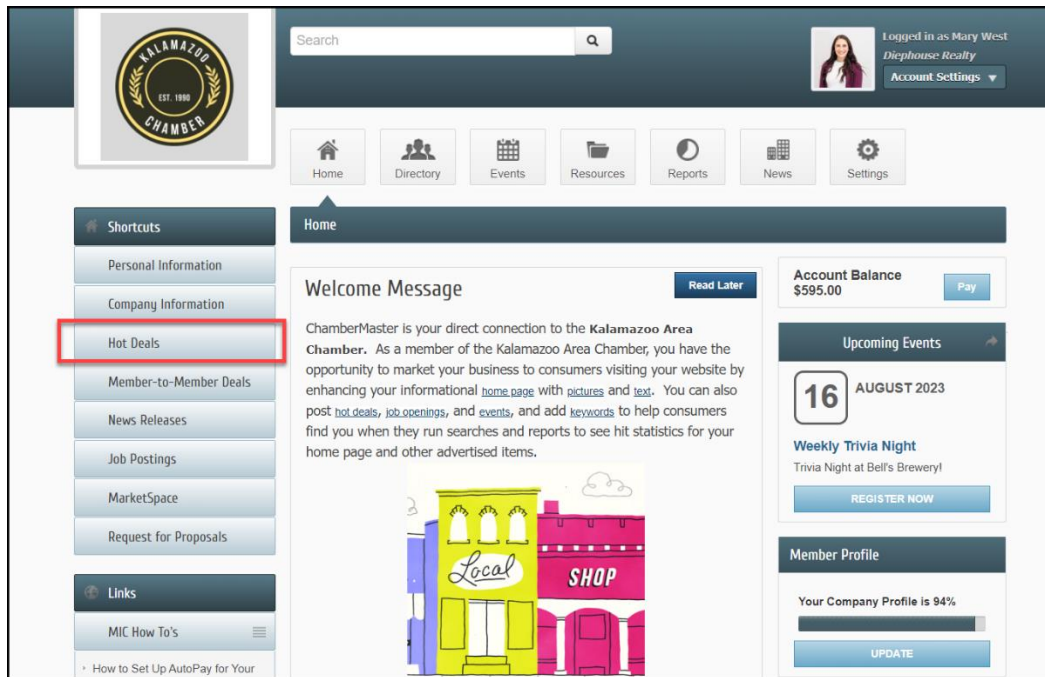
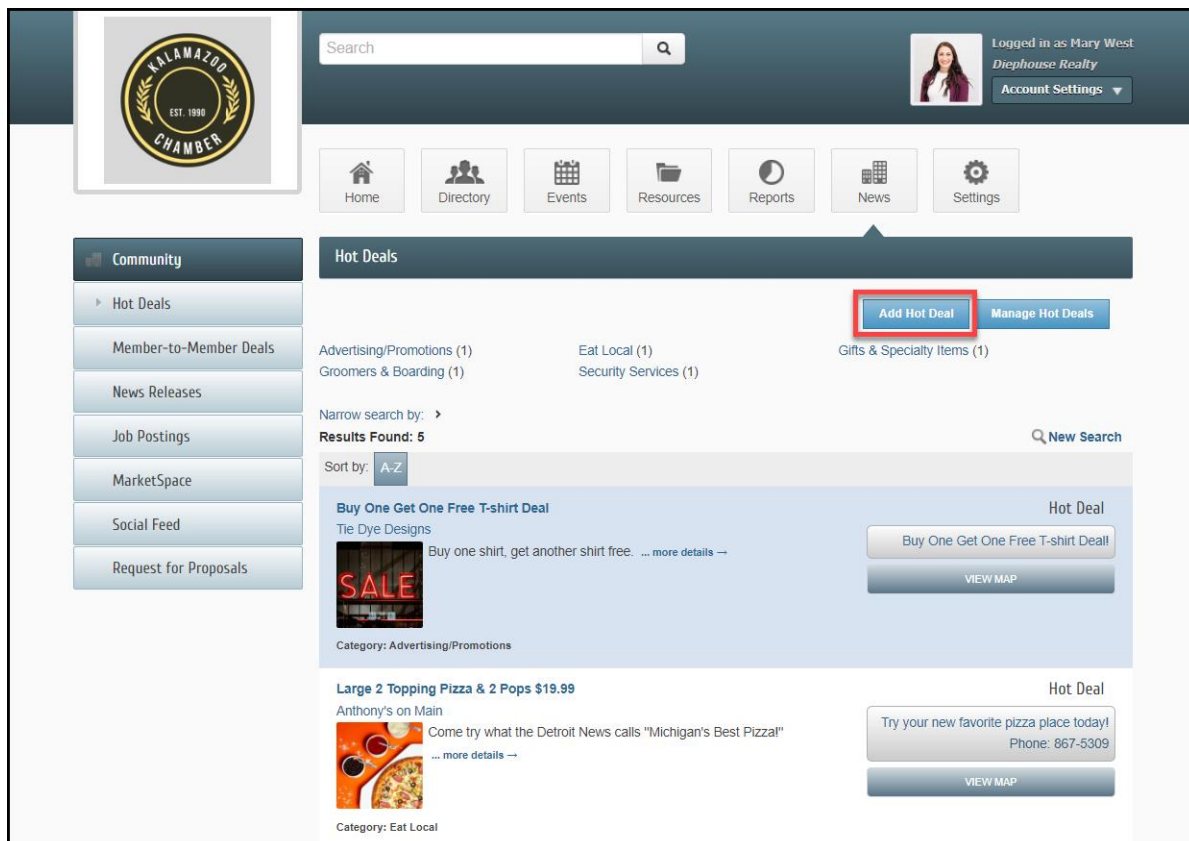


