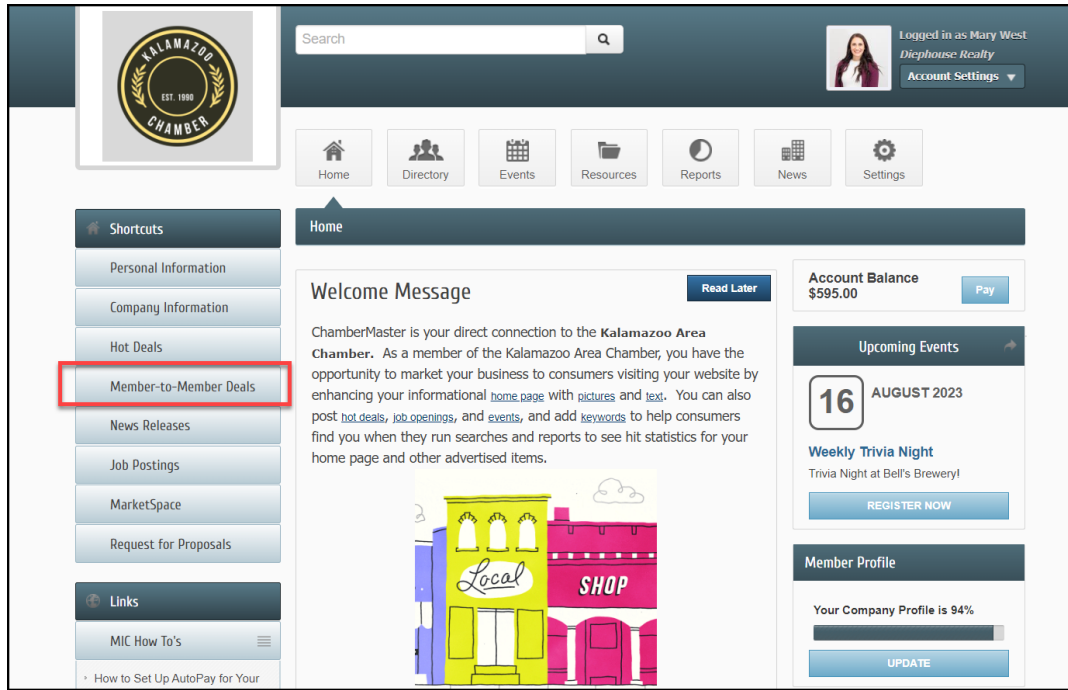
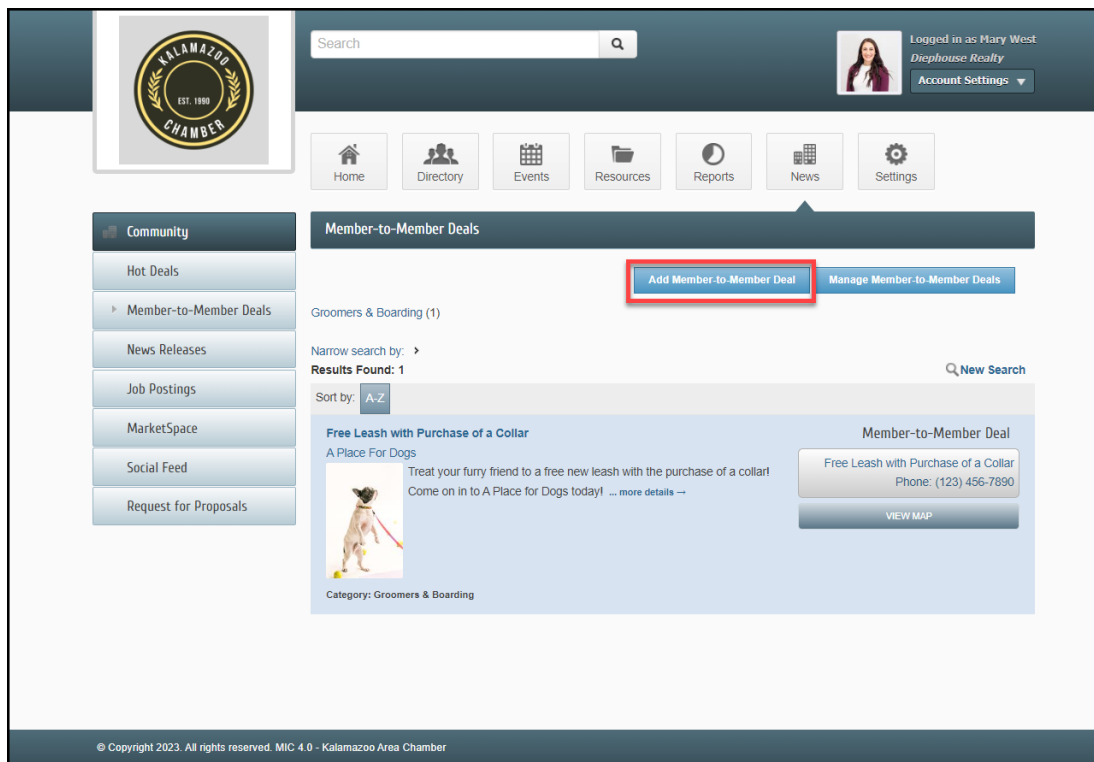


Submit Member-to-Member Deals via the MIC For Your Members

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.

