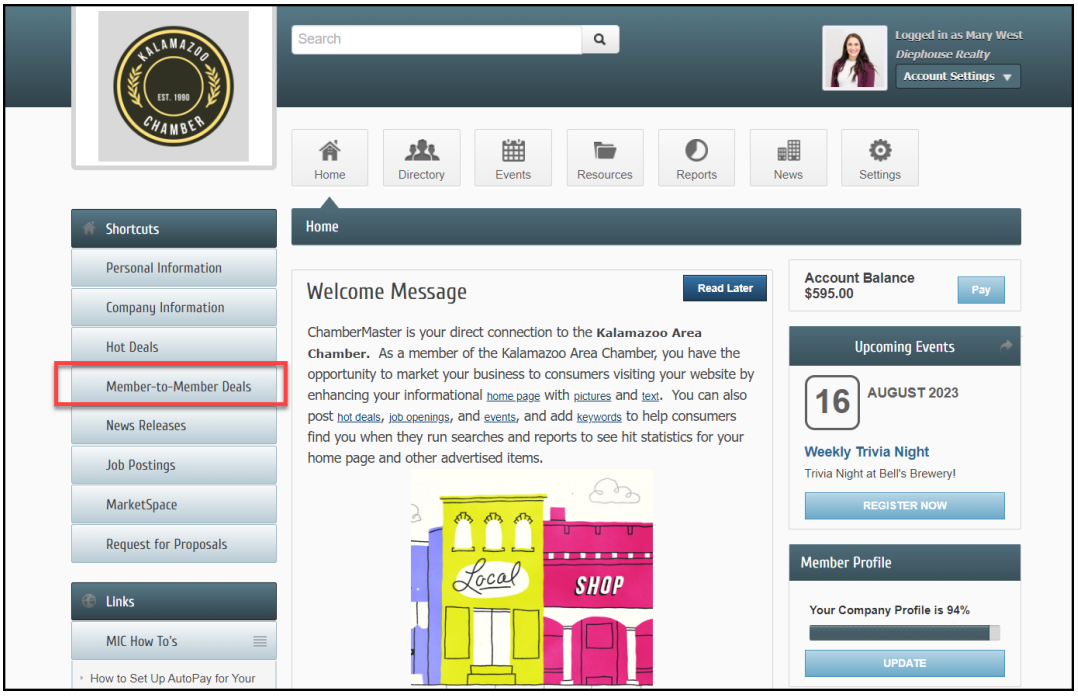
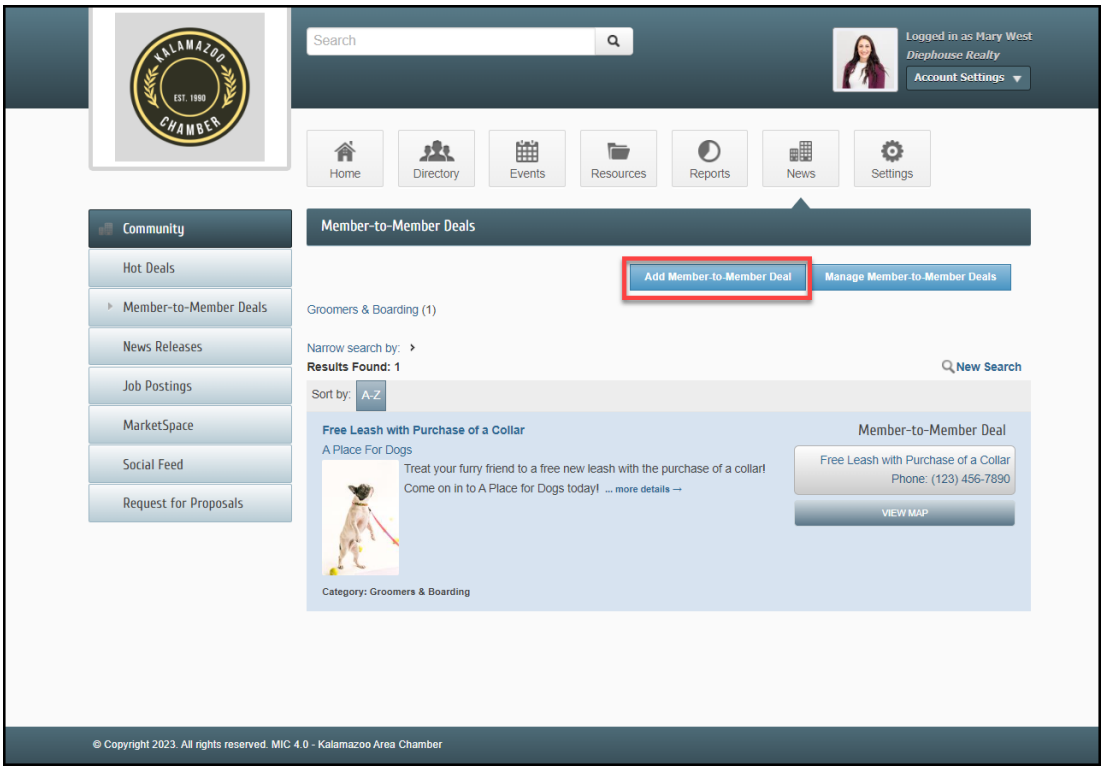
# Submit Member-to-Member Deals via the MIC For Your Members

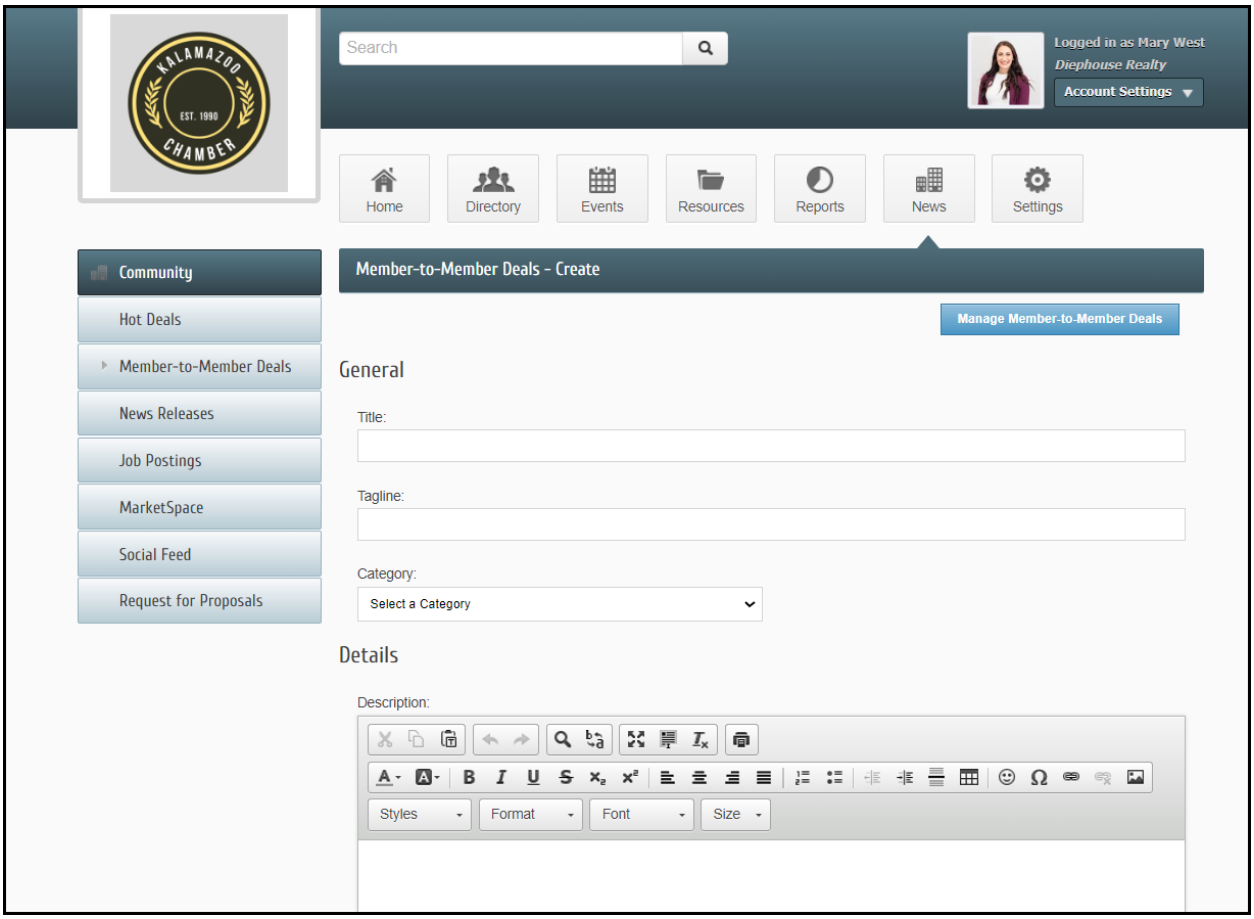
