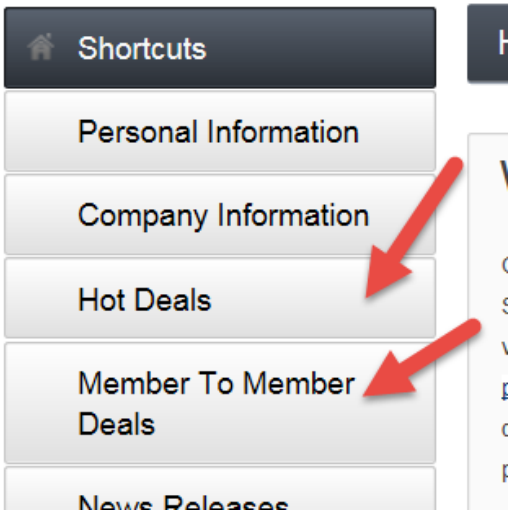
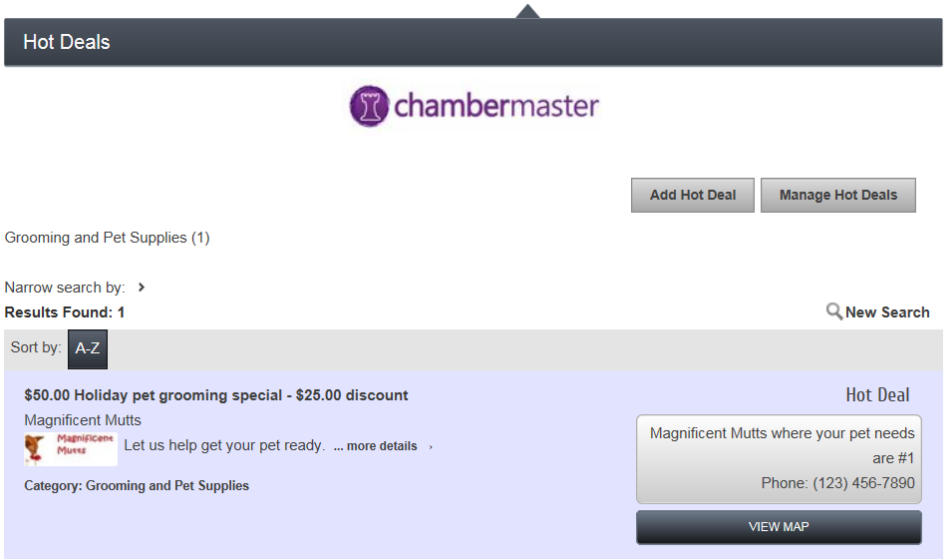
How to submit a Hot Deal or Member to member deal

1. Log in to the **Member information center**
2. **Click** on **Hot Deals** or **Member to Member Deals** on the left hand **shortcuts** list.



3. Once the Hot Deals or Member to member page you can see the current hot deals, **Add Hot Deal** or **Manage Hot Deal**. * The ability to add a hot deal or manage a hot deal is managed up by your organization.



4. Click Add Hot Deal
    a. Enter in the **Title**
    b. Enter in a **Tagline** or your motto
    c. Select a **Category** from the list of available categories.
    d. Enter in the **Details** of the Hot Deal **Description** – In the description box you can enter in the full details of the Hot Deal
    e. The **Short Description** if a small bit of information you can share when your Hot Deal is being shown in list format on the website.
    f. The **Offer Start Date** and **Offer End Date** are how long the offer is good for.
    g. **Search Results Logo** – In this area you can add in your company logo. This will be seen when the Hot Deals are being seen in list form on the website.
    h. **Contact** – You can enter in the **Email Address** that should be used when someone would like additional information. The **Email Link Text** is the custom test you can add to cover your email address. For example in the Email Link Text you can enter click here to email your questions.
    i. **Website Address** – This is the where you can add in a URL for them to visit to get more information. This could be your home page or a specific page of your website. **Website Link Text** allows for custom text to appear instead of the URL.
    j. **Phone** – This is the phone number you would like listed on the Hot Deal
    k. **Active Dates** – This is the length of time you would like the Hot Deal to run on the website. **Publish Start Date** is the date that the Hot Deal will first appear on the website, and **Publish End** Date is the last day that it will appear. This date may be different than the Offer Start and End dates. An example of how you would use these two is if the offer is good for one month, but you only want to make it available to print for two weeks.
    l. Once you have all of the fields populated you can either choose **Save as Draft** which saves it in the MIC, and you can come in and make changes before submitting it for approval, or you could choose **Submit** and it will be sent to the chamber/association for review and approval. **Cancel** will cancel the creation without saving.

Hot Deals - Create

Manage Hot Deals

General

Title: a

Tagline: b

Category: c

Select a Category

Details

Description: d

Source | Styles | Format | Font | Size

Short Description*: 512 chars remaining e

* Description displayed in search results listing

Offer Start Date: (m/d/yyyy)

f

First date the offer is valid.

Offer End Date: (m/d/yyyy)

Last date the offer is valid.

Search Results Logo:

Image Not Assigned

g

Maximum: 75 x 75

Add Image

Contact

Email Address:

h

melissa.frame@chambermaster.com

Email Link Text:

melissa.frame@chambermaster.com

Website Address:

i

http://www.chambermaster.com

[Verify URL]

Website Link Text:

http://www.chambermaster.com

Phone:

j

(123) 456-7890

Active Dates

Publish Start Date: (m/d/yyyy)

k

11/22/2015

Publish End Date: (m/d/yyyy)

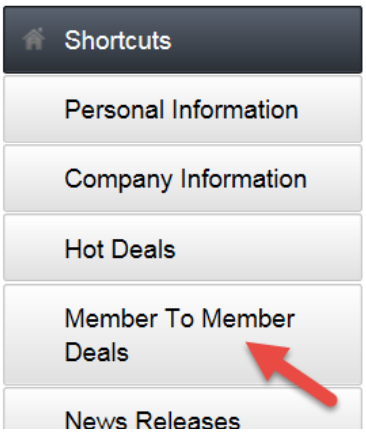
11/28/2015

Note: Enter the dates you want your Hot Deal to run (end date is inclusive). Dates must be chosen at this point. Active dates cannot be changed once the hot deal has been submitted.

Save as Draft | Cancel | Submit

l

When entering a Member to Member Deal you would click on the **Member to Member Deals** option on the left hand **Shortcuts** menu.



After clicking on the Member to Member Deals option follow the steps listed in #4 above.

*To manage your Hot Deals or Member to Member Deals.

In either option you can click the **Manage** button and this will open up your Current and past Hot Deals or Member to Member Deals. This area will also allow you to see what is active and what is still pending approval from your chamber/association.