



CHAPTER EVENT SUBMISSION PROCESS



This document serves as a comprehensive guide, detailing the **step-by-step process for submitting a chapter event**, ensuring the adherence to protocol and efficiency in execution.

1. Login to your **Member Center**.
2. On the left under Quick Navigation, select “Member Resources.”
3. In the Member Resources, navigate to and select the “Chapter Leadership Tools” card.
4. In Chapter Leadership Tools, navigate to and select the “Chapter Event Submission” card.
5. The Chapter Events Submission page will open. This is where all events and their information need to be submitted.



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Please follow the steps to properly submit your meeting.

- a. **Please Provide an Event Name:** Enter the event name, max 75 characters.
 - b. **Chapter Name:** Select the chapter you are submitting an event for from the dropdown menu.
 - c. **Event Type:** Select if the meeting will be virtual, in-person, or hybrid from the dropdown menu.
 - d. **Event Cost:** Enter the ticket cost of the event. If your chapter has an annual membership, please enter the cost as "\$ (Amount), Free for Members."
 - e. **Event Time Zone:** Select the correct time zone the event takes place in from the dropdown menu.
 - f. **Event Start Time:** Select the correct time the event will begin from the dropdown menu.
 - g. **Event End Time:** Select the correct time the event will end from the dropdown menu.
 - h. **Event Start Date:** Enter the correct date the event will take place on into the text box or select the correct date from the calendar.
 - i. **Event End Date:** Enter the correct date the event will end on into the text box or select the correct date from the calendar.
 - j. **Please Provide an Event Description:** Enter your event description into the text box. This description needs to be a minimum of 75 characters. Please ensure the entire event description is submitted.
 - k. **Learning Objectives:** Enter all learning objectives into the text box. Please list out your learning objectives in a list. Please provide a minimum of 3 learning objectives.
 - i. **Example:** Learning Objective 1, Learning Objective 2, Learning Objective 3
 - l. **Location Name:** Please enter the venue name into the text box. If event is virtual please provide the meeting link.
 - m. **Location Address:** Please enter the full address of the event location here.
 - i. **Example:** 1234 Cleveland Road, Cleveland, OH 44107
 - n. Once you have all properties on the form, please select the box next to the "I have read and agree to the event submission policy."
 - o. Submit your event.
 - p. Once you submit your event, it will direct you to the page to upload any sponsors or speakers you have.
 - i. **Adding Sponsors:**
 1. Enter the sponsor's name in the "Sponsor Name" box. Upload the correct sponsor logo where it says, "Sponsor Upload." Once complete, select "Add Sponsor." If you have another sponsor, you can add them now. Repeat until done.
 - ii. **Adding a Speaker:**
 1. Under the Event Member Upload, enter the speaker's first name in the "Member First Name" box. Enter the speaker's last name in the "Member Last Name" box. Enter the speaker's biography in the "Presenter Bio" box. Upload the speaker's headshot where it says, "Upload a Member Photo." Once complete, select "Add Member." If you have another member, you can add them now. Repeat until done.
 - q. Once all sponsors and members are uploaded, refresh the page to create another event.
6. Once all of your chapter events have been submitted, the EPI Marketing Team will review all event assets and approve or deny your meeting.
- a. **Event Approvals:** If the event is approved, the event will be published to the Chapter page.
 - b. **Event Denials:** If the event is denied, the EPI Community Coordinator will reach out with the needed revisions. You will have 14 days to resubmit your revisions. Failure to submit meeting revisions within 14 days will result in EPI reserving the right to deny the meeting entirely and refrain from its publication.