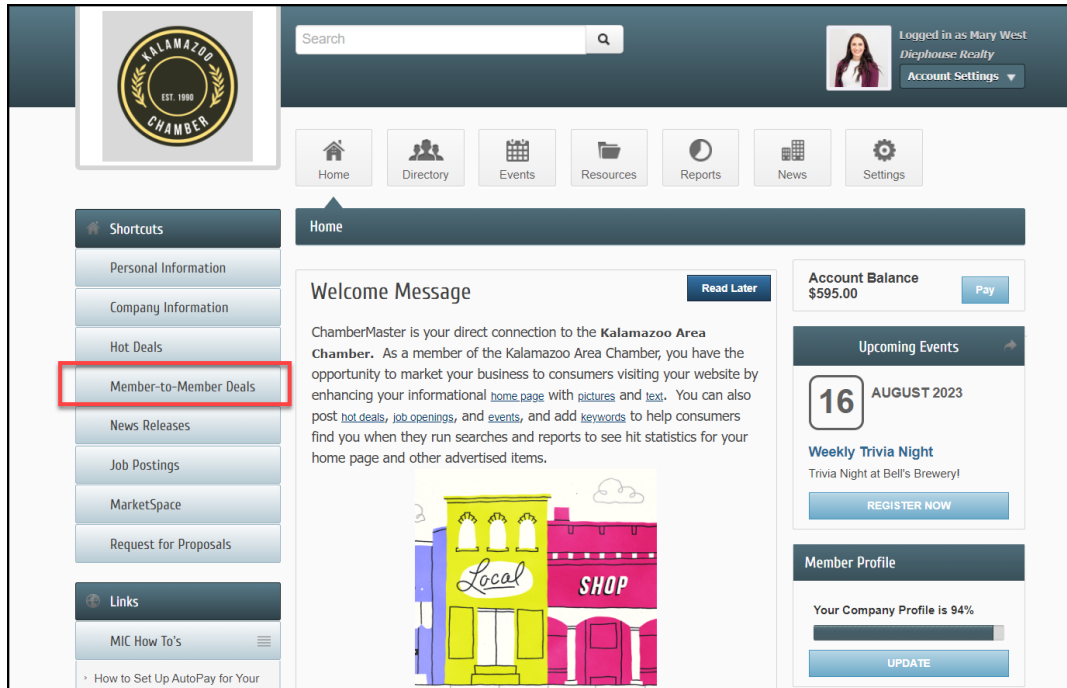
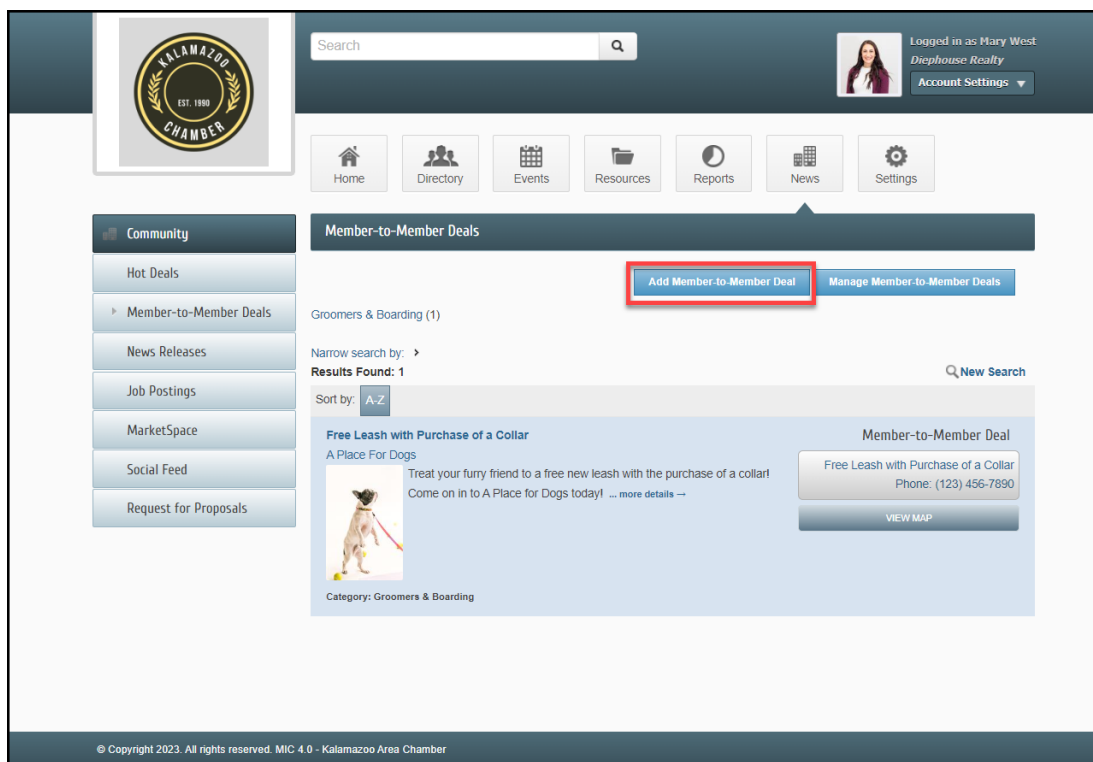


