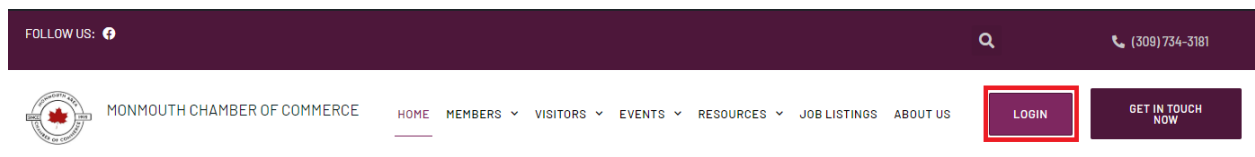




Adding Events To Info Hub

STEP ONE

Go to the [Monmouth Area Chamber of Commerce website](#) and click on **Login**.



STEP TWO

Type in your username and password and click on **Sign In**.

Info Hub Login for
Monmouth Area Chamber of Commerce

Username
lucas.odantas@gmail.com

Password
.....

[Forgot your Username or Password?](#)

Remember Me

Sign In [Don't have an Account?
Create One](#)

STEP THREE

In your left panel, scroll down until you see **Events** and click on it.



Logged in as
Lucas Oliveira
Dantas - Monmouth
Area Chamber of
Commerce

- Home
- My Info
- My Billing Info
- My Directory Listing(s)
- My Subscriptions
- Events
- Chamber Member Directory

CURRENT BALANCE
\$0.00

Welcome to your member connection and resource center!
As our valued member you have the opportunity to connect with other members by searching the Directory or registering for an upcoming event. You may also access your membership details, review account history and pay all your invoices online from the Account area.
Watch our tour to learn more!



UPCOMING EVENTS

Sep 2	Friday Night Farmers Market	Friday, 5:00 PM
Sep 9	Friday Night Farmers Market	Friday, 5:00 PM
Sep 16	Friday Night Farmers Market	Friday, 5:00 PM
Sep 20	Monthly Board Meeting	Tuesday, 12:00 PM
Sep 23	Friday Night Farmers Market	Friday, 5:00 PM

REFER OTHERS
Do you know someone who would benefit from being a part of Monmouth Area Chamber of Commerce?
[Refer them today!](#)

STEP FOUR

Click on the **Add New Event** button.

Month View List View

Search... Future Customize Results... + Add New Event

StartDateBetween: between 8/30/2022 and 12/31/2031 [Clear All]

EVENT NAME	START DATE	DESCRIPTION	ACTIONS
Friday Night Farmers Market	9/2/2022	Monmouth Area Chamber hosts the Friday Night Farmer's Market on Friday evening from June through September (with the possibility of an extension through October)	+
Friday Night Farmers Market	9/9/2022	Monmouth Area Chamber hosts the Friday Night Farmer's Market on Friday evening from June through September (with the possibility of an extension through October)	+
Friday Night Farmers Market	9/16/2022	Monmouth Area Chamber hosts the Friday Night Farmer's Market on Friday evening from June through September (with the possibility of an extension through October)	+

In this screen, you will setup the following:

- **Event Name:** This is where you type the name of the event you are creating.

Event Name

- **Contact, Organization, Email Address and Phone:** Here you can specify the contact information of the person who is responsible for the event. This will automatically bring up your information, so if you are not the responsible, make sure you edit these fields correctly.

Contact

Email Address

Organization

Phone

- **Event Contact Details:** If other people are also able to give information about the event you are listing, make sure to include the person's name, email address and phone number.

Event Contact Details

- **Description:** Type in the details about your event, this information is public so make sure you don't leave details behind in this field.

Description

- **Location Name:** Here you will notice you can type in the name of a business and the address information will be automatically populated if it's saved in Info Hub.

Location Name

- **Address:** If the address was not populated using the Location Name, you can manually type in the address in these fields.

Address 1

Address 2

City

State/Province

Postal Code

Country

- **Publish Date, Start, End and Hours:** Don't worry too much about the **Publish Date**. But be sure you include the start and end time of the event in the **Start at** and **End at** fields. If your event runs for more than one day, make sure you type that information under **Hours**.

