

# Add MarketSpace Item For Your Members

You may add MarketSpace Items via the **Member Information Center (MIC)**.

1. After logging into the MIC, click **MarketSpace** in the left-hand menu.
2. Click **Add a MarketSpace Item**.

The screenshot displays the MarketSpace interface. At the top left is the Kalamazoo Chamber logo. A search bar is located at the top center. On the top right, the user is logged in as Mary West, Diephouse Realty, with an Account Settings dropdown. Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a 'Community' menu with options: Hot Deals, Member-to-Member Deals, News Releases, Job Postings, MarketSpace (selected), Social Feed, and Request for Proposals. The main content area is titled 'MarketSpace' and features two buttons: 'Add MarketSpace Item' (highlighted with a red box) and 'Manage MarketSpace Items'. Below these buttons, there is a search filter section with 'Narrow search by:' and 'Results Found: 1'. A search result is displayed for 'Music Lesson Gift Certificates Available!' from Music Connection - Kalamazoo, with a 'MarketSpace Item' label, an expiration date of 'Expires: 12/31/2023', and a 'MAP' button. The footer contains the copyright notice: '© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber'.

3. Enter desired information about the item.

4. Click **Purchase** or **Save Changes**.

The screenshot shows the 'MarketSpace - Create' form on the Kalamazoo Chamber website. The page header includes the Kalamazoo Chamber logo (EST. 1889) and a search bar. The user is logged in as Mary West, Diephouse Realty, with an account settings dropdown. A navigation menu contains Home, Directory, Events, Resources, Reports, News, and Settings. A left sidebar lists Community options: Hot Deals, Member-to-Member Deals, News Releases, Job Postings, MarketSpace (selected), Social Feed, and Request for Proposals. The main form area is titled 'MarketSpace - Create' and includes a 'Manage MarketSpace Items' button. The 'General' section contains fields for Title, Publish Start Date (5/18/2023), Publish End Date (5/25/2023), Offer Start Date, and Offer End Date. The 'Details' section includes a 'Valid Dates Description' field (100 chars remaining), a rich text editor for the 'Description' (with a toolbar for bold, italic, underline, strikethrough, link, unlink, list, and image), a 'Short Description' field (512 chars remaining), 'Detail Uri', and 'Offer Uri' fields. A note states: '\* page to be used as an alternate when accessing from public page listing.' The 'Search Results Logo' section shows a placeholder box with the text 'Image Not Assigned' and an 'Add Image' button. The 'Categories' section has an 'edit categories' button and a '- None Selected -' dropdown. At the bottom, there are 'Save as Draft', 'Cancel', and 'Submit' buttons.

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

MarketSpace - Create

Manage MarketSpace Items

General

Title:

Publish Start Date: 5/18/2023 Publish End Date: 5/25/2023

Offer Start Date: Offer End Date:

Details

Valid Dates Description: 100 chars remaining.

Description:

Short Description: 512 chars remaining.

Detail Uri: Offer Uri:

\* page to be used as an alternate when accessing from public page listing.

Search Results Logo

Image Not Assigned

Add Image

Categories

edit categories

- None Selected -

Save as Draft Cancel Submit