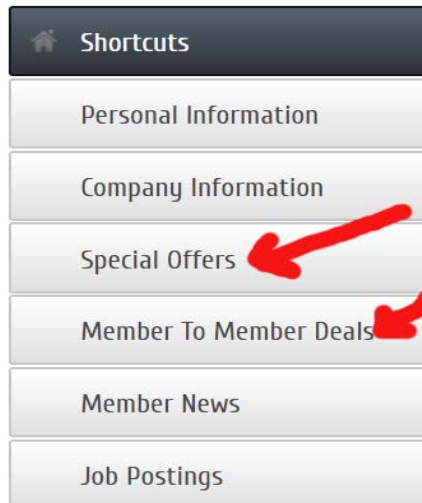
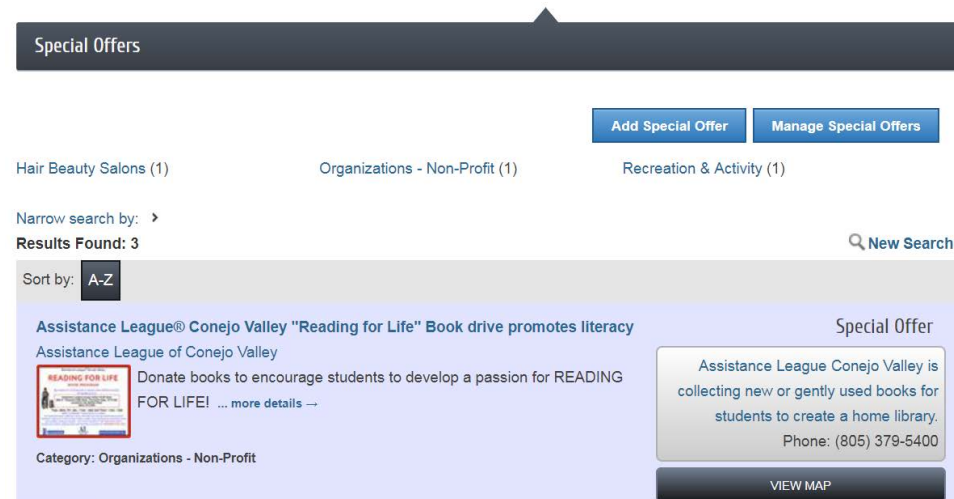


# How to Submit a Special Offer or Member to Member Deal

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



3. Once the Special Offers or Member to member page you can see the current special offer, **Add Special Offer** or **Manage Special Offers**. \* The ability to add a special offer or manage a special offer is managed up by your organization.



4. Click Add Special Offer
  - 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 Special Offers **Description** – In the description box you can enter in the full details of the Special Offers.
  - e. The **Short Description** if a small bit of information you can share when your Special Offer 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 Special Offers 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 text 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 Special Offer.
  - k. **Active Dates** – This is the length of time you would like the Special Offer to run on the website. **Publish Start Date** is the date that the Special Offer 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.

## Special Offers - Create

[Manage Special Offers](#)

### General

Title:

Tagline:

Category:

Select a Category ▼

### Details

Description:

d

A rich text editor interface with a toolbar containing icons for Source, Cut, Copy, Paste, Undo, Redo, Find, Undo, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Decrease Indent, Increase Indent, Table, Smile, and Omega. Below the toolbar are four dropdown menus labeled Styles, Format, Font, and Size. The main content area is a large empty text box.

Short Description\*: 512 chars remaining

e

\* Description displayed in search results listing

Offer Start Date: (m/d/yyyy)

First date the offer is valid.

Offer End Date: (m/d/yyyy)

Last date the offer is valid.

### Search Results Logo:

*Image  
Not  
Assigned*

Maximum: 75 x 75

### Contact

Email Address:

Email Link Text:

Website Address:

Website Link Text:

[ Verify URL ]

Phone:

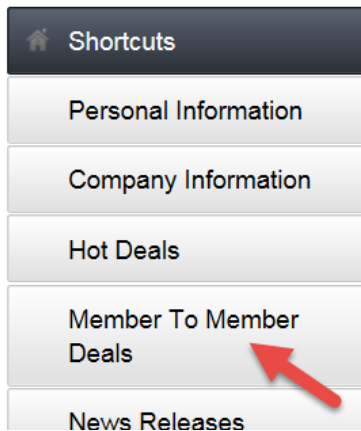
### Active Dates

Publish Start Date: (m/d/yyyy)

Publish End Date: (m/d/yyyy)

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.

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 Special Offers or Member to Member Deals.**

In either option you can click the **Manage** button and this will open up your Current and past Special Offer 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.