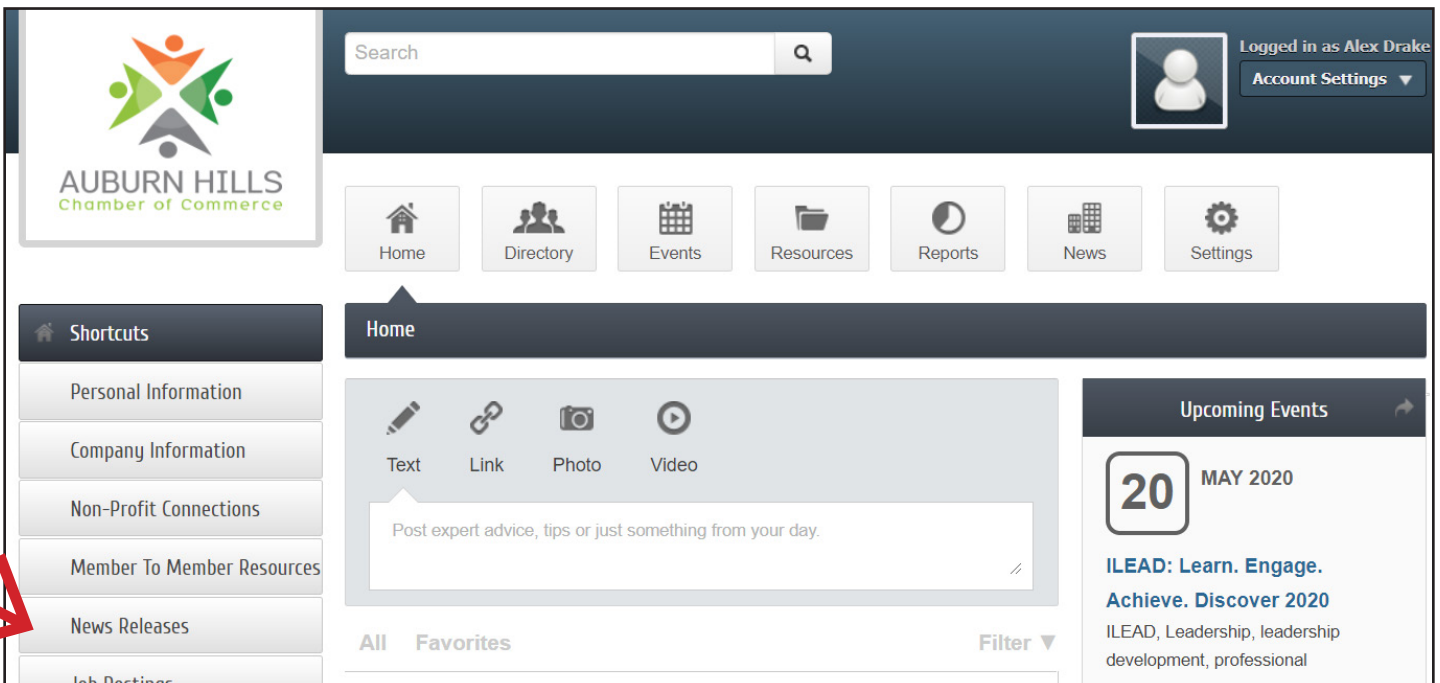


# HOW TO: AUBURN HILLS Chamber of Commerce NEWS RELEASES

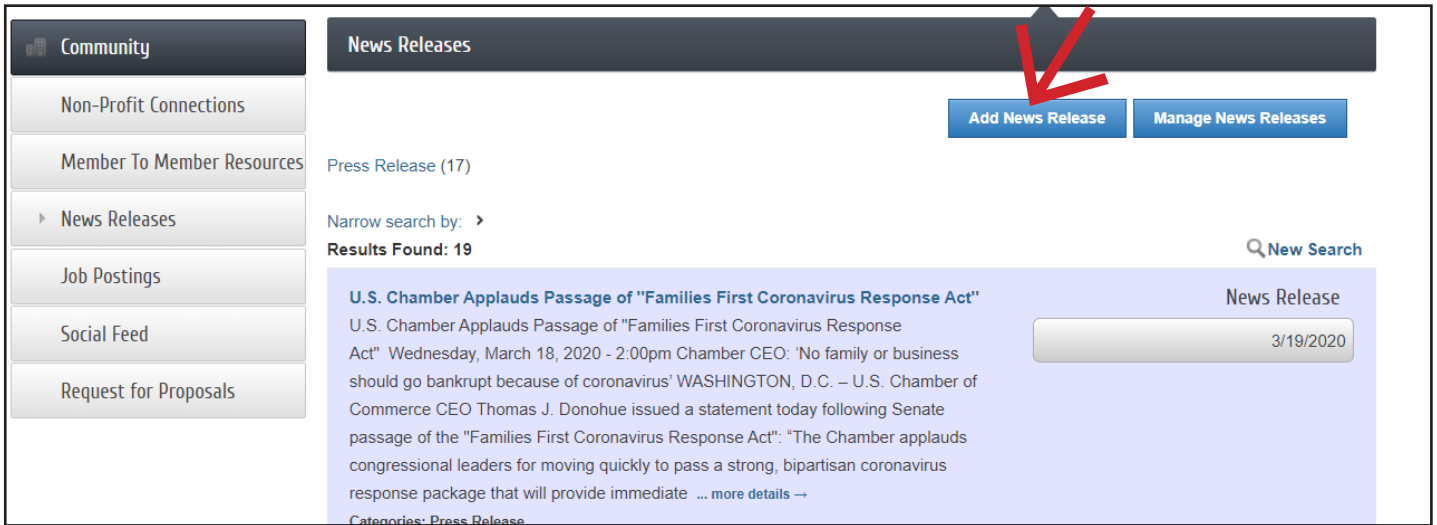
1. Log into the Member Portal by going to AuburnHillsChamber.com and clicking the green “Member Login” button at the top of the page.



