

Uploading a News Release

A QUICK HOW-TO...

1. Login to your profile at <http://chamber.conejochamber.org/login/>. For your login and passcode, call the Chamber at 805.370.0035.
2. Once logged in, click “News Releases” on the left-hand side.
3. Click 'Add News Release.'
5. Enter a relevant title. Make it something you would want to click into.
6. Enter your news release in the 'Body' section.
7. Enter your contact information. Let people know who to follow-up with if they'd like.
8. Enter a publish start and end date.
9. Select the categories the story is classified within.
10. Click 'Save & Submit'