Publish Date

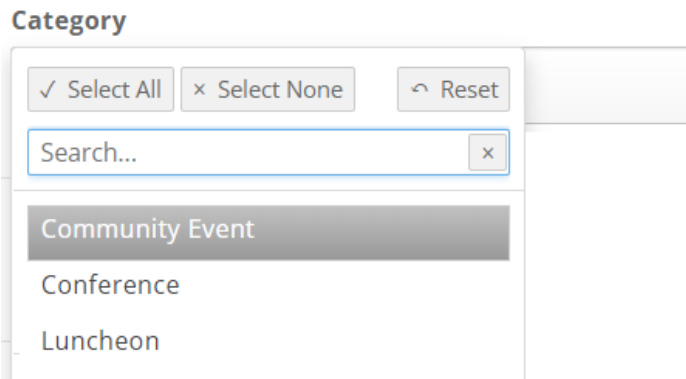
Start at

End at

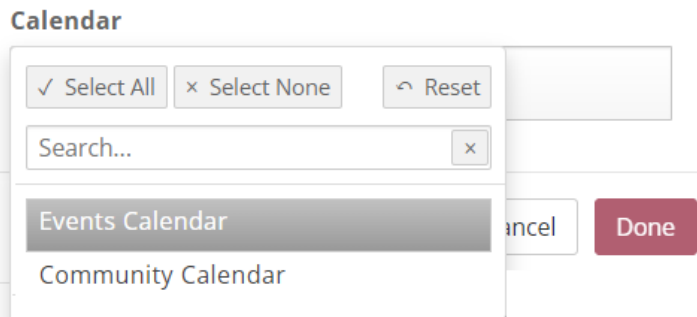
All day

Hours

- **Category:** In this option, you select the type of event you are adding. If the event type you would like to add is not listed here, feel free to email us at director@monmouthilchamber.com and we will have it added for you.

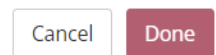


- **Calendar:** Here you choose to who this event will be available to:
Events Calendar: This event will be available to only members of the Chamber of Commerce.
Community Calendar: This event will be public to anyone who visits the Chamber of Commerce website.



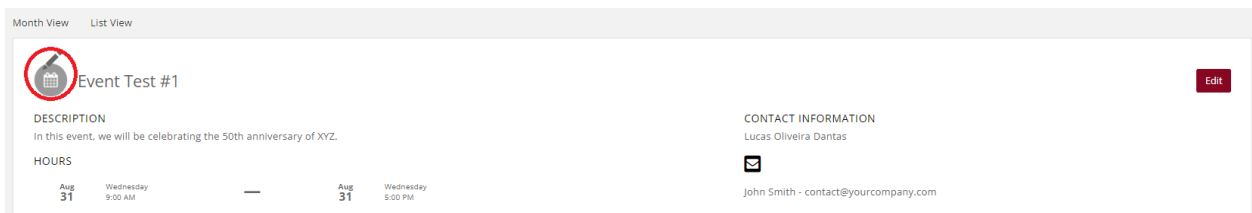
STEP FIVE

After all the information has been added, click on **Done**.

