

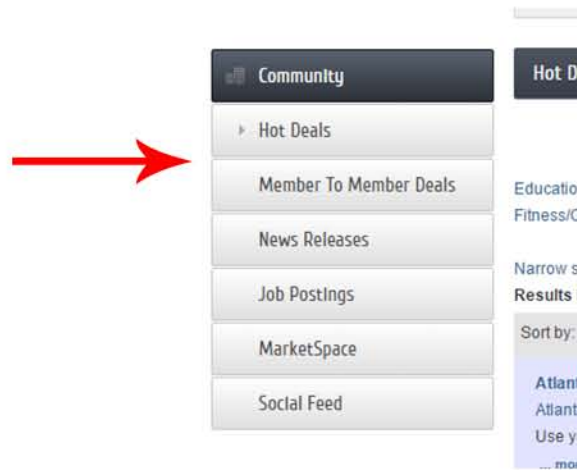


How to Add a Hot Deal or Member-to-Member Deal to



Offer coupons and special deals with Hot Deals (available to everyone) and Member-to-Member Deals (members only). Fellow members may become your best customers! Deals push automatically to SSPC's Twitter account and are cross-posted as appropriate in newsletters.

1. **Login** to your ChamberMaster profile.
2. Select either **Hot Deals** or **Member to Member Deals**.



3. Click **Add a Hot Deal** (or Member to Member Deal)



4. Fill out all information in fields provided: **Title, Tagline, Category, Description, Short Description, Offer Start and End dates.**
5. Upload your business logo to appear in search results.

Search Results Logo:



6. Fill out Contact Information.

6. Select Active Dates (the dates you want your deal to run - dates are inclusive).

Active Dates

Publish Start Date: (m/d/yyyy)

10/2/2016

Publish End Date: (m/d/yyyy)

10/8/2016

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.

Save as Draft

Cancel

Submit for Approval

7. Click "Submit for Approval."

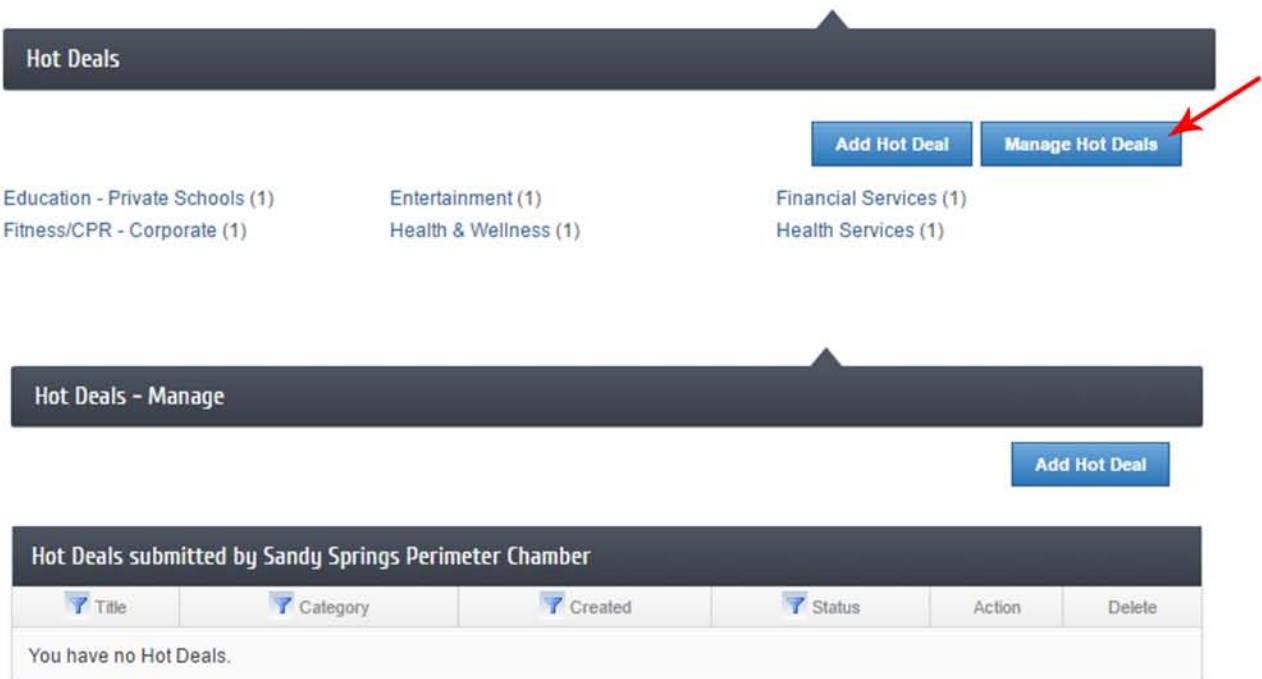
Save as Draft

Cancel

Submit for Approval

Manage a Hot Deal or Member-to-Member Deal:

1. Select Manage Hot Deals (or Member-to-Member Deals) to view approval status or make changes to a pending Hot Deal or Member-to-Member Deal.



Hot Deals

Add Hot Deal Manage Hot Deals

Education - Private Schools (1) Entertainment (1) Financial Services (1)
Fitness/CPR - Corporate (1) Health & Wellness (1) Health Services (1)

Hot Deals - Manage

Add Hot Deal

Hot Deals submitted by Sandy Springs Perimeter Chamber

Title	Category	Created	Status	Action	Delete
You have no Hot Deals.					

Please allow 1-3 business days for a Hot Deal or Member-to-Member submission approval.
Contact kathryn@sandysprings.org with any questions.