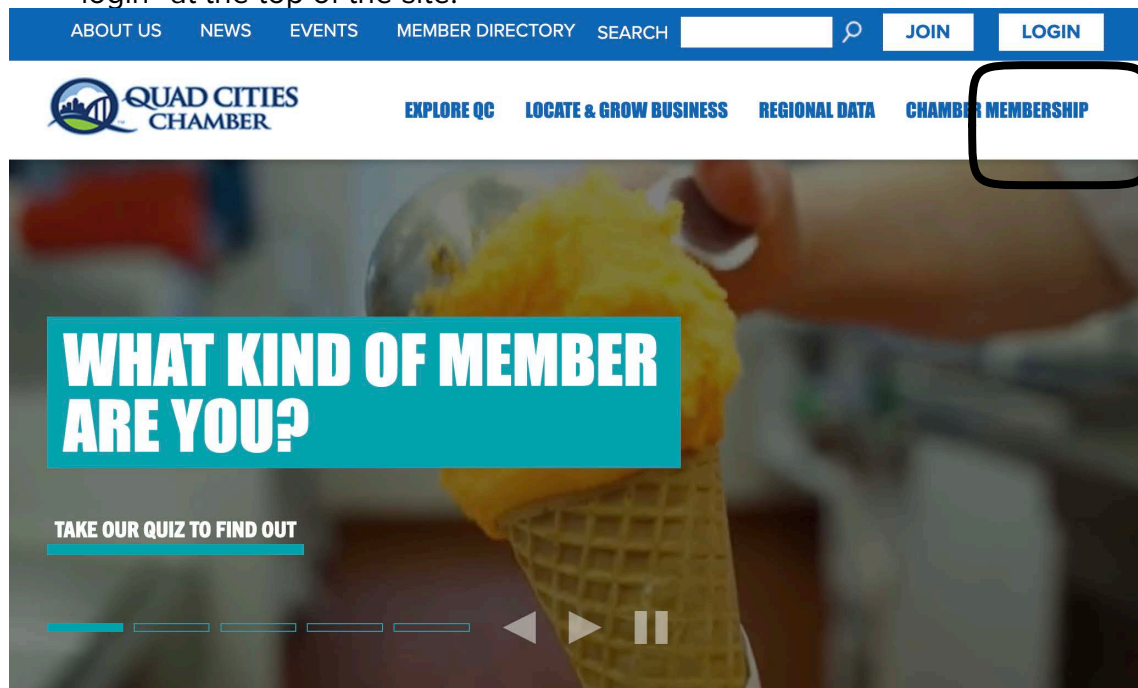


How to share your business/organization news with other Chamber members:

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 quadcitieschamber.com by clicking on "login" at the top of the site.




2. Enter your User Name & Password into the Login Screen.
(If you don't have a member login, email info@quadcitieschamber.com to request one.)

A screenshot of the Quad Cities Chamber website login screen. The top navigation bar is blue with white text links: ABOUT US, NEWS, EVENTS, MEMBER DIRECTORY, SEARCH, JOIN, and LOGIN. Below this is a white header with the Quad Cities Chamber logo on the left and four blue links: EXPLORE QC, LOCATE & GROW BUSINESS, REGIONAL DATA, and CHAMBER MEMBERSHIP. The main content area is white and features a 'Login' section. At the top right of this section are three small icons: a minus sign, a plus sign, and a printer icon. The 'Login' section has a title 'Login' in blue. Below it are two input fields: 'Username' with the text 'jsmith' and 'Password' with masked characters. Below the password field are two links: 'Forgot your username/password?' and 'No login created? Sign up now.'. At the bottom of the login section is a green button with the text 'Sign In'.

- Community
 - Hot Deals
 - Member To Member Deals
 - News Releases
 - Job Postings
 - Social Feed
 - Request for Proposals

News Releases

[Add News Release](#)
[Manage News Releases](#)



Change the Title to read as a headline, otherwise it will default to the generic text listed. This title is what will display in the Member News on the homepage of the Chamber's website as well as in the Member Information Center listing and Enews. So, make sure the title reflects what's in the news release!

6. 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

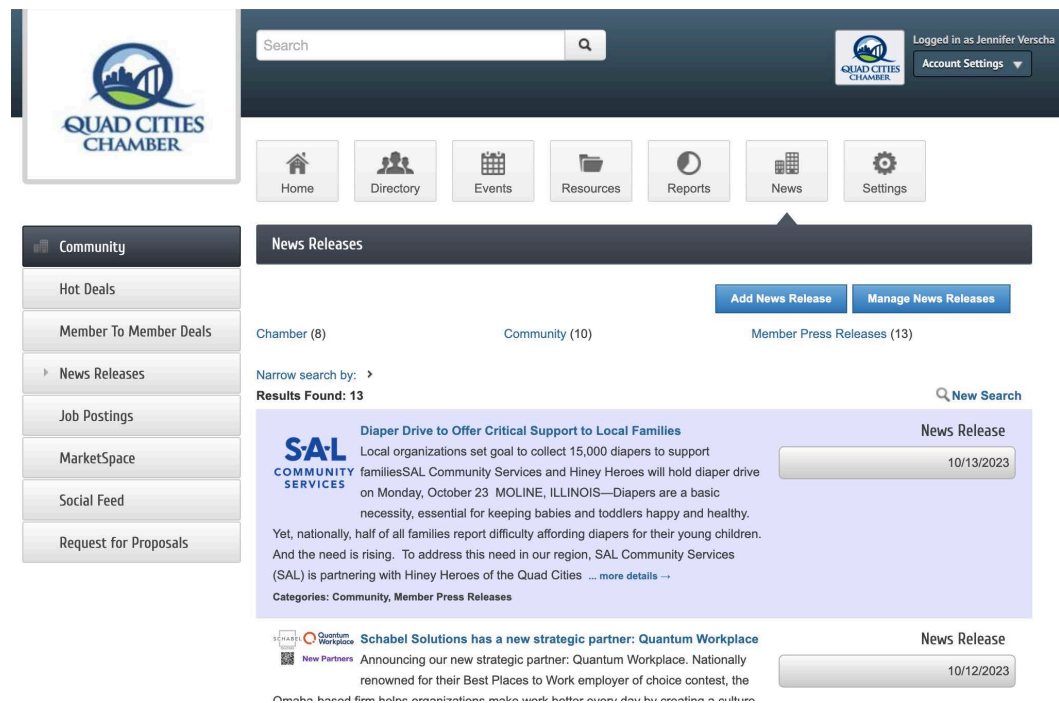
☒ Member Press Releases

7. Click Submit for Approval:

Save as Draft Cancel **Submit for Approval**

8. Once approved you'll see your new in the MIC and accessible from the Chamber's website.

Member Information Center



Website

