

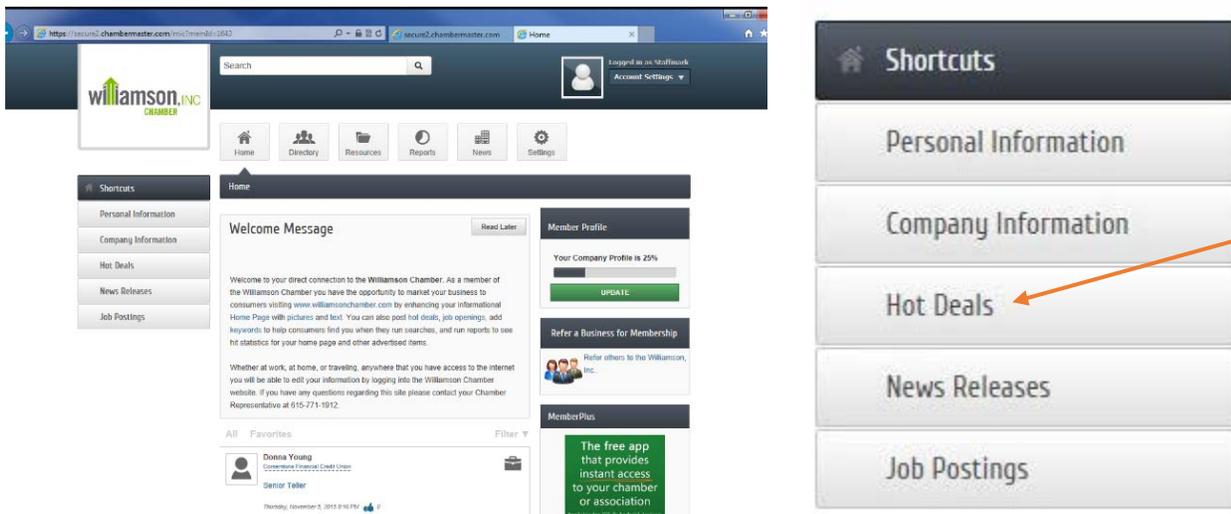
How To Create a Hot Deal:

1. Open your web browser and type in www.williamsonchamber.com



2. Enter your login credentials- if you do not have this information contact leigh@williamsonchamber.com.

3. You will see a screen that looks like this:

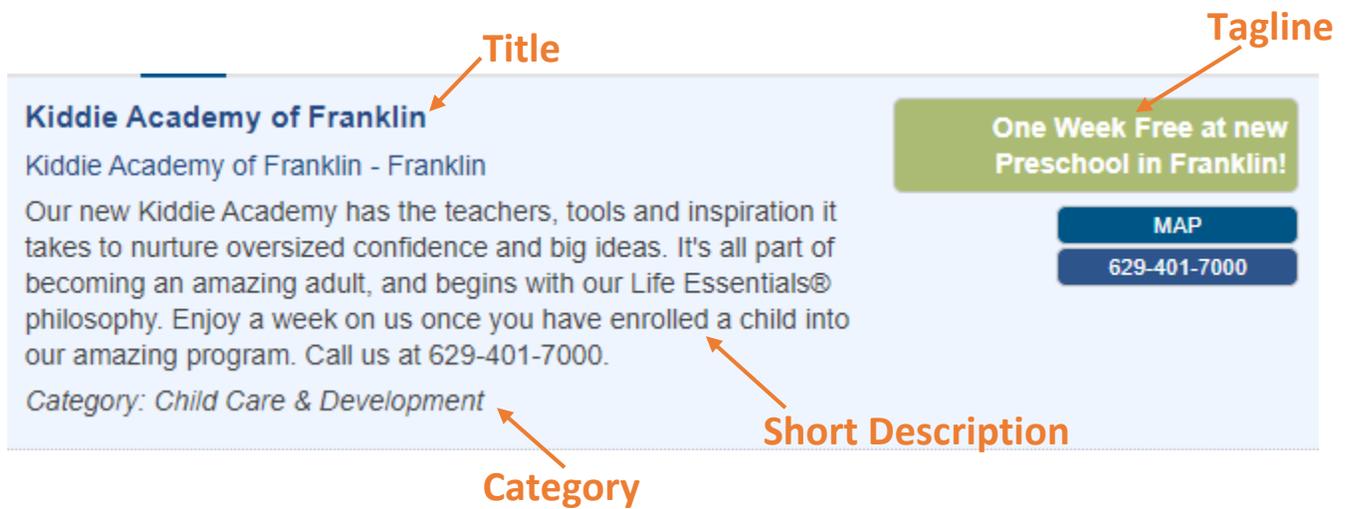


4. On the left-hand side of the screen are 'Shortcuts.' Select 'Hot Deals'. If you do not see this option, contact Leigh at (615) 550.8506 or leigh@williamsonchamber.com - some accounts have not been enhanced and must be done so before you can post.