The screenshot shows the user interface for creating a Member-to-Member Deal. At the top left is the Kalamazoo Chamber logo. The top navigation bar includes a search box, a user profile for Mary West (Diephouse Realty), and an account settings dropdown. Below the navigation are icons for Home, Directory, Events, Resources, Reports, News, and Settings. A left sidebar menu lists various community features: Hot Deals, Member-to-Member Deals (selected), News Releases, Job Postings, MarketSpace, Social Feed, and Request for Proposals. The main content area is titled 'Member-to-Member Deals - Create' and includes a 'Manage Member-to-Member Deals' button. The form is divided into 'General' and 'Details' sections. The 'General' section contains fields for Title, Tagline, and a Category dropdown menu. The 'Details' section features a rich text editor for the Description, with a toolbar containing icons for undo, redo, search, bold, italic, underline, strikethrough, link, unlink, list, and table. Below the toolbar are dropdown menus for Styles, Format, Font, and Size.

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

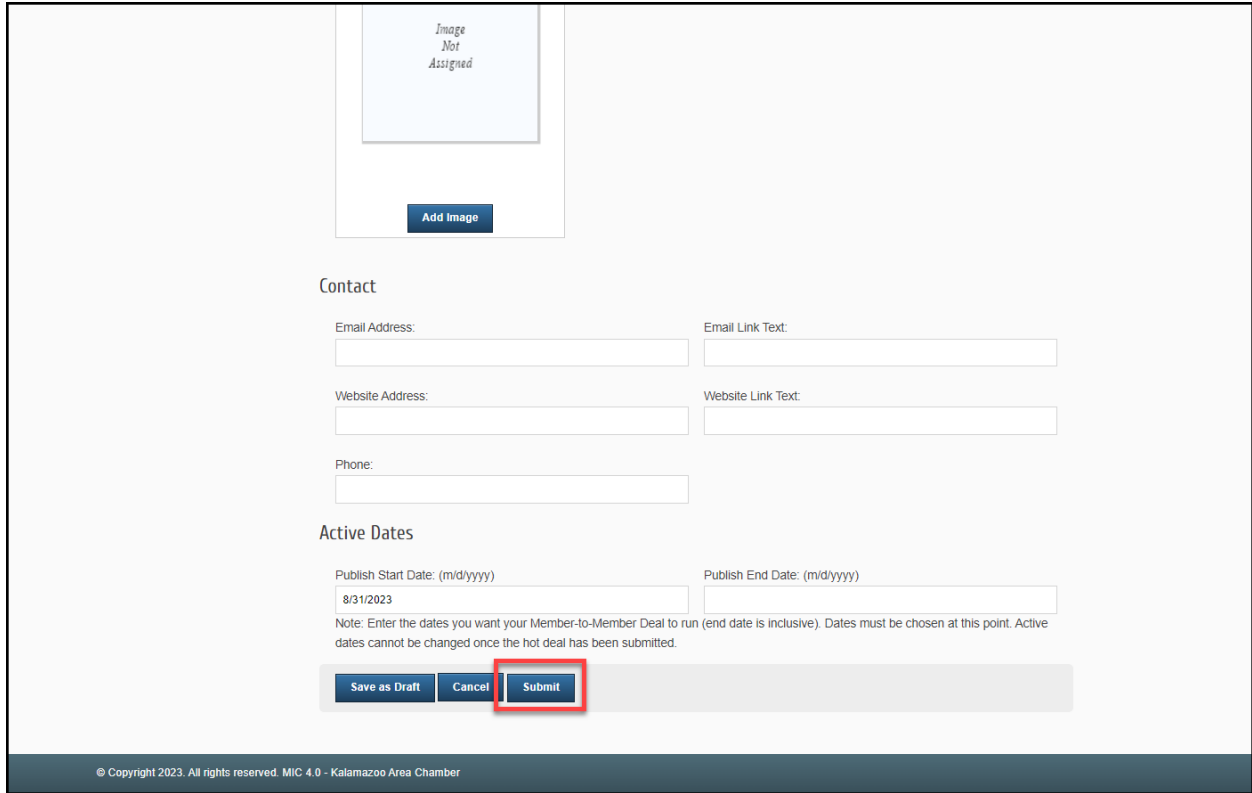


Image Not Assigned

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 Member-to-Member 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.

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