Submit Member-to-Member Deals via the MIC For Your Members

1. In the **Member Information Center (MIC)**, select **Member-to-Member Deals** in the left-hand panel.



2. Click **Add Member-to-Member Deal**.



3. Complete the following information:

- **Title:** Enter a title for the Member-to-Member Deal.
- **Tagline:** Enter the text that will display
- **Categories:** Select the category(ies) under which this Member-to-Member Deal should be.
- **Description:** include the description of the Member-to-Member Deal.
- **Meta Description:** Enter a 1-2 sentence summary of your content. This information is often visible in search engine results and social media posts/shares and there is a 320-characters max.
- **Short Description:** Enter the text to be displayed in search results listing.
- **Offer Start/End Date:** This date is displayed on the Member-to-Member Deal page to let people know the dates the offer is valid.
- **Search Result Logo:** Add an image for the Member-to-Member Deal. This image will display in the Member-to-Member Deal search results.
- **Contact Information:** Enter desired contact information.
- **Active Dates:** Enter the dates you want your Member-to-Member Deal to run (the end date is inclusive). Dates must be chosen at this point. Active dates cannot be changed once the Member-to-Member Deal has been submitted.

The screenshot shows the 'Member-to-Member Deals - Create' form on the Kalamazoo Chamber website. The header includes the Kalamazoo Chamber logo, a search bar, and a user profile for Mary West, Diephouse Realty, with an 'Account Settings' dropdown. A navigation bar contains links for Home, Directory, Events, Resources, Reports, News, and Settings. A left sidebar lists community features: Hot Deals, Member-to-Member Deals (selected), News Releases, Job Postings, MarketSpace, Social Feed, and Request for Proposals. The main content area is titled 'Member-to-Member Deals - Create' and includes a 'Manage Member-to-Member Deals' button. The form is divided into 'General' and 'Details' sections. The 'General' section has fields for Title, Tagline, and a Category dropdown menu. The 'Details' section has a Description field with a rich text editor toolbar.

Header: Kalamazoo Chamber logo, Search bar, Logged in as Mary West, Diephouse Realty, Account Settings

Navigation: Home, Directory, Events, Resources, Reports, News, Settings

Community Sidebar: Community, Hot Deals, Member-to-Member Deals, News Releases, Job Postings, MarketSpace, Social Feed, Request for Proposals

Member-to-Member Deals - Create

General

Title:

Tagline:

Category:

Details

Description:

Rich Text Editor Toolbar: Cut, Copy, Paste, Undo, Redo, Find, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Smiley, Insert Link, Insert Image, Styles, Format, Font, Size

- Click **Submit**. The Member-to-Member Deal will be submitted to your organization for approval.

Image
Not
Assigned

Add Image

Contact

Email Address:

Email Link Text:

Website Address:

Website Link Text:

Phone:

Active Dates

Publish Start Date: (m/d/yyyy)

Publish End Date: (m/d/yyyy)

8/31/2023

Note: Enter the dates you want your Member-to-Member 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

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