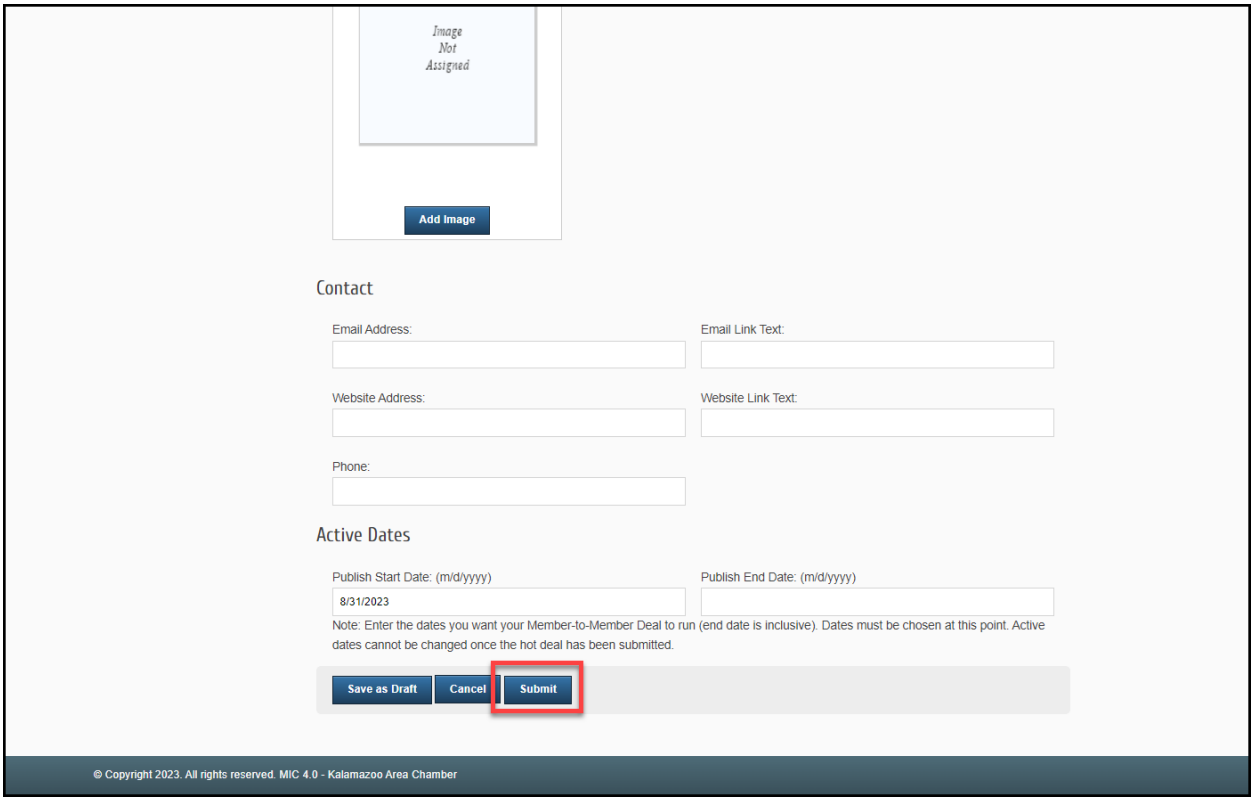
1. In the **Member Information Center (MIC)**, select **Member-to-Member Deals** in the left-hand panel.




2. Click **Add Member-to-Member Deal.**



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



4. Click **Submit**. The Member-to-Member Deal will be submitted to your organization for approval.