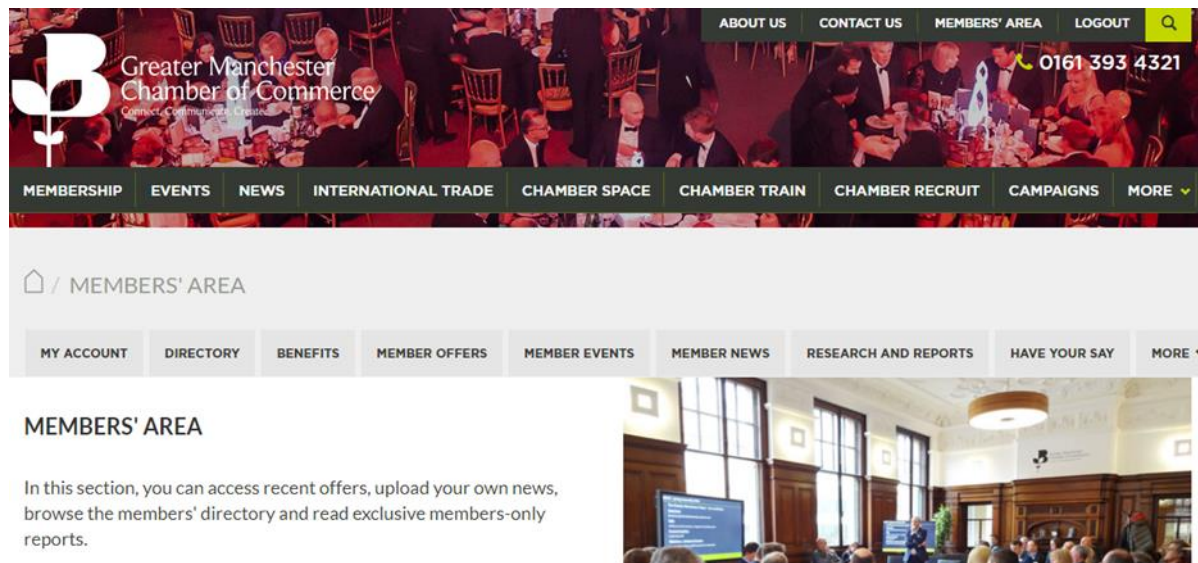

Uploading a Member Event

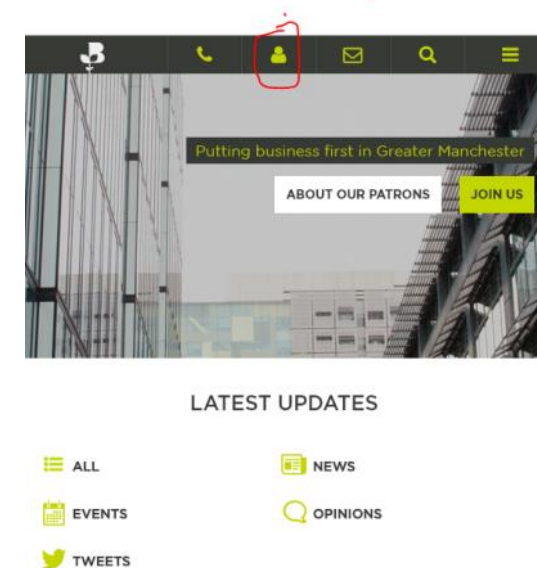
1) Log on to the website

Navigate to www.gmchamber.co.uk and log in to the Members' Area (using the LOGIN button at the top right hand side of the screen, or the "Person" icon if you're using a tablet or phone) using your registered e-mail address* and password

Desktop view



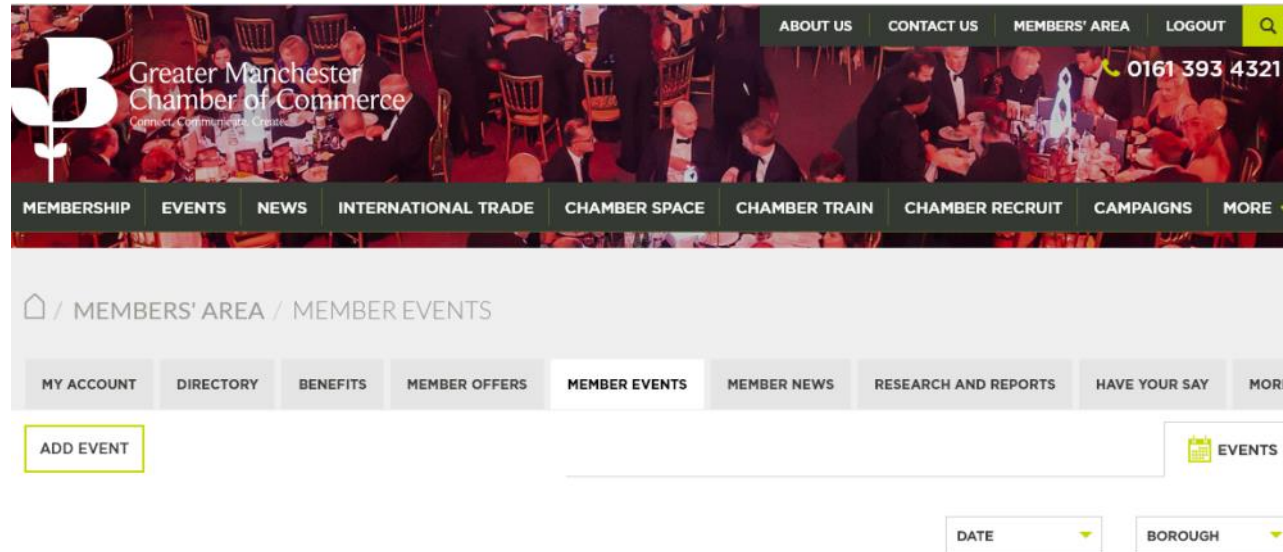
Mobile view



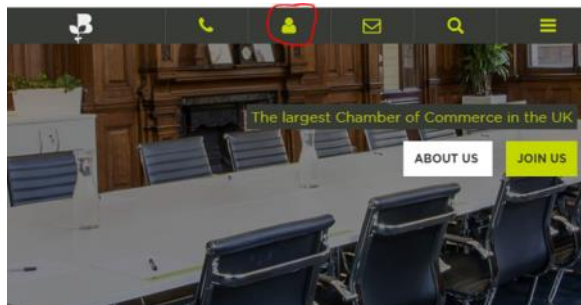
*Your unique link, allowing you to register to use the Members' Area of the site was e-mailed on Thursday 14 September – please check your Spam inbox if you have not received it, alternatively contact us at communicate@gmchamber.co.uk and we'll be able to re-issue it.

2) Navigate to Member Events

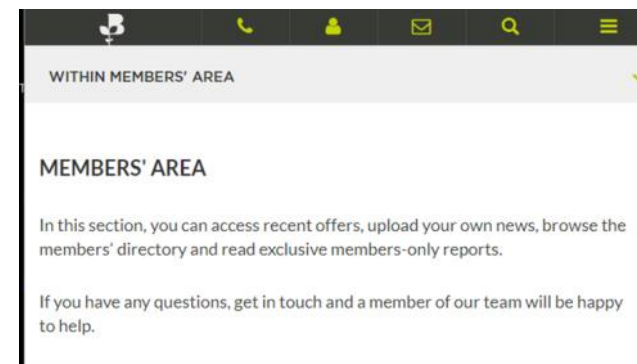
Click on the Member Events tab – here you review Member Events, which can be filtered by date and by borough:



If you're viewing the site on a mobile, tablet, or via minimised screen, you may see this – click on the “Person” icon to access the Membership area:

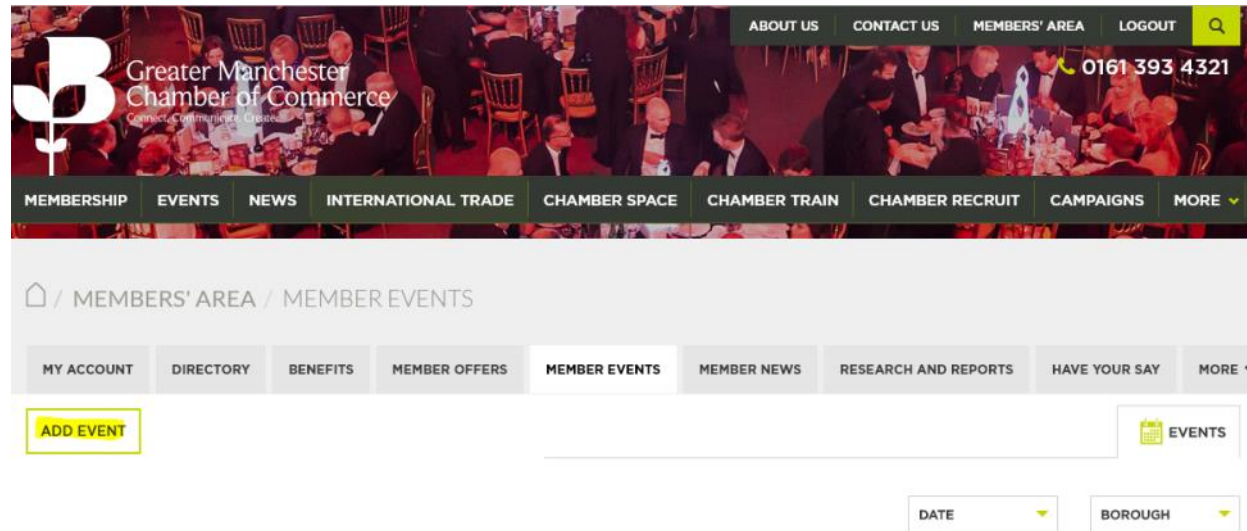


Then click on “Within Members’ Area” to access the full menu.

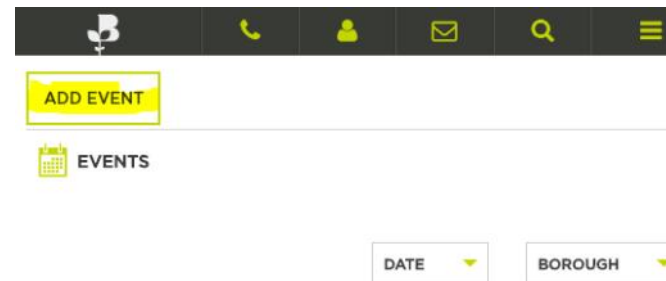
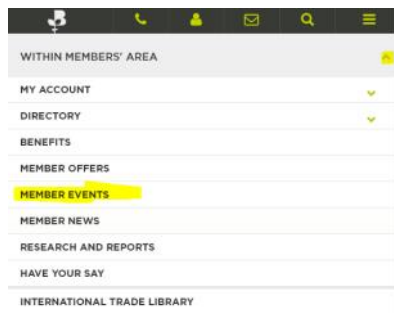


3) Click on Add Event

Click on “Add Event”



If you're viewing the site on a mobile, tablet, or via minimised screen, expand the "Within Members' Area" to view options:



4) Add Your Event

Click on the Member Events tab – here you review Member Events, which can be filtered by date and by borough:

Submit an Event

Event Title

Give your event an attention grabbing title

Registration Date

Registration start date

Event Start Date

When's the event?

Event End Date

Is it more than one day?

Event Time From

Use the 24 hr clock, to avoid confusion

Event Time To

Remember to add a finish time!

Event Location

What's the venue?

Borough *

Describe your event here - you may want to mention:

- How delegates will benefit from attending
- What they will learn that they can put into practice straight away
- Who the event is suitable for

Members Price *

Offering a different price for members is optional!

Non-Members Price *

Company Name *

This is a mandatory field

Contact Name

Contact Title

Contact Email

Contact Telephone

Image

No file chosen

Register by external link *

eg, <http://www.mysite.co.uk> (Must enter the http://)

5) What Happens Next?

Once your event is submitted, it will be sent to the Marketing team for publishing.

We'll email you once your event is published – and we'd be delighted if you share the link via your own channels, including

- Twitter
- LinkedIn
- Facebook
- Instagram