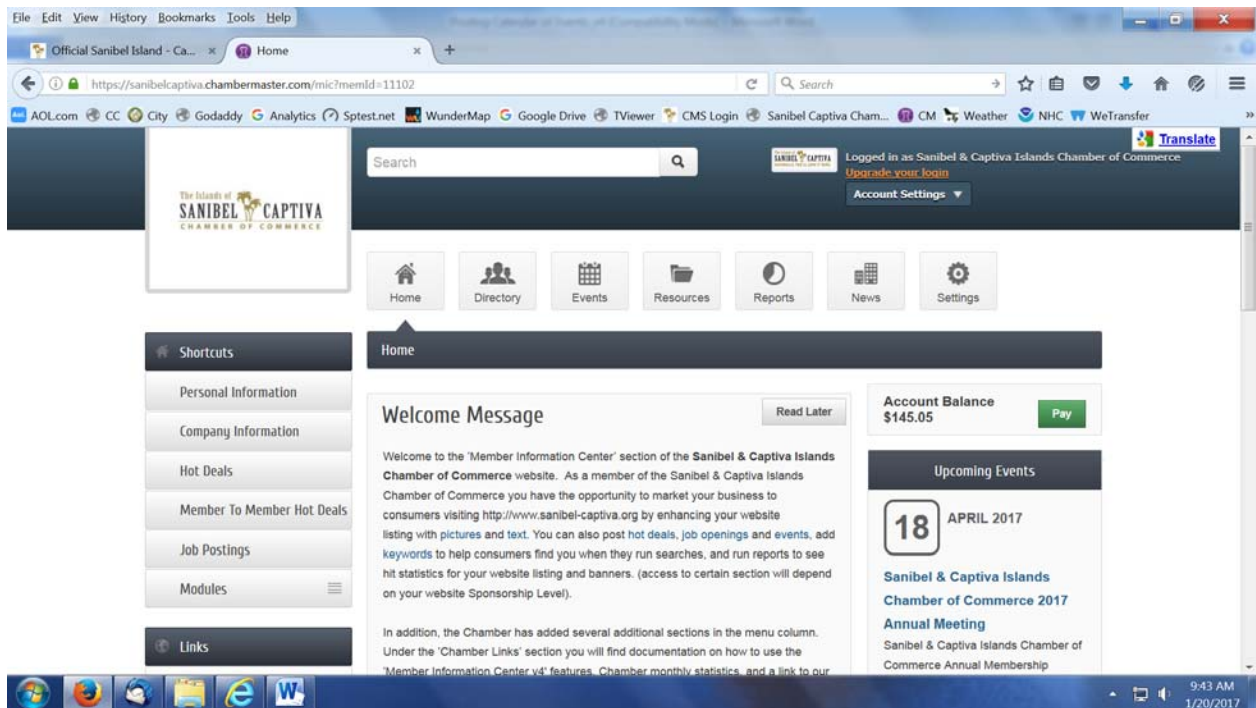


Sanibel & Captiva Islands Chamber of Commerce
Posting Calendar Events
January 2017

Please see the 'Chamber Calendar of Events Posting Policy' document in the 'Chamber Policy Documentation' in your member portal.

1. Setting up a new Event
 - a. Log on to 'Business Member Login'.
 - i. You will see the Welcome screen like this



- b. Near the top in the middle, click on 'Events'.
- c. The next screen will show the current month's calendar.
- d. Click on 'Add an Event'.
- e. The Title field will be filled in; you can replace it with your title.
- f. Modify the start and End Dates.
- g. The 'All Day Event' box will be checked, un-check it to fill in the start and end times.
- h. Complete the remaining fields.
- i. **A special note about text.**
 - i. **In some cases special characters will be changed into '?' marks, particularly when copying and pasting the text from a word processing document (I.E. MS Word).**
 - ii. **We suggest you either type all the text or use Notepad or WordPad.**
- j. Do NOT modify the 'Visibility' checked boxes.
- k. Check all appropriate 'Event Categories'.
 - i. These categories are used in the calendar search function only.
- l. Upload photos if you wish.
- m. Update the check box for Google Map if you want the mapping ability active for this event
- n. You can save your event as a draft for finishing later.
- o. When you have finished; click 'Submit for Approval'.
- p. This will send your Event to the Chamber for approval.
- q. Approvals are normally processed daily Monday through Friday from 9am to 5pm
- r. If your Event does not appear on the website after 24 hours, please call the chamber at 472-8759.
 - i. Effective October 2014 member can now set up events to recur daily, weekly, etc.

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- ii. When building a recurring event enter the Start Date AND End Date as the same date,
 1. When you select 'Recurrence' (daily, weekly, monthly. etc) you will select the day of the week and the true End Date.
2. Changing an existing Event.
 - a. Log on to '**Business Member Login**'.
 - b. Near the top in the middle, click on 'Events'.
 - c. The next screen will show all your existing Events (and the current calendar month).
 - d. Click on 'Manage Events'.
 - i. You should now see any events you have.
 - e. Click on the event Title.
 - f. The next screen will show the same form as used when creating the event.
 - g. Change all necessary fields including pictures.
 - h. Click on 'Save' to save your changes (it will be submitted for approval).
 - i. If your Event does not appear on the website after 24 hours, please call the chamber at 472-8759.

If you have any problems or need any assistance; please call Member Administration at 472-8759