

Guide: Post an Event

Powered by:

Step 1 Log in to the Chamber Portal



Login

Username:

Password:

[Forgot your username/password?](#)

Step 2 Select Events

From the Home page, select Events.

The screenshot displays the user interface of the Coastal Alabama Business Chamber website. The top navigation bar is dark blue and contains a search bar, a user profile for Mark Jones (Yellow Hammer IT) with an 'Account Settings' dropdown, and a row of menu items: Home, Directory, Events (circled), Resources, Reports, News, and Settings. The left sidebar features the 'COASTAL ALABAMA BUSINESS CHAMBER' logo and a 'Shortcuts' section with links to Personal Information, Company Information, Hot Deals, Member To Member Deals, News Releases, and Job Postings. The main content area has a 'Home' breadcrumb and a 'Welcome Message' section with a 'Read Later' button. The 'Welcome Message' text states: 'ChamberMaster is your direct connection to the Coastal Alabama Business Chamber. As a member of the Coastal Alabama Business Chamber you have the opportunity to market your business to consumers visiting <http://www.mygulfoastchamber.com/> by enhancing your informational [home page](#) with [pictures](#) and [text](#). You can also post [hot deals](#), [job openings](#) and [events](#), add [keywords](#) to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items.' Below this, it begins with 'Whether at work, at home, or traveling, anywhere that you have access to the internet you'. On the right, the 'Upcoming Events' section shows the date '21 MAY 2019' and the event title 'Summer Glow Event @ The McCollough Institute', with a description 'Summer is just around the corner! Let us fill you in on the latest summer' and a '... see more →' link.

COASTAL ALABAMA BUSINESS CHAMBER

Search

Logged in as Mark Jones
Yellow Hammer IT
Account Settings

Home Directory **Events** Resources Reports News Settings

Home

Welcome Message Read Later

ChamberMaster is your direct connection to the **Coastal Alabama Business Chamber**. As a member of the Coastal Alabama Business Chamber you have the opportunity to market your business to consumers visiting <http://www.mygulfoastchamber.com/> by enhancing your informational [home page](#) with [pictures](#) and [text](#). You can also post [hot deals](#), [job openings](#) and [events](#), add [keywords](#) to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items.

Whether at work, at home, or traveling, anywhere that you have access to the internet you

Upcoming Events

21 MAY 2019

Summer Glow Event @ The McCollough Institute

Summer is just around the corner! Let us fill you in on the latest summer

... see more →

Step 3 Choose Add Event

To add an event, select Add Event.

The screenshot displays the Coastal Alabama Business Chamber website interface. The top navigation bar includes a search bar, a user profile for Mark Jones (Yellow Hammer IT), and an account settings dropdown. Below this is a main menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The 'Events' section is active, showing a sidebar with filters and a main content area with event listings. The 'Add Event' button is circled in the top right of the Events section.

Coastal Alabama Business Chamber

Search

Logged in as Mark Jones
Yellow Hammer IT
Account Settings

Home Directory Events Resources Reports News Settings

Events

Events I've registered for

Events I've attended/checked-in

Clear Filters

☐ Featured Events (6)
☐ Registration Available (5)
☐ Incomplete Registration (0)

Narrow search by:

Keyword:

Category: Any Category

Month: Any Month

« Change Dates »

From: 5/17/2019 To: 7/17/2019 Apply Dates

Results Found: 215

Sort by: A-Z Date

[New Search](#) [Calendar View](#)

Live Music at Bar 45 Event
Friday, May 17, 2019
Live Music every Friday at Bar 45! ... more details →

Patriots Corn Hole Tournament Event
Saturday, May 18, 2019
American Legion Post 44 Gulf Shores conducts a corn hole tournament on the 3rd Saturday each month from 10 AM to 2 PM. Players of all levels are welcome. Early registration is \$10 per person. Game-day registration is \$15 per person. Teams are matched by random drawing. Tournament is round robin. Champion team has the most wins. Cash prize awarded. Lunch is available. ... more details →
Categories: Community Services

Step 4 Populate the General Fields

Include a concise title for your event.

Adjust dates and times to fit your specific event needs.