2. Click on the News Releases shortcut on the left hand side of the page.

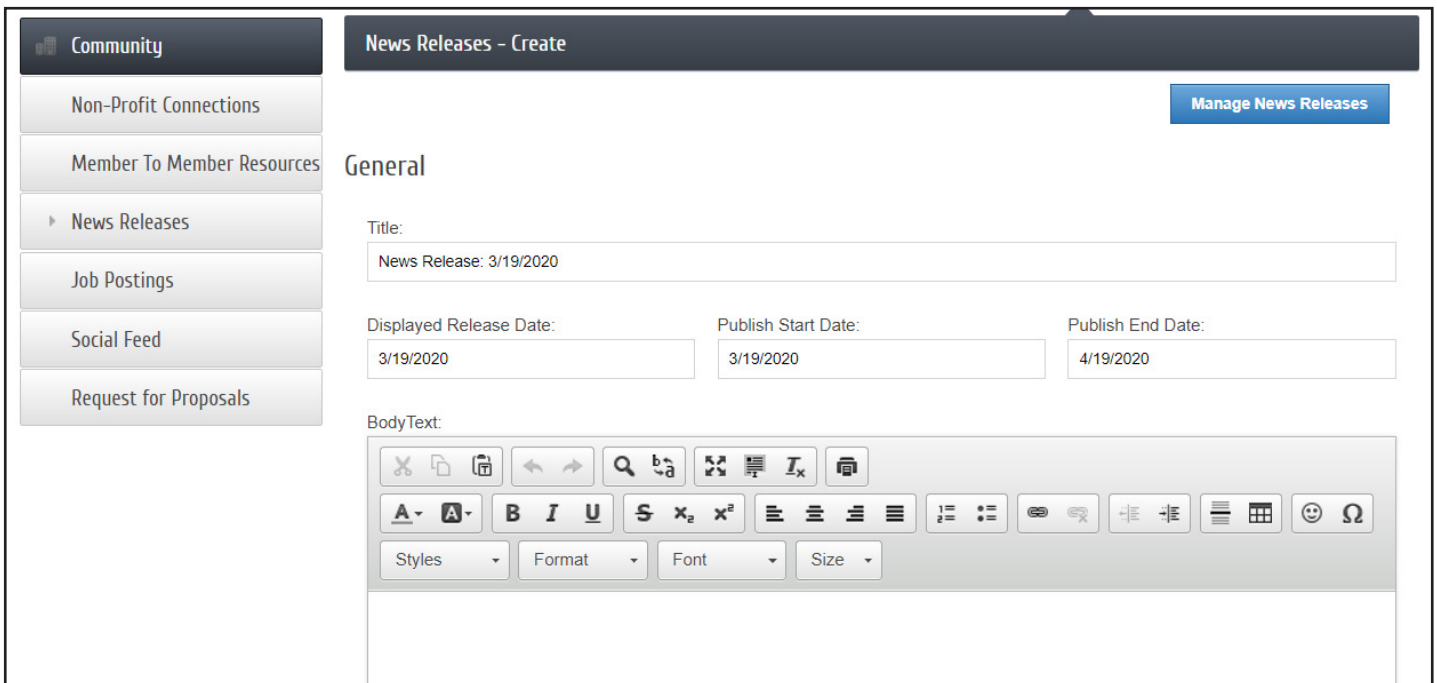


### 3. Click Add News Release.



The screenshot shows a web interface with a left-hand navigation menu containing 'Community', 'Non-Profit Connections', 'Member To Member Resources', 'News Releases', 'Job Postings', 'Social Feed', and 'Request for Proposals'. The main content area is titled 'News Releases' and includes a 'Press Release (17)' count, a search filter, and a search button labeled 'New Search'. A search result is displayed with the title 'U.S. Chamber Applauds Passage of "Families First Coronavirus Response Act"' and a date of '3/19/2020'. In the top right corner, there are two buttons: 'Add News Release' and 'Manage News Releases'. A red arrow points to the 'Add News Release' button.

### 4. Complete all sections of form: title, release date, publish start & end date, body text, category, search results logo, and contact information.



The screenshot shows the 'News Releases - Create' form. It includes a 'Manage News Releases' button in the top right. The form is divided into sections: 'General' with a 'Title' field containing 'News Release: 3/19/2020'; 'Display Release Date' with a field containing '3/19/2020'; 'Publish Start Date' with a field containing '3/19/2020'; and 'Publish End Date' with a field containing '4/19/2020'. Below these is a 'BodyText' section with a rich text editor toolbar containing icons for undo, redo, search, bold, italic, underline, strikethrough, link, unlink, list, and table. The toolbar also includes dropdown menus for 'Styles', 'Format', 'Font', and 'Size'.

### 5. Click Submit for Approval



The screenshot shows the bottom of the form with three buttons: 'Save as Draft', 'Cancel', and 'Submit for Approval'. A red arrow points to the 'Submit for Approval' button.

6. Once information is submitted, the Auburn Hills Chamber of Commerce will receive a notification and our staff will review content and then approve. If you have any questions, contact our office at 248-853-7862.

In addition to adding News Releases, your business can also add Member to Member Resources, job postings and events. This is also where you can update your businesses Company Information. These options can be accessed on the left hand side of your member portal under "Shortcuts."