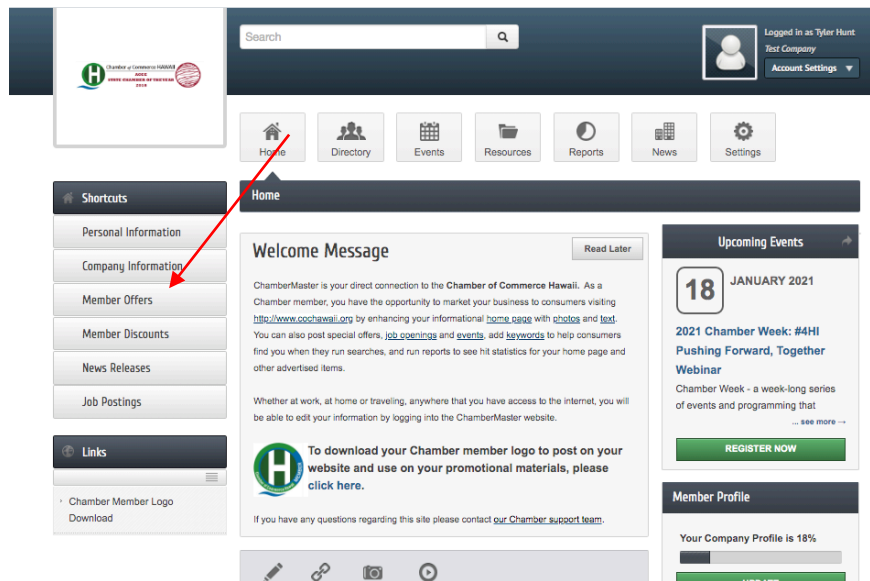


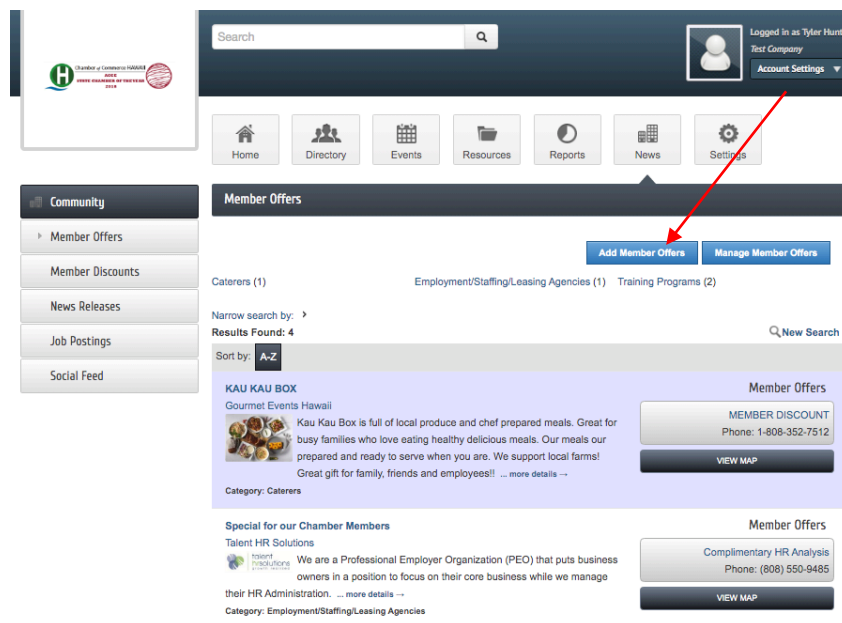
# How to Add a Member Discount to the Chamber of Commerce Member Offers Page

(The same process can be used for Member News and Member Job Postings)

- 1) Log into ChamberMaster: <http://cochawaii.chambermaster.com/login/>
- 2) Click on Member Discount



- 3) Click Add Member Discount



#### 4) Fill out Member Offer

- a. Enter in the Title
- b. Enter in a Tagline or your motto
- c. Select a Category from the list of available categories.
- d. Enter in the Details of the Member Offer description
- e. Enter the meta description for search engines and social media

The screenshot shows a web application interface for creating a Member Offer. The top navigation bar includes a search bar, a user profile (Logged in as Tyler Hunt, Test Company), and an Account Settings dropdown. Below the navigation bar are icons for Home, Directory, Events, Resources, Reports, News, and Settings. The main content area is titled "Member Offers - Create" and includes a "Manage Member Offers" button. The form is divided into two sections: "General" and "Details".

**General Section:**

- Title:  (labeled with red letter **a**)
- Tagline:  (labeled with red letter **b**)
- Category:  (labeled with red letter **c**)

**Details Section:**

- Description:  (labeled with red letter **d**)
- Meta Description: (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)  (labeled with red letter **e**)

5) Finish the Member Offer form and click Submit for Approval

- f. The Short Description is a small bit of information you can share when your Member Offer is being shown in list format on the website.
- g. Active Dates – This is the length of time you would like the Member Offer to run on the website. Publish Start Date is the date that the offer will first appear on the website, and Publish End Date is the last day that it will appear.
- h. Search Results Logo – Add in your company logo. This will be seen when the Member Offers are being seen in list form on the website.
- i. Add in Contact details – Enter email and website for offer. Email/Website Link Text allows for custom text to appear.
- j. Phone – This is the phone number you would like listed on the Member Offer
- k. Once you have all of the fields populated you can either choose Save as Draft or you could choose Submit and it will be sent to the chamber for review and approval. Cancel will cancel the creation without saving

Short Description\*: 512 chars remaining.


**f**

\* Description displayed in search results listing

Offer Start Date: (m/d/yyyy)  Offer End Date: (m/d/yyyy)

**g** First date the offer is valid. Last date the offer is valid.

Search Results Logo:

**h** 

Add Image

Contact

**i** Email Address:  Email Link Text:

Website Address:  Website Link Text:

Phone:

**j** Active Dates

Publish Start Date: (m/d/yyyy)  Publish End Date: (m/d/yyyy)

Note: Enter the dates you want your Member Offers 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.

**k**