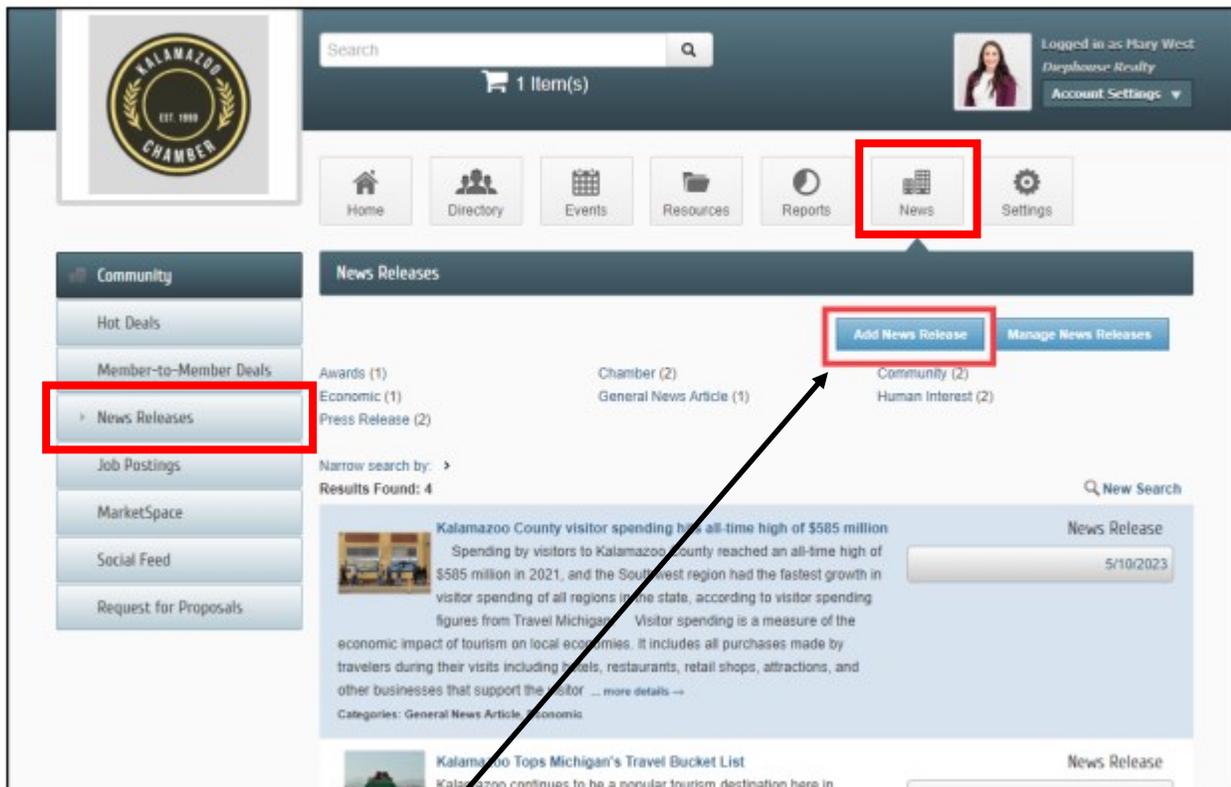


# How to submit a News Release

1. Log in to the **Member Information Center**
2. Click on **News Releases** on the left hand **shortcuts** list or the **News** icon at the top



3. Click on **Add News Release** button
4. 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 maximum.
  - **Categories:** Choose Member/Community
  - **Search Results Logo:** Select the image you wish to display in the News Release search results.
  - **Contact Information:** Enter desired contact information.
5. Click **Submit for Approval** button.



Search



Logged in as Kala D'Or

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Home



Directory



Events



Resources



Reports



News



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Community

Hot Deals

Member to Member Deals

News Releases

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Social Feed

News Releases - Create

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General

Title:

News Release: 6/27/2024

Displayed Release Date:

6/27/2024

Publish Start Date:

6/27/2024

Publish End Date:

7/27/2024

Body Text:

Rich text editor toolbar with icons for undo, redo, search, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, table, image, and media. Below the toolbar are dropdown menus for Style, Format, Font, and Size.

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

Categories

Chamber

Member/Community

Search Results Logo

Image upload area with a placeholder box containing the text "Image Not Available". Below the box is an "Add Image" button.

Contact Information

Choose Contact

Contact Person:

Contact Title:

Contact Phone:

Contact Email:

[Save as Draft](#) [Cancel](#) [Submit for Approval](#)