How to share your business/organization news with other Chamber members:

One benefit of membership in the Quad Cities Chamber is access to the Member Information Center where you can share news about your company or organization with other members. Posting news in the Member Information Center also lists the news on the homepage of the Chamber’s website in chronological order and is viewable by the general public. To get started:

1) Log in to the Member Information Center at www.quadcitieschamber.com by scrolling to the footer and clicking on “member login.”

(If you don’t have a member login, email Amanda Dayton at adayton@quadcitieschamber.com to request one.)

2) Click news release on left hand side column.

3) Click “Add News Release” (located in upper right corner of page under header):
4) Fill out fields where prompted.

**General**

**Title:**

- News Release: 10/31/2019

**Displayed Release Date:**

- 10/31/2019

**Publish Start Date:**

- 10/31/2019

**Publish End Date:**

- 11/30/2019

**Body Text:**

[Body Text Editor]

**TIPS:**

Change Title to read as a headline or else it will default to the generic text listed. This title is what will display in Member News on the Chamber’s website homepage as well in the Member Information Center listing, so make sure it reflects what’s in the news release!

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5) Check the Community and Member Press Release category boxes for it to be displayed in both the Member Information Center as well as in community news:

**Categories**

- Chamber
- Community
- Member Press Releases

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6) Click Submit for Approval: