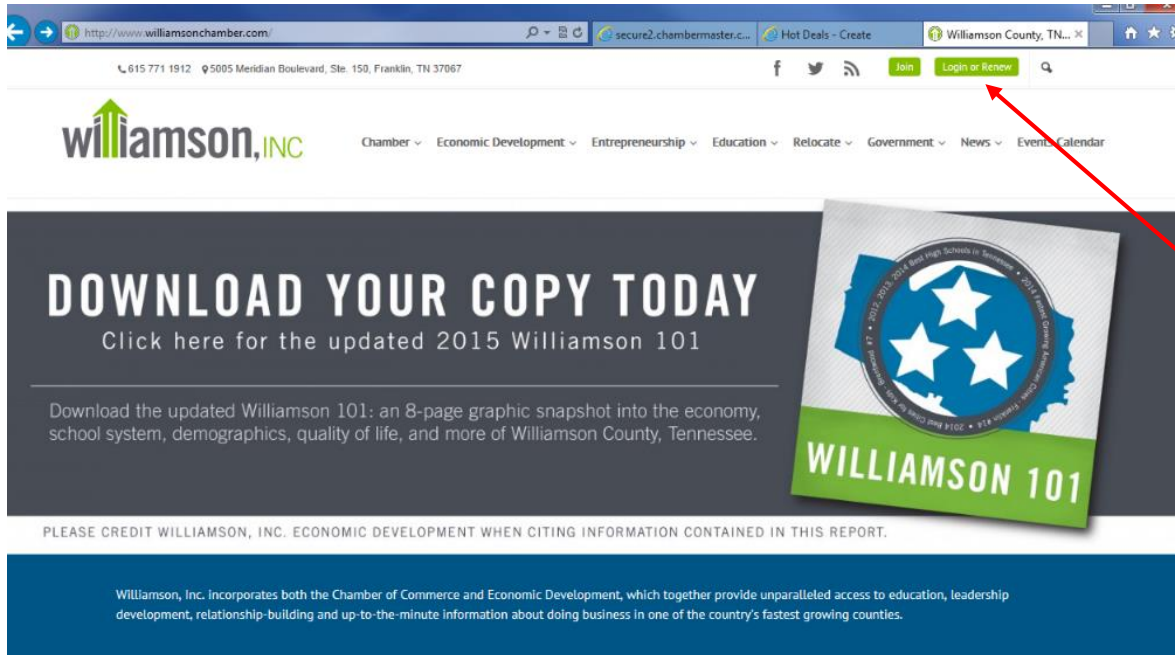


