

# POSTING YOUR MEMBER EVENT

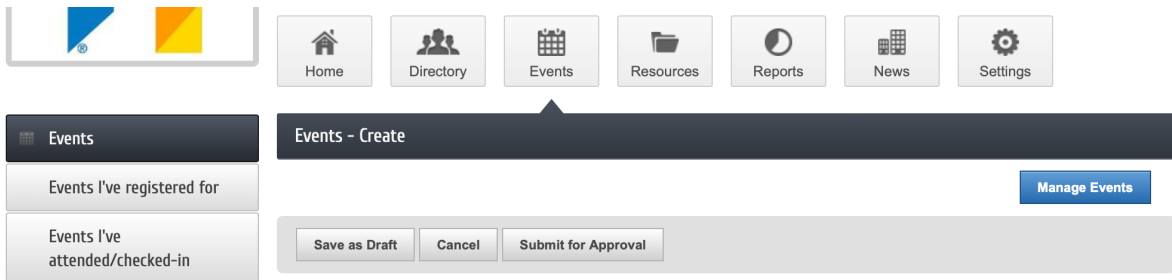
As a member of the Huntsville/Madison County Chamber, you have a unique opportunity to market your events via ChamberMaster to reach fellow Chamber members as well as to non-member visitors on the Chamber's website. Please read through all instructions before moving forward.

For your event to be eligible for consideration, the following criteria must be met:

1. Event is a one-time occurrence – not something that spreads out over weeks/months.
2. Event must have a start and end date. If it lasts multiple days, that number will be included in the title, but it will only post on the start date. However, all dates will be listed in the description.
3. Please submit 2-3 weeks in advance of your event and allow 2-3 days for staff approval.
4. Class listings are limited to the initial registration date; similarly, long-running events will be listed on the start date.
5. Unless it is a free event, fee or admittance costs must be included in the event listing.
6. Retail sales promotions do not qualify as an event listing, and these opportunities should be promoted through our "Member Connection" promotional platform. Those flyers are sent out twice monthly.
7. Fundraising events for political candidates are not permitted.
8. The Chamber reserves the right to review and edit all materials prior to their publication.
9. Event flyers or event promotional videos with inappropriate language are prohibited.
10. Limit of **ONE listing per month** per member.
11. You may only add an event that your company/organization is hosting. If you are one of the vendors/participants at someone else's event, we will not post your submission.
12. All pertinent information must be included to be considered for approval. As an example, if you only add an event title and a photo, the event will be not be approved.

If you have any questions regarding event eligibility requirements or you need additional information, please contact your membership representative.

To login, please visit our website, [hsvchamber.org](http://hsvchamber.org); choose “Member Login” menu at the top menu. Or simply type [cm.hsvchamber.org/login](http://cm.hsvchamber.org/login). If you are unsure of your login, check with your Chamber representative. You may also contact your Membership Account Representative.



**Events tab - Create:**  
Add the title of your event, uncheck All Day, and fill in the date and times here.  
Do not use the Recurrence option.

### General

Event Title:

All Day Event

Start Date: (m/d/yyyy)    Start Hour:    Start Minute:    AM/PM:  
           

End Date: (m/d/yyyy)    End Hour:    End Minute:    AM/PM:  
           

Recurrence:

**Details:**  
Add detailed information describing your event in the description box. It is not necessary to repeat the time and date here. Use the Default font (16 pt) for all text.  
A portion of the description will automatically populate in the Meta box.  
Using the Search box is not a requirement.

### Details

Description:

Styles    Format    Font    Size

**Meta Description:** (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)

**Search Description:** (Description displayed in the search results listing on the website, 160 characters max)

**Location:**

The only thing to list here is the name of the location. You will put the address in under Map (explained later).

Location:

**Date/Time:**

The only thing to possibly add here is if the event is more than one day. Otherwise, the time/date you filled in earlier will show automatically on the post.

Date/Time:

**Fees/Admission:**

Either put 'Free event' or explain the costs of your event. You can list multiple fee levels.

Fees/Admission:

**Contact:**

Include a name in the Contact Information box – and a phone number if needed. Add your email address and the web address for the event.

Contact Information:

Contact Email:

Website Uri:

**Categories:**

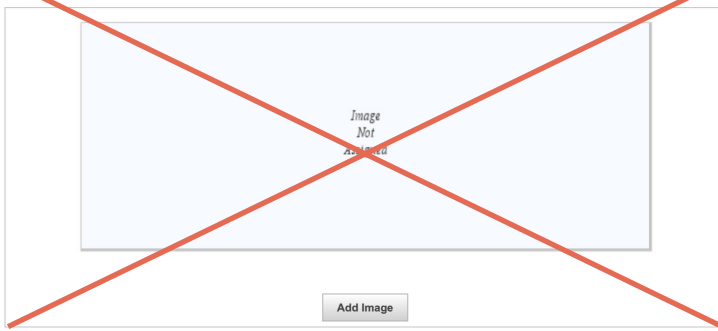
Check the boxes that fit your event plus 'Member Events.' The ones marked are for Chamber use only.

**Event Categories**

- Arts & Culture
- Chamber Event
- Community
- Existing Industry
- Fundraiser/Charity Event
- HREGI
- Nonprofit
- Ribbon Cuttings/ Special Ceremonies
- Trip Events
- C-Suite Speaker Series
- Chamber Networking
- Continuing Education
- Festivals & Celebrations
- Government & Public Affairs
- Member Events
- Professional Development
- Schools/Education
- Women's Business Council
- Chamber Class
- Clubs/Organizations
- Cummings Research Park
- Finance/HR
- Holiday
- Member Events for Small Business
- Recreation & Sports
- Small Business
- Workforce

Photos & Images

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



Main Event Photo



Search Results Logo



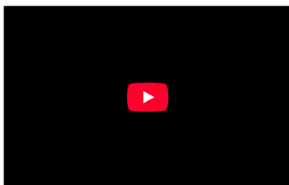
Gallery Photos



Map Service

- None
- Google Maps
- Uploaded Image

YouTube Video



Video Url:

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

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

**Photos & Images:**

Do not use the Event Header Photo slot.

The Main Event Photo is for your prominent art, and if you want to add a caption for accessibility, please do. Chamber Staff will fill in the Search Results Logo with the Member Event icon.

**Gallery:**

If you have additional photos to support your event, please add them here.

**Map Service:**

Please click on Google Maps if you have an in-person event. This is where you will add the exact address including zip code.

**YouTube video:**

If you have a promotional YouTube video for your event, you can add it here. This does not support other video platforms such as Vimeo. Chamber staff will check the video link submitted.

**Finished?**

You can either save a Draft and finish later or submit for approval.