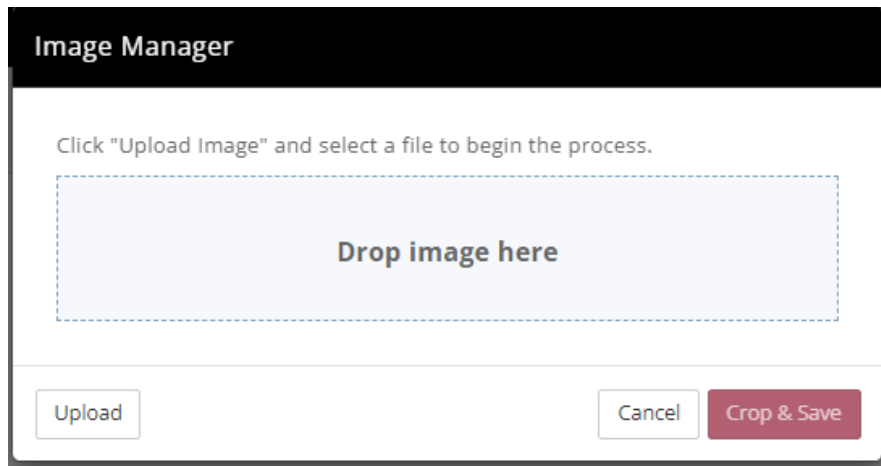


STEP SIX

After you have finished creating your event, you can upload a picture so it looks better when people see the list of events. To do that, click on the pen icon located close to the event name.



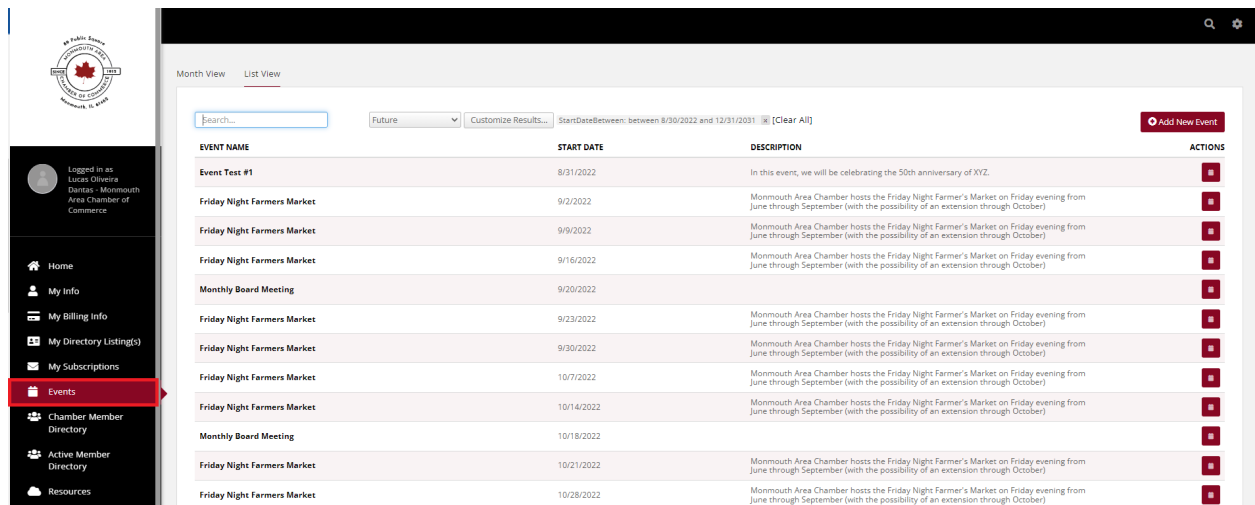
Upload the picture you wish to add to your event, and then click on Crop & Save.



That's it! Your event has been created.

STEP SEVEN

If you have added an event for only members of the Chamber of Commerce, you will be able to see it listed under **Events** on Info Hub.



If you have added your event to the Community Calendar, you can see it by going to the Monmouth Area Chamber of Commerce website, click on **Events** and then **Community Calendar**.



Your event will be listed with the image you have uploaded with it.

Community Calendar



What are you looking for?

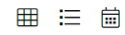
Categories


Show Events Happening...

Q Search

8/31/2022 - 8/31/2023 x

Results: 11



WED	August 31		Event Test #1 9:00 AM - 5:00 PM In this event, we will be celebrating the 50th anniversary of XYZ.
FRI	September 2		Friday Night Farmers Market 5:00 PM - 8:00 PM Monmouth Area Chamber hosts the Friday Night Farmer's Market on Friday evening from June through September (with the possibility of an extension through October)
FRI	September 9		Friday Night Farmers Market 5:00 PM - 8:00 PM Monmouth Area Chamber hosts the Friday Night Farmer's Market on Friday evening from June through September (with the possibility of an extension through October)