Submit Hot Deal via the MIC

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



2. Click **Add Hot Deal**.



3. Complete the following information:

- **Title:** Enter a title for the Hot Deal.
- **Tagline:** Enter the text that will display
- **Categories:** Select the category/categories under which this Hot Deal should be.
- **Description:** include the description of the Hot 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 Hot Deal page to let people know the dates the offer is valid.
- **Search Result Image:** Add an image for the Hot Deal. This image will display in the Hot Deal search results.
- **Contact Information:** Enter desired contact information.
- **Active Dates:** Enter the dates you want your Hot Deal to run (the end date is inclusive). Dates must be chosen at this point. Active dates cannot be changed once the Hot Deal has been submitted.

The screenshot displays the Kalamazoo Chamber of Commerce website interface. At the top left is the Kalamazoo Chamber logo. A search bar is located at the top center. On the top right, a user profile for Mary West, Diephouse Realty, is shown with an 'Account Settings' link. Below the header is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a 'Community' sidebar with links to Hot Deals, Member-to-Member Deals, News Releases, Job Postings, MarketSpace, Social Feed, and Request for Proposals. The main content area is titled 'Hot Deals - Create' and includes a 'Manage Hot Deals' button. The form is divided into two sections: 'General' and 'Details'. The 'General' section contains fields for 'Title', 'Tagline', and a 'Category' dropdown menu. The 'Details' section features a 'Description' field with a rich text editor toolbar.

Kalamazoo Chamber
EST. 1998

Search

Logged in as Mary West
Diephouse Realty
Account Settings

Home Directory Events Resources Reports News Settings

Community

- Hot Deals
- Member-to-Member Deals
- News Releases
- Job Postings
- MarketSpace
- Social Feed
- Request for Proposals

Hot Deals - Create

Manage Hot Deals

General

Title:

Tagline:

Category:
Select a Category

Details

Description:

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, text color, background color, font size, and image insertion.

4. Click **Submit**. The Hot 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)

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

All rights reserved. MIC 4.0 - Kalamazoo Area Chamber