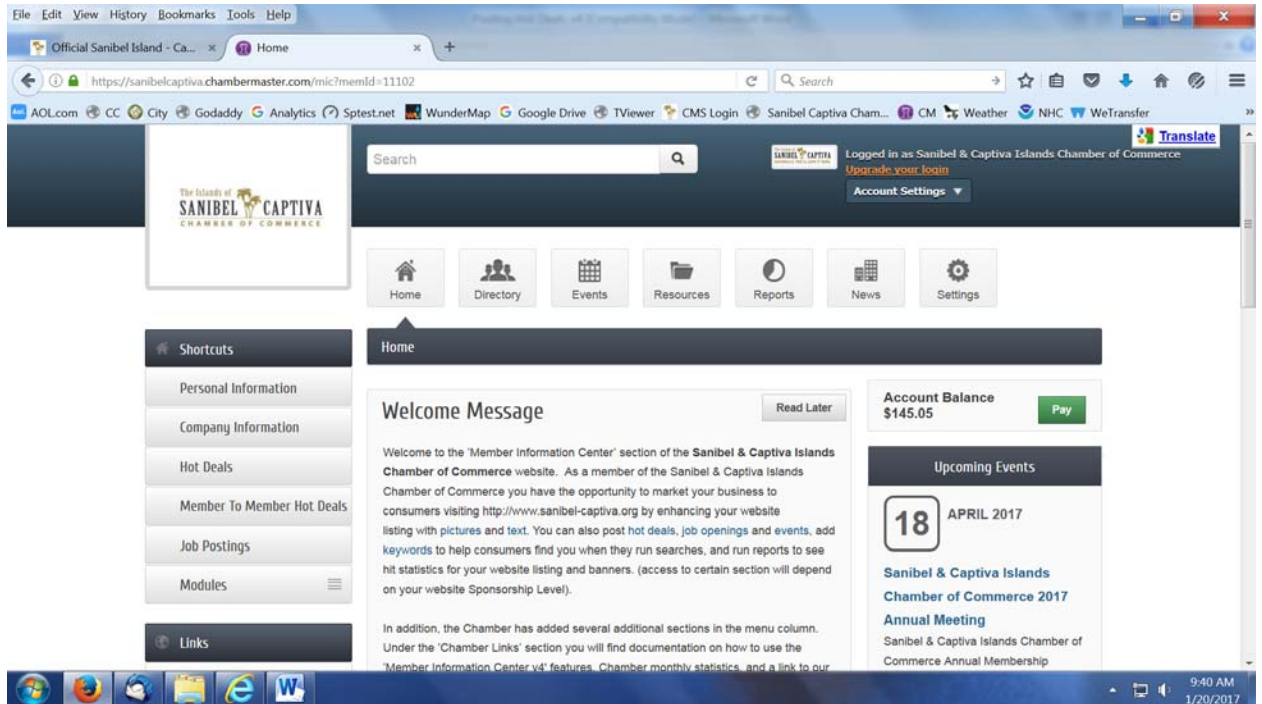
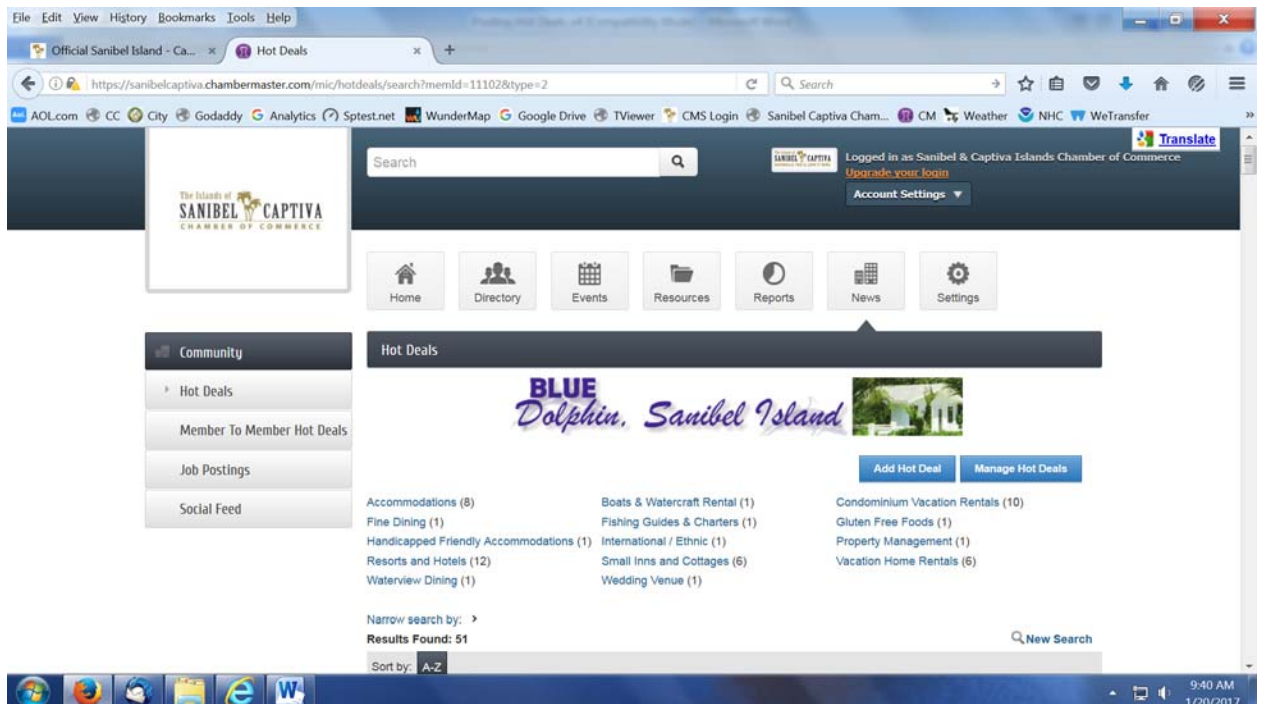


