

# How to Enter Sponsorships into Chamberzon.com

Step 1: Click on "Shop Opportunities"



Step 2: Fill out the order form with the purchasers information. Be sure to indicate if it is a trade or not and put in the details of the trade if applicable.

A screenshot of the "Order Form" on a dark background. The title "Order Form" is in green. Below it is the instruction "Please fill in the form below." The form contains several input fields: "\*First", "\*Last", "\*Business Name", "Street Address", "Street Address 2", "City", "State / Region", "Postal / Zip Code", "United States" (with a dropdown arrow), "\*Phone", "\*Email", and "Who is your volunteer?" (with a dropdown arrow). Below these is a section "Is this a trade?\*" with radio buttons for "Yes" and "No". A red arrow points to the "No" radio button. At the bottom is a text area labeled "Please enter trade details if applicable".

Step 3: The next part of the order form is the sponsorship/advertisement selection. Use the click down arrow for the desired event/advertisement and choose the correct sponsorship. You can choose multiple sponsorships, but only 1 per event. If more than one sponsorship/advertisement needs to be purchased in one event, you will need to fill out an additional order form. Hit submit when done!

Volunteer Appreciation & Open House	▼
Gulf Coast Hot Air Balloon Festival	▼
Festival of Flavor	▼
Chicago Street Supper Club	▼
Magnolia Run	▼
Chamber Golf Classic	▼
BBQ & Blues Cook-Off	▼
Night Glow Golf	▼
Leadership Series	▼
Free Enterprise Luncheon	▼
Annual Gala	▼
Academic Banquet	▼
Business After Hours	▼
AM Connections	▼
Summer Hiring Fair	▼
#SBAwesome	▼

Partners of the Foundation	▼
Principal's Meetings	▼
Homepage Banner Ad	▼
Newsletter - Cover	▼
Newsletter - Full Page Ad	▼
Newsletter - Half Page Ad	▼
Newsletter - 2x2.5 Ad	▼
Weekly Email	▼
Business of the Month	▼
Enhanced Web Listing	▼
Find it Local Folder	▼
<b>Submit</b>	

