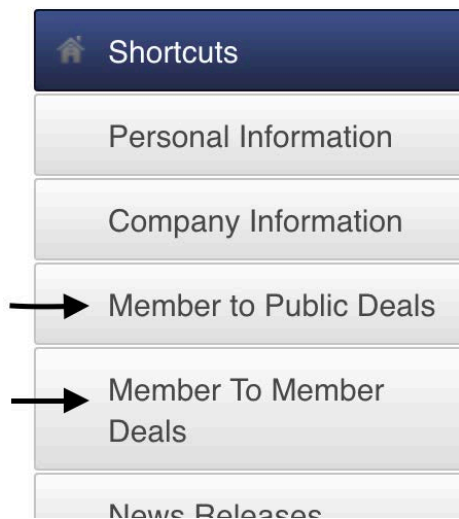# How to submit a **Member to Public** or **Member to Member** deal

Member to Public Deal: Members have the ability to offer both members and non-members a promotion, deal or discount.

Member to Member Deal: These exclusive deals are offered by members to fellow members only.

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

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

4. Click Add **Member to Public 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 Member to Public **Description** – In the description box you can enter in the full details of the Member to public
   e. The **Short Description** if a small bit of information you can share when your Member to Public 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 Member to Public 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 Member to Public Deal
   k. **Active Dates** – This is the length of time you would like the Member to Public Deal to run on the website. **Publish Start Date** is the date that the 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 for review and approval. **Cancel** will cancel the creation without saving.

Member to Public Deals - Create

Manage Member to Public Deals
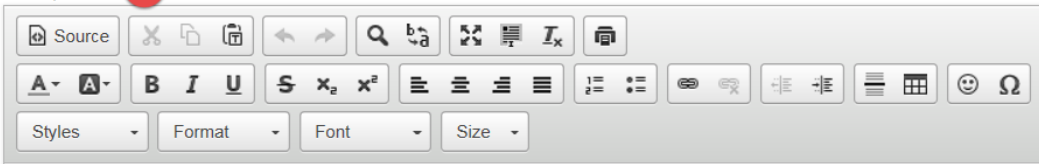
General

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.

Shortcuts
Personal Information
Company Information
Member to Public Deals
Member To Member Deals
News Releases
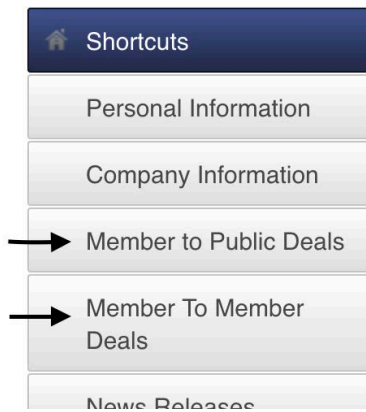
After clicking on the Member to Member Deals option follow the steps listed in #4 above.