Posting 'Hot Deals' January 2017

1. New items in **RED**
2. Important reminders in **GREEN**
3. Add a Hot Deal
 - a. Log on to 'Business Member Login'.
 - b. You will see this Welcome screen



- c. On the left side of the screen, click on 'Hot Deals' or 'Member To Member Hot Deals'.
 - i. The process and fields are the same for both types of Hot Deals.
- d. The next screen will show all existing Hot Deals (or the form will be blank).



- e. Click on 'Add a Hot Deal'.

Posting 'Hot Deals'
January 2017

- f. Complete the Title field.
 - g. Enter a 'Tagline' which shows up as a bold red box on the Hot Deals page.
 - h. Select the appropriate category from the drop down list.
 - i. Complete the Description field.
 - j. Enter a Starting and Ending date for when you will accept a Hot Deal coupon.
 - k. Hot Deals Image – you can now add an image to your Hot Deal coupon (optional).
 - i. The image must be no larger than 75 x 75 pixels
 - l. The 'Contact Information' should already be filled in; you may change it, if needed.
 - i. **Please be aware that the Website Address cannot exceed 200 characters.**
 - m. Enter the 'Publish' Start and End dates.
 - i. The Publish dates are the dates it will show on the website.
 - ii. **Once submitted, members may not change the Publish dates. Contact the Chamber if you wish to extend the offer.**
 - n. Please note that you can Save your work at any time by clicking on 'Save'.
 - i. Clicking on save does NOT process the Hot Deal for approval by the Chamber
 - o. When you have finished, click 'Submit for Approval'
 - p. This will send your Hot Deal to the Chamber for approval
 - q. Approvals are normally processed daily Monday through Friday from 9am to 5pm
 - r. If your Hot Deal does not appear on the website after 24 hours, please call the Chamber at 472-8759.
4. Changing an existing Hot Deal
- a. Follow the steps above to logon and click on Hot Deals.
 - b. At the upper right hand side, click on 'Manage Hot Deals'
 - c. The next screen will show all existing Hot Deals (or the table will be blank if you have none)
 - d. Click on the appropriate 'Hot Deal Title' from the list
 - e. The next screen will be the same form used to create a new Hot Deal, but with all of the fields filled in.
 - f. Change all necessary fields.
 - g. Please note: you CANNOT change the Publish Dates
 - i. If you want to change the dates the Hot Deal will run, you must create a new Hot Deal.
 - h. Click on 'Save' to save your changes (no approval necessary).
5. Deleting a Hot Deal
- a. Follow the steps above to logon and click on Hot Deals.
 - b. At the upper right hand side, click on 'Manage Hot Deals'
 - c. The next screen will show all existing Hot Deals (or the table will be blank if you have none)
 - d. Click on the appropriate 'Hot Deal Title' from the list
 - e. The next screen will be the same form used to create a new Hot Deal, but with all of the fields filled in.
 - f. Scroll to the bottom and click "Delete"
 - g. You will get a request message to confirm your delete.
 - h. Click 'OK' and continue

If you have any problems or need any assistance please call Steve Ehrhart at 472-8759