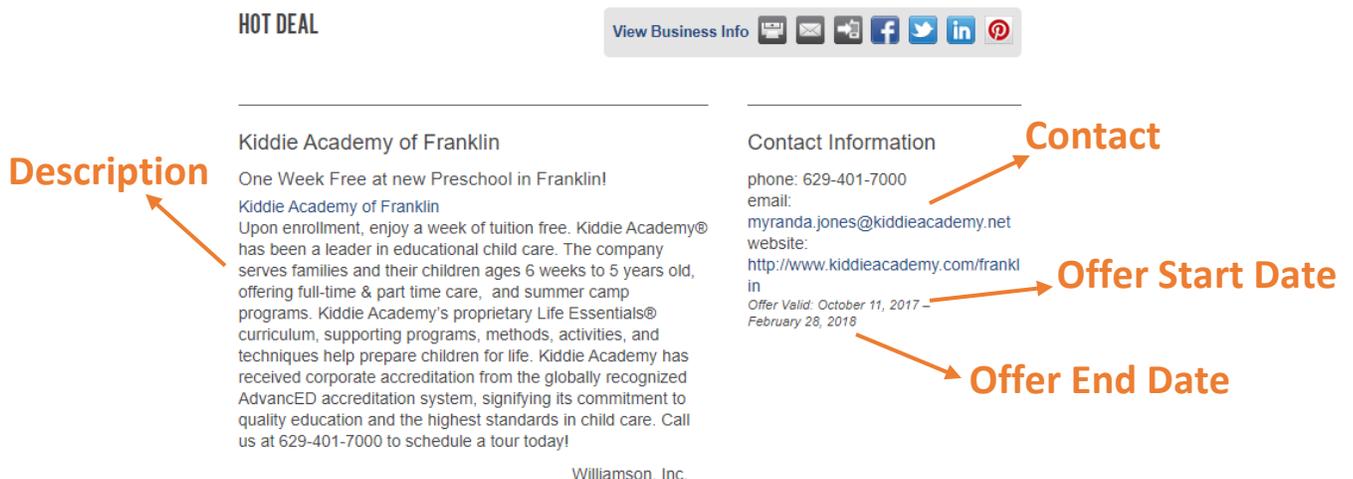
5. Click 'Add Hot Deal'



6. Fill out the Hot Deal form when prompted. The image below is what will appear on the Hot Deal Homepage on the Chamber website and will be what the public sees first.



7. The image below depicts the details of your Hot Deal on the Chamber website.



- 8. IMPORTANT:** The **Publish Start Date must be a day in the future.** For example, if you create/submit your hot deal on 11/4, you must select a Publish Start Date of 11/5 or later, so that we have time to accept the Hot Deal and make it live on the Chamber website. The Active Dates are the length in which you would like your Hot Deal to be published for.

Active Dates

Publish Start Date: (m/d/yyyy)

1/28/2018

Publish End Date: (m/d/yyyy)

2/3/2018

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

Purchase

- 9.** Hot Deals MUST be a 'deal' that can be offered to everyone- i.e. you cannot post a Hot Deal offering a discount to the first 20 people who receive the deal.
- 10.** If you are submitting a Hot Deal after 3:00 p.m., please email leigh@williamsonchamber.com to alert her to approve it the same day.
- 11.** We ask that all postings are absent of grammatical or spelling errors, and professional in appearance.
- 12.** You can only post one Hot Deal per month.
- 13.** Hot Deals are \$25 for 1 week of exposure on williamsonchamber.com. You can dictact how long you would like your Hot Deal on the website through the 'Active Dates'.
- 14.** If you have a corporate membership and Hot Deals are free, place the completed Hot Deal in your cart and call or email Leigh to alert her that you have placed one.