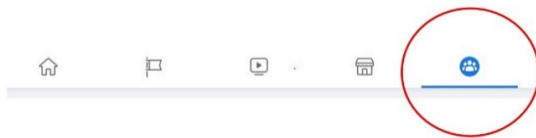




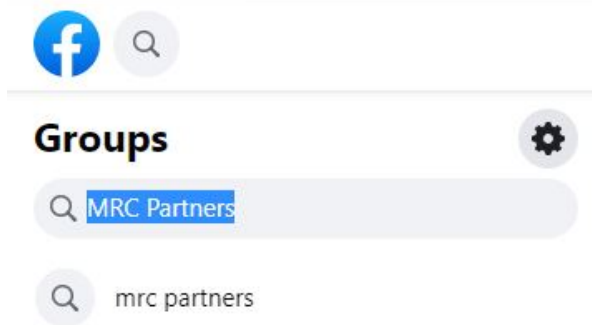
Publicizing Your Event with the Melbourne Regional Chamber

The Melbourne Regional Chamber is happy to provide you with four easy ways to share your news and events with the Space Coast business community:

- 1) **MRC Partners Facebook Group:** If you are a Melbourne Regional Chamber partner (member) and a Facebook user, please join our MRC Partners private group. To join, log in to Facebook, click the groups icon at the top of your screen.



Type in MRC Partners in the Search bar:

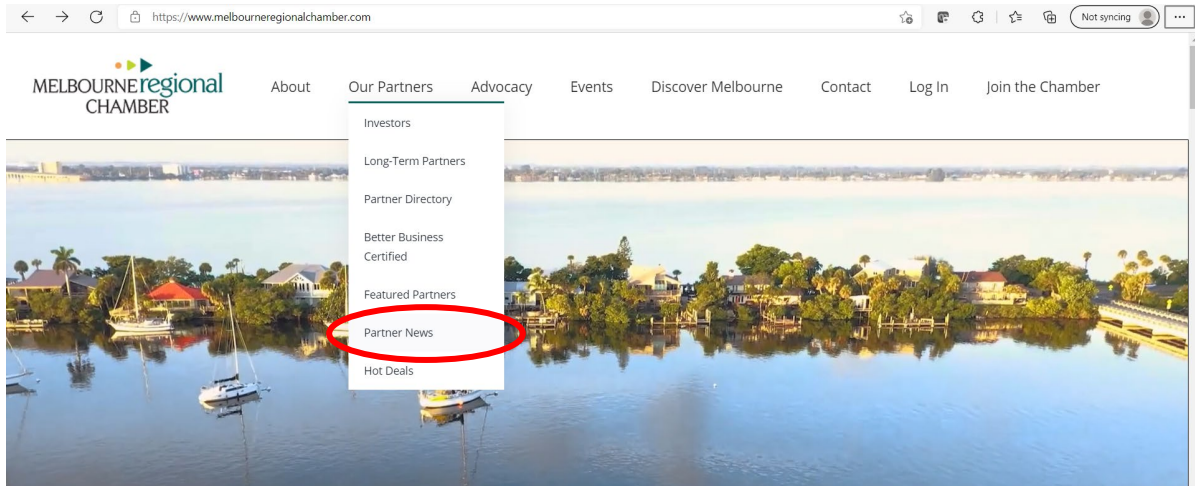


Answer the questions to show that you are qualified to join and that you accept the terms of the group. Your request will be approved by an MRC staff member as soon as possible.

Post your event to share with the group!

- 2) **Melbourne Regional Chamber website, Partner News section.** Submit a press release, logo and image(s) to be posted on melbourneregionalchamber.com by visiting the Partner News page ([Partner News - Melbourne Regional Chamber](#)) and completing the online form. Please

note, this page is accessible only on the “front end” of the website, not through your Info Hub partner portal log in).

A screenshot of the 'Post Your News' form on the Melbourne Regional Chamber website. The form has a white background and a light gray border. It features a title 'Post Your News' in bold black text. Below the title is a text input field with the placeholder text 'Post Title (Max. 50 characters with spaces)'. The form is set against a background of a light gray, textured surface.

It is recommended that you upload at least two images and/or logos. At least one image must be cropped to 422 x 200 pixels (a long, skinny rectangle) to be used as a preview image for your post. If your image is not able to be sized correctly, the Melbourne Regional Chamber logo will be used as a default image.

- 3) **MRC Partner Event Calendar:** Submit your event on the chamber’s Partner Event Calendar through your Info Hub partner portal by logging in to your account at www.melbourneregionalchamber.com .



https://members.melbourneregionalchamber.com/MIC/Login



Info Hub Login for Melbourne Regional Chamber

Username

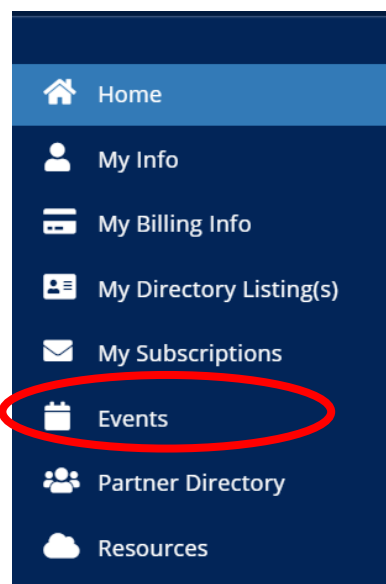
Password

[Forgot your Username or Password?](#)

Remember Me

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

Click on the "Events" tab in the left menu:



Click “Add New Event” on the far right:

Month View List View

Search... Future Customize Results... StartDateBetween: between 9/22/2021 and 12/31/2030 [Clear All]

EVENT NAME	START DATE	DESCRIPTION	ACTIONS
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Complete the form and click “Done” at the bottom right:

Add New Event

Event Name

Contact Organization

Email Address Phone

-- Select an Email Address -- -- Select a Phone --

Event Contact Details

Description

- Paid Social Media Posts.** Contact Michelle Salyer, Vice President of Communications & Marketing, for more information and rates regarding sponsored posts on Melbourne Regional Chamber’s social media pages, including Facebook, Instagram, LinkedIn and Twitter, with 20,000 combined followers. Email Michelle at: michelle@melbourneregionalchamber.com