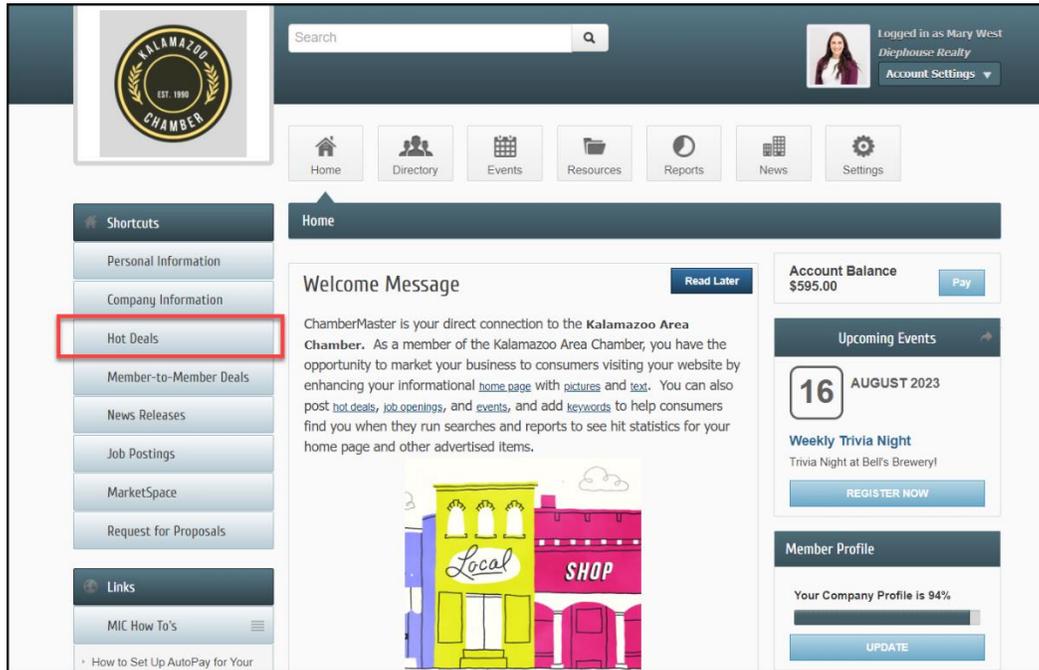
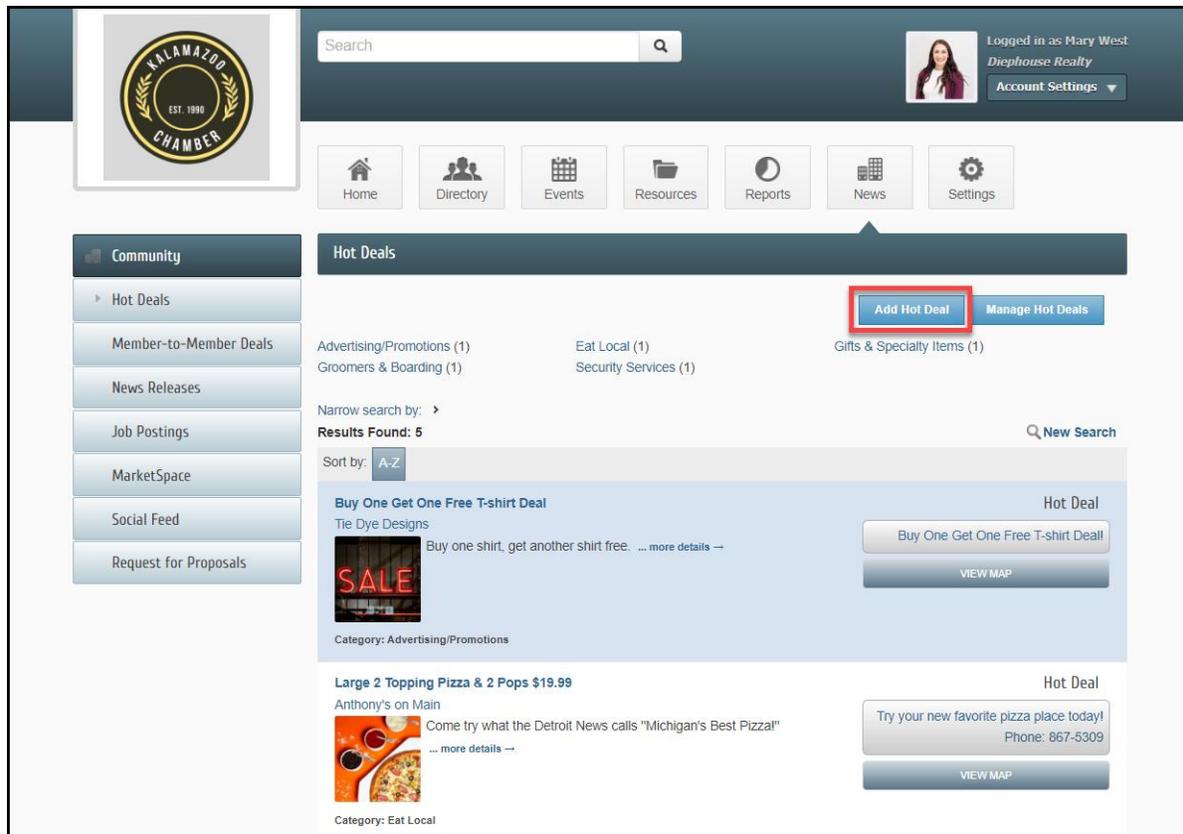


Submit Hot Deal via the MIC

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



2. Click **Add Hot Deal**.



3. Complete the following information:

- **Title:** Enter a title for the Hot Deal.
- **Tagline:** Enter the text that will display
- **Categories:** Select the category/categories under which this Hot Deal should be.
- **Description:** include the description of the Hot 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-character max.
- **Short Description:** Enter the text to be displayed in search results listing.
- **Offer Start/End Date:** This date is displayed on the Hot Deal page to let people know the dates the offer is valid.
- **Search Result Image:** Add an image for the Hot Deal. This image will display in the Hot Deal search results.
- **Contact Information:** Enter desired contact information.
- **Active Dates:** Enter the dates you want your Hot Deal to run (the end date is inclusive). Dates must be chosen at this point. Active dates cannot be changed once the Hot Deal has been submitted.

The screenshot shows the 'Hot Deals - Create' page on the Kalamazoo Chamber website. The page is divided into several sections:

- Header:** Includes the Kalamazoo Chamber logo (EST. 1998) on the left, a search bar, and a user profile for 'Mary West' from 'Diephouse Realty' with an 'Account Settings' dropdown menu.
- Navigation:** A row of icons for Home, Directory, Events, Resources, Reports, News, and Settings.
- Community Menu:** A vertical list of options: Hot Deals (selected), Member-to-Member Deals, News Releases, Job Postings, MarketSpace, Social Feed, and Request for Proposals.
- Hot Deals - Create:** The main form area with a 'Manage Hot Deals' button.
- General:** Fields for Title, Tagline, and a Category dropdown menu (currently showing 'Select a Category').
- Details:** A rich text editor for the Description, featuring a toolbar with icons for undo, redo, search, link, unlink, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, and video, along with dropdown menus for Styles, Format, Font, and Size.

4. Click **Submit**. The Hot 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 Hot 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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