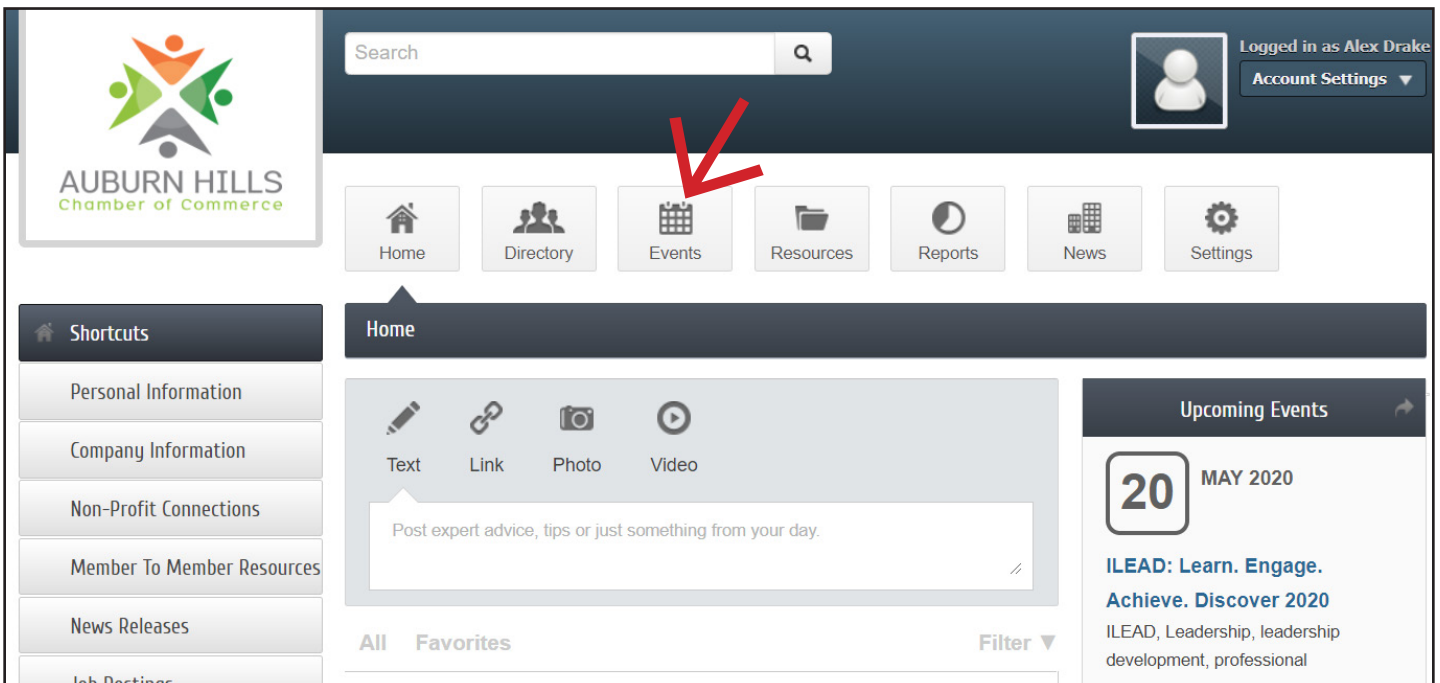


HOW TO: AUBURN HILLS Chamber of Commerce EVENTS

1. Log into the Member Portal by going to AuburnHillsChamber.com and clicking the green “Member Login” button at the top of the page.



2. Click on the Events shortcut along the top of the page.



3. Click Add Event.

The screenshot shows the Auburn Hills Chamber of Commerce member portal. The top navigation bar includes Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar has 'Events' selected, with options for 'Events I've registered for' and 'Events I've attended/checked-in'. The main content area is titled 'Events' and features an 'Add Event' button and a 'Manage Events' button, both highlighted with a red arrow. Below the buttons are date filters for 'From: 3/20/2020' and 'To: 5/20/2020', and an 'Apply Dates' button. The results section shows 'Results Found: 30' and a list of events, with the first one being 'Shatter the Stigma Central Region Support Group'.

4. Complete all sections of form: event title, start and end date, description, location, date/time, fees/admission, contact information, event categories, photos, map and video.

The screenshot shows the 'Events - Create' form. The top navigation bar includes Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar has 'Events' selected, with 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 button are three buttons: 'Save as Draft', 'Cancel', and 'Submit for Approval'. The form is divided into sections: 'General' with fields for 'Event Title', 'All Day Event' (checked), 'Start Date: (m/d/yyyy)', 'Start Hour', 'Start Minute', 'AM/PM', 'End Date: (m/d/yyyy)', 'End Hour', 'End Minute', 'AM/PM', and 'Recurrence'.

5. Click Submit for Approval

The screenshot shows a close-up of the 'Submit for Approval' button, which is highlighted with a red arrow. The button is located in the bottom right corner of the form.

6. Once information is submitted, the Auburn Hills Chamber of Commerce will receive a notification and our staff will review content and then approve. If you have any questions, contact our office at 248-853-7862.

In addition to adding Events, your business can also add Member to Member Resources, job postings and news releases. This is also where you can update your businesses Company Information. These options can be accessed on the left hand side of your member portal under "Shortcuts."