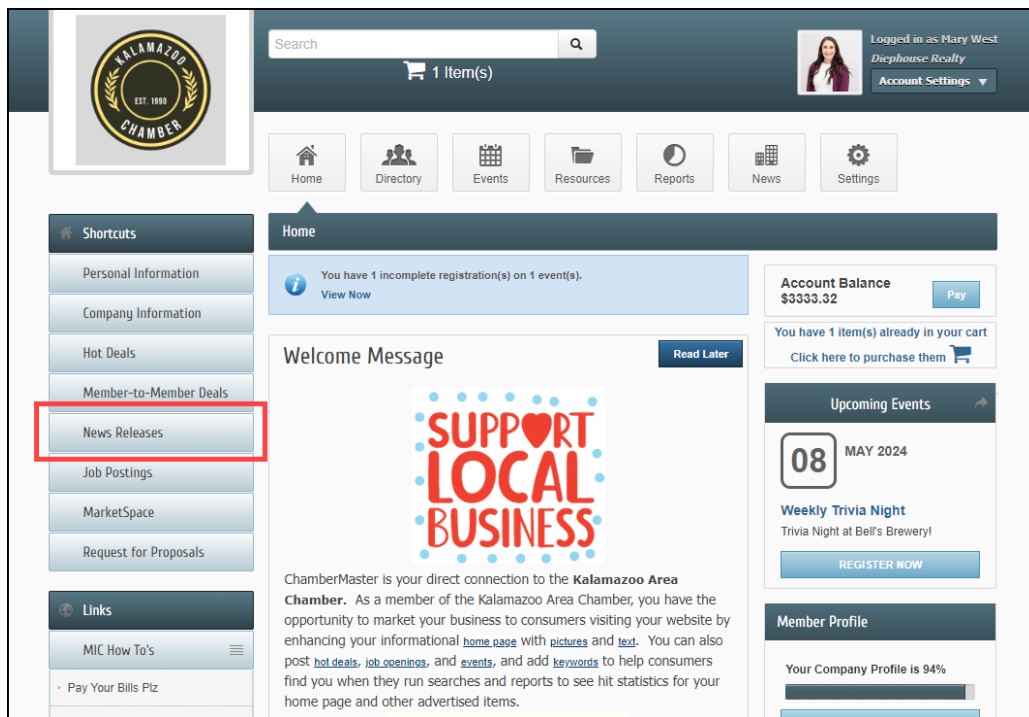
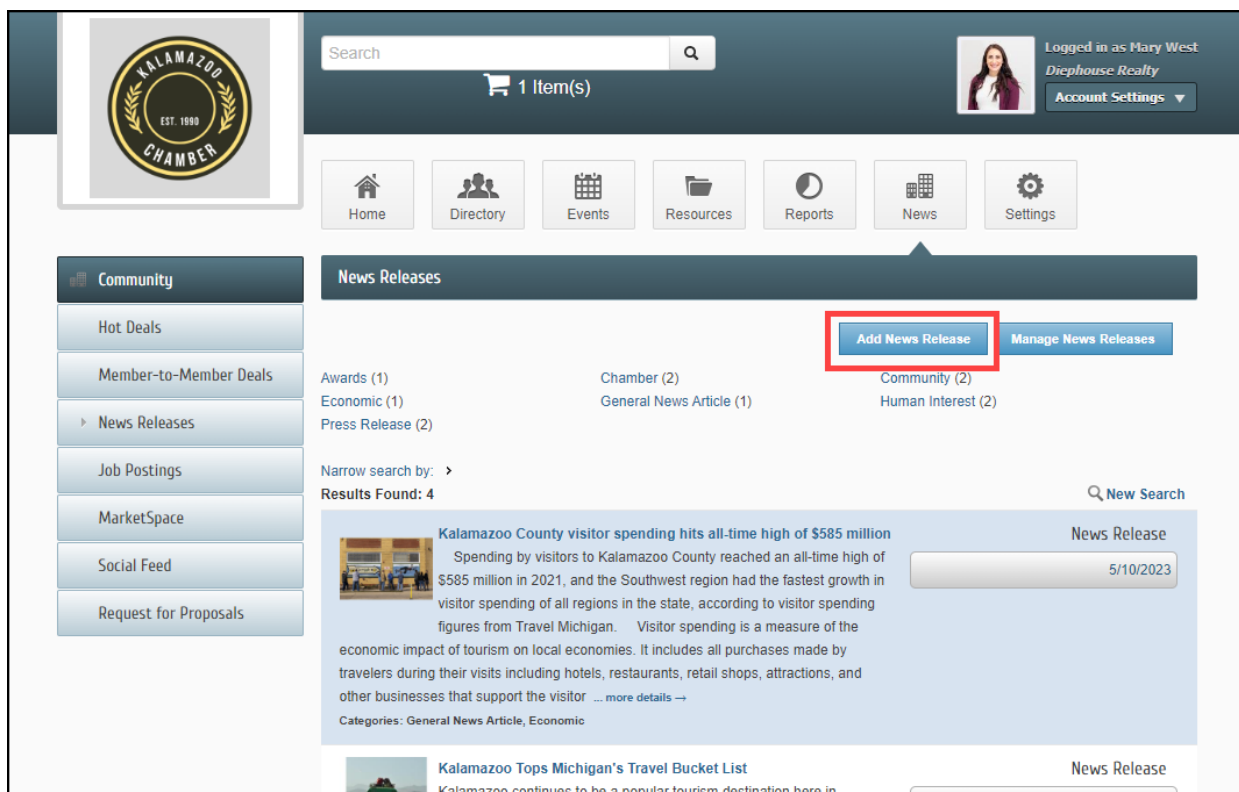


Submit a News Release from the MIC

1. In the **MIC**, select **News Releases** in the left-hand panel.

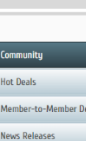


2. Click **Add News Release**.



3. Complete the following information:

- **Title:** Enter a title for the news release.
- **Displayed Release Date:** This date is displayed on the news release page to let people know the "age" of the release.
- **Publish Start/End Date:** Indicate when you would like to first publish this news release, and when it should no longer be published.
- **Body Text::** Enter the actual news release.
- **Meta Description:** Enter a 1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max.
- **Categories:** Select the category(ies) under which this news release should be.
- **Search Results Logo:** Select the image you wish to display in the News Release search results.
- **Contact Information:** Enter desired contact information.



Search


I logged in as Mary Wind
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- [Social Feed](#)
- [Request for Proposals](#)

News Releases - Create

[Manage News Releases](#)

General

Title:

Displayed Release Date:	Publish Start Date:	Publish End Date:
5/3/2024	5/3/2024	6/3/2024

Body Text

Meta Description: (1-2 sentence summary of your content, often visible in search engine results and social media posts/shares; 320 characters max)

Categories

☐ Chamber	☐ Community	☐ Economic
☐ Education	☐ Fun Facts	☐ General News Article
☐ Human Interest	☐ Papers/Research	☐ Political
☐ Press Release	☐ Awards	

Search Results Logo



Contact Information

Choose Contact ▼

Contact Person:

Contact Title:

Contact Phone:

Contact Email:

4. Click **Submit** for Approval.