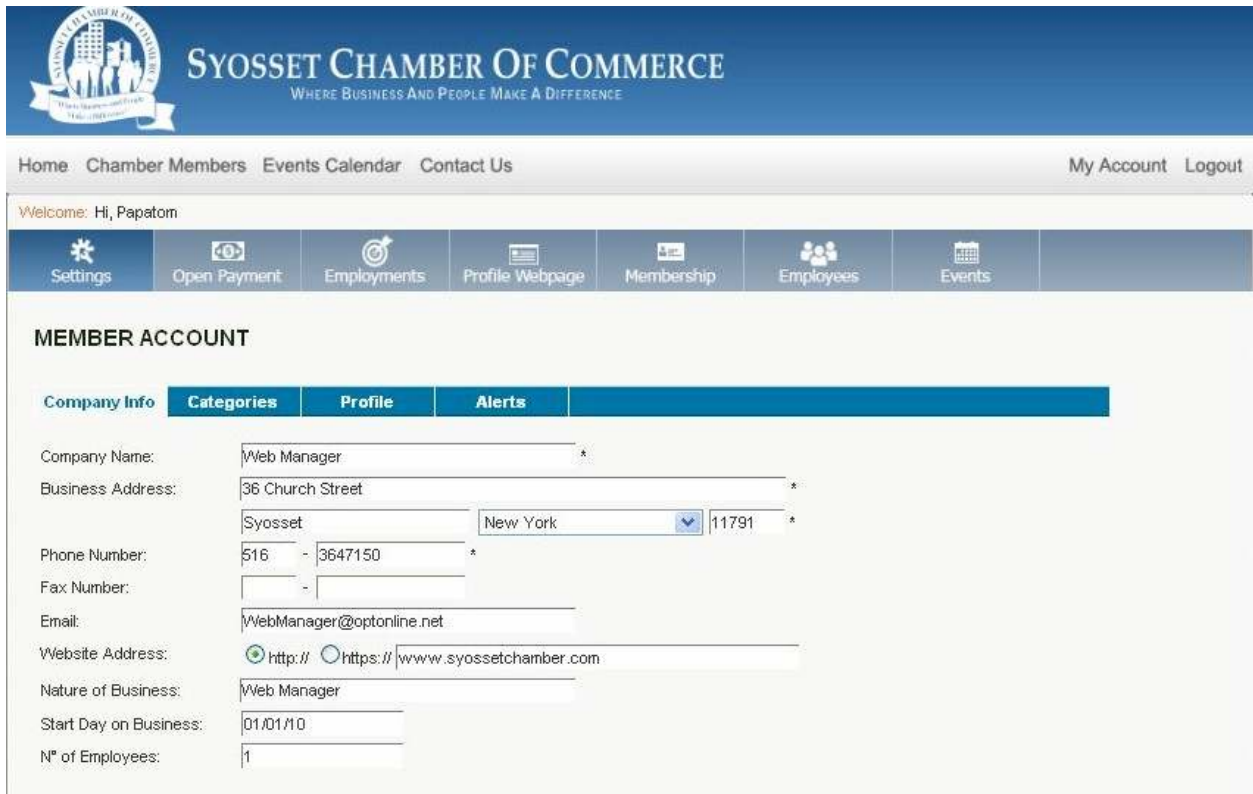


How to Submit a Member Event

1. Sign in with your User Name & Password. If you have forgotten your User Name or Password, send an e-mail to info@syossetchamber.com and we will respond with this information to the e-mail address you submitted with your original registration. Upon signing in, you will be forwarded to the following screen:



MEMBER ACCOUNT

Company Info | Categories | Profile | Alerts

Company Name: Web Manager *

Business Address: 36 Church Street *
Syosset New York 11791 *

Phone Number: 516 - 3647150 *

Fax Number: -

Email: WebManager@optonline.net

Website Address: http:// https:// www.syossetchamber.com

Nature of Business: Web Manager

Start Day on Business: 01/01/10

N° of Employees: 1

2. From the horizontal menu bar below “Welcome YOURNAME,” select “EVENTS.” Now you will see the screen below:



EVENTS LIST

[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z]

There are no events.

Add **Delete**

3. Click on the green ADD button to begin. You will be forwarded to the following screen:

SYOSSET CHAMBER OF COMMERCE
WHERE BUSINESS AND PEOPLE MAKE A DIFFERENCE

Home Chamber Members Events Calendar Contact Us My Account Logout

Welcome: Hi, Papatom

Settings Open Payment Employments Profile Webpage Membership Employees **Events**

EVENT ADD

Event Name:

Event Description:

Full description of your event

[Enter a Event Description]

Event Small Desc.:

Event Address:

City: ZIP:

Event Start: @ 24hr format End: @ 24hr format

Repeats:

Web Publish Start: @ 24hr format End: @ 24hr format

Upload Files:

File Information:

Files: No files attached

Picture: Do you have an image?

4. Enter a brief name for your event. This will be the header of your listing.
5. In the large text box, add the full description of your event, using the formatting features shown in the menu bar. For now, certain features – such as adding photos, etc. - may be too complicated to use. If you need to add a photo, send an e-mail to info@syossetchamber.com and we will assist you.
6. Enter a brief description of your event. 1-2 sentences is ideal.
7. Enter the Street Address, City, State, and Zip code in which your event is taking place.
8. Next to EVENT START, enter the day your event begins. Next to @, type in the start time using the 24-hour format (ex: 08:00 = 8:00am / 18:00 = 6:00pm). Yeah, we know it's a nuisance...
9. Leave the REPEATS box set to Never. We will adjust accordingly.
10. Next to WEB PUBLISH START, enter today's date as MM/DD/YY, the start time (in 24-hr format), the last day the event should be listed, and what time it should be removed from the site. If you are unclear about this section, do the best you can and we will adjust as necessary.
11. If you have prepared a pdf or other file advertising your event, use the Upload Files option.
12. Use the first FILE INFORMATION box to describe the file (ex: "Details of our event") and use the second one for wording to the effect of "Click here for flyer."
13. If you have a company logo or an image you'd like to add to your listing, check "Do you have an image" and follow instructions for uploading. The file must be no larger than 2mb.
14. Click SAVE. Upon review and approval by The Chamber, your event will be added to the Home Page under "Member Events."