- Include Start Date and End Date
- Specify Start Hour and End Hour (AM or PM)
- If a recurring event, select Recurrence

This will post to the Chamber Events Calendar on the date/times you select.

Search

Logged in as Mark Jones
Yellow Hammer IT
Account Settings

Home Directory Events Resources Reports News Settings

Events - Create

Manage Events

Save as Draft Cancel Submit for Approval

General

Event Title:

☒ All Day Event

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

5/17/2019 12 00 AM

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

5/17/2019 12 00 AM

Recurrence:

None

One-time event

Occurring on May 21 from 9AM-10AM

General

Event Title:

Sample: Tech Tuesday

☐ All Day Event

Start Date: (m/d/yyyy)

5/21/2019

Start Hour:

9

Start Minute:

00

AM/PM:

AM

End Date: (m/d/yyyy)

5/21/2019

End Hour:

10

End Minute:

00

AM/PM:

AM

Recurrence:

None

Recurring event

Occurring the 3rd Tuesday from June 18 – Sept 17

General

Event Title:

Sample Event: Phish Camp with YellowHammerIT

☐ All Day Event

Start Date: (m/d/yyyy)

6/18/2019

Start Hour:

10

Start Minute:

00

AM/PM:

AM

End Date: (m/d/yyyy)

6/18/2019

End Hour:

11

End Minute:

00

AM/PM:

AM

Recurrence:

Monthly

Every:

Month

Through: (m/d/yyyy)

9/17/2019

☐ No End Date

Occurring On:

the 3rd Tuesday

Step 5 Describe the Event

Create an inviting description of your event.



Details

Description:

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Styles ▾

Format ▾

Font ▾

Size ▾

Proofread your description for typos in this textbox.

body

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)






Meta & Search Description Strategies:



- Include relevant key word(s) about your event
- Convey value to the reader
- Include call to action (Join, Register, Attend)



Step 6 Add Location




Add the venue name, address, and any other information to help participants find your event easily.


Location:



















































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Size ▾

Gulf Coast Chamber
3150 Gulf Shores Pkwy
Gulf Shores, AL 36542

Across from *The Track* and *Bumper Boats* on Hwy 59

body

Step 7 Identify Date & Time

The image shows a screenshot of a rich text editor interface. At the top, there is a label "Date/Time:". Below it is a toolbar with various icons for editing and formatting. The main text area contains the text "Monday, July 22, 2019" and "10:00AM-11:30AM". At the bottom, there is a status bar with the word "body" and a small triangle icon.

Date/Time:

Monday, July 22, 2019
10:00AM-11:30AM

body

Date/Time:

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Styles ▾

Format ▾

Font ▾

Size ▾

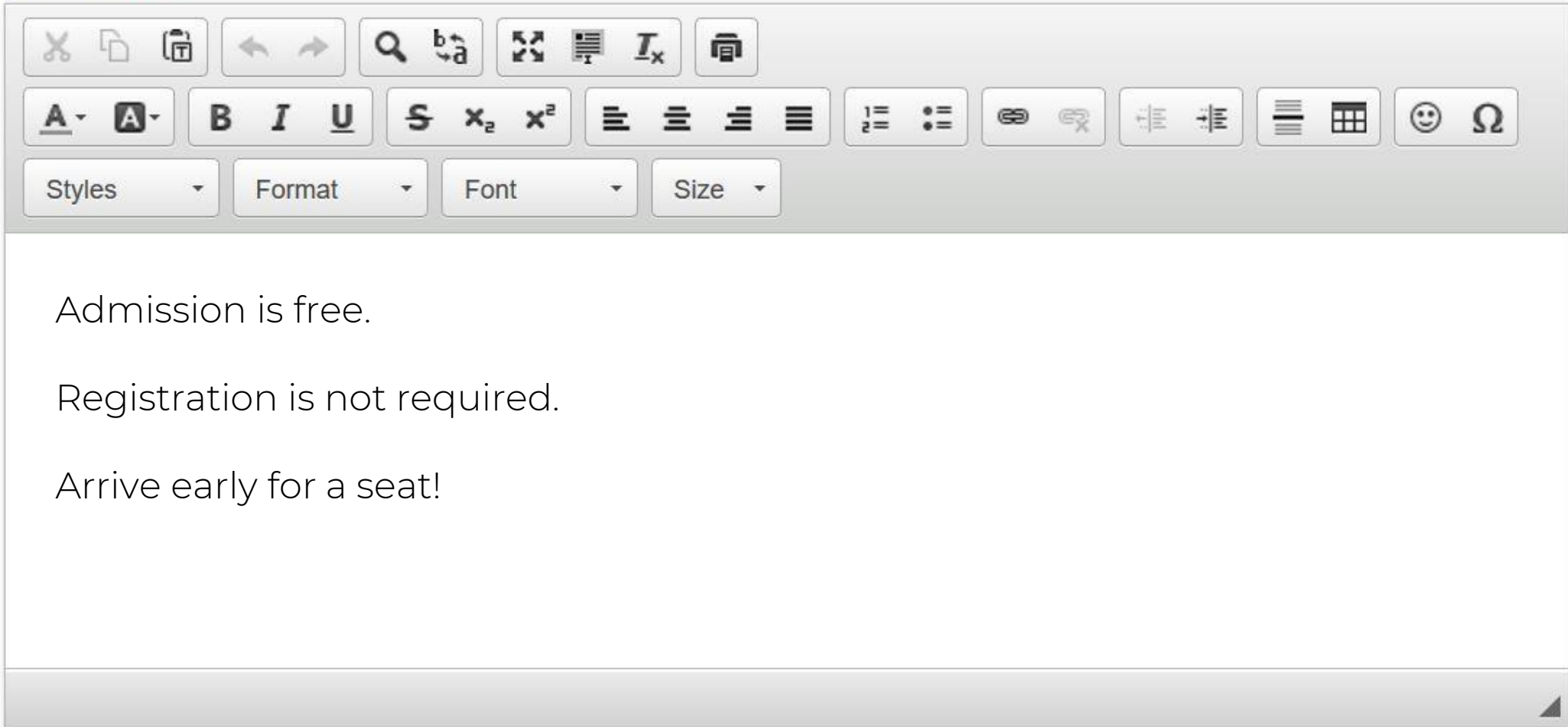
Monday, July 22, 2019
10:00AM-11:30AM

body

Step 8 Include Fees/Admission Details

Add specific information about fees or admission requirements or recommendations, so your participants will know what to expect.

Fees/Admission:



Admission is free.

Registration is not required.

Arrive early for a seat!

Step 9 Share Contact Info & Select Categories

Include details for who to contact and how to connect to obtain more information.

Contact Information:

For more information contact: Mark Jones with YellowHammerIT
Phone: 251-979-1480

Contact Email:

mark@yellowhammerit.com

Website Url:

https://yellowhammerit.com/

Select a category to which the event most closely aligns.

Event Categories

☐ Chamber Of Commerce

☐ Government

☐ Coastal Christmas



☒ Community Services

A picture is worth a thousand words!

Use pics from previous events, take new ones, or use stock photos from photo sharing sites such as to enliven your event post.

Click *Add Image*, then browse your computer to select your image.

Photos & Images

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

Image Not Assigned

Add Image

Main Event Photo

Image Not Assigned

Image Caption:

Add Image

Search Results Logo

Image Not Assigned

Add Image

Step 11 Include Map & Video

Map Service

Use the Google Map tool or upload an image of the location to help participants easily find your event.



Map Service

- ☒ None
- ☐ Google Maps
- ☐ Uploaded Image

YouTube Video



Video Url:

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

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

YouTube Video Link

Include a link to a YouTube video that spotlights your event such as footage from previous events or a teaser video that you create and post to YouTube to excite interest.



Example How to Include Map & Video

Map Service: To use the Google Map, type in the address for the event, and click View on Map.

Map Service

☐ None

☒ Google Maps

☐ Uploaded Image

Map Address

Street Address:

3150 Gulf Shores Pkwy

City:

Gulf Shores

State:

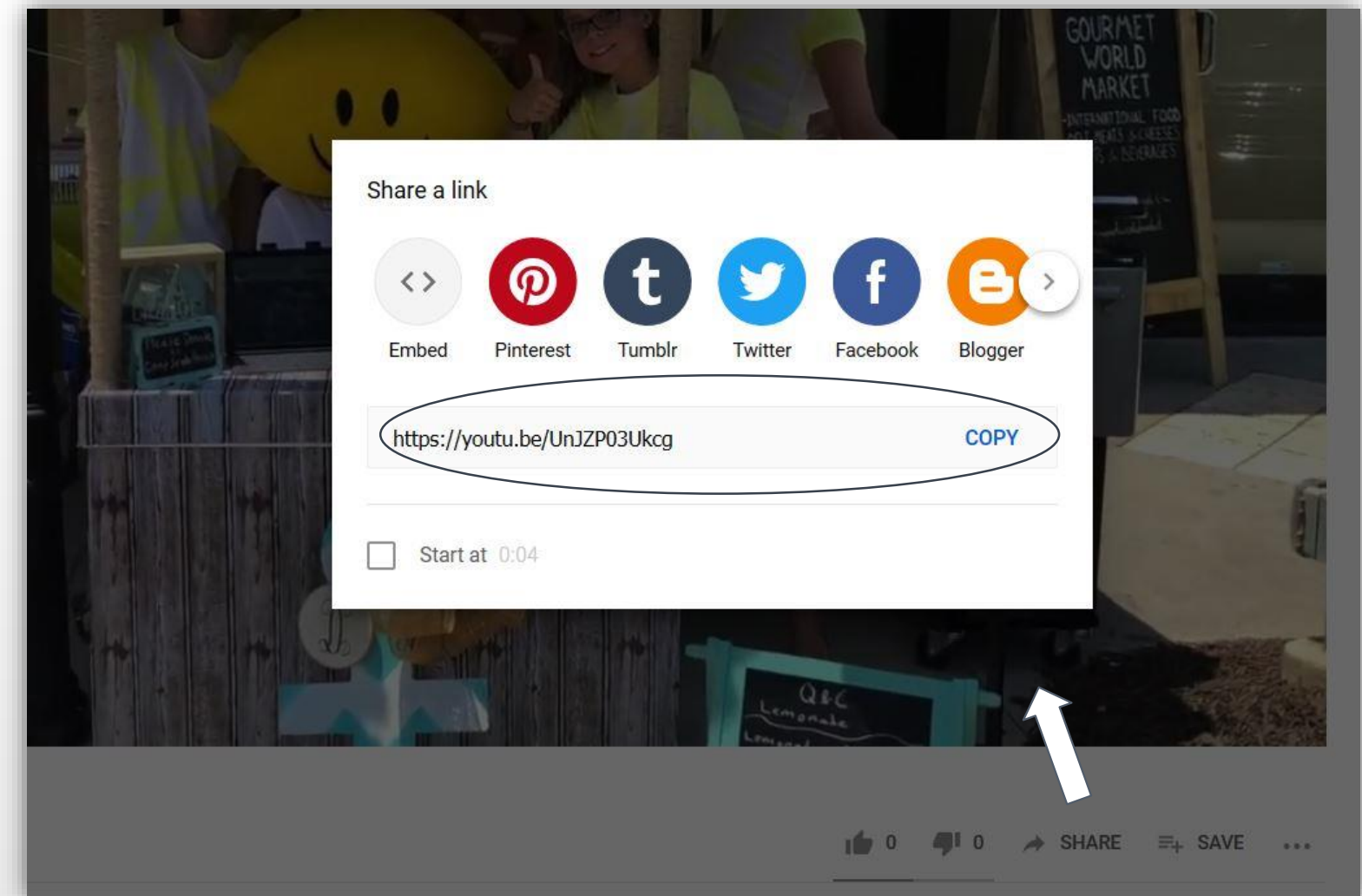
AL

Postal Code:

36542

View on Map

To find a YouTube video link: Open a YouTube video, select Share, copy the link, paste it in the YouTube video URL box.



Choose to:

Safe as Draft
to work on
the details
later



Cancel
your event
post



Submit your
event for
approval



Save as Draft

Cancel

Submit for Approval

After you submit your event, it will be reviewed by the Chamber team.
Once it has been approved it will appear on the [Chamber Events calendar](#)

BUSINESS CHAMBER

COASTAL ALABAMA



YOUR BUSINESS

BUSINESS DIRECTORY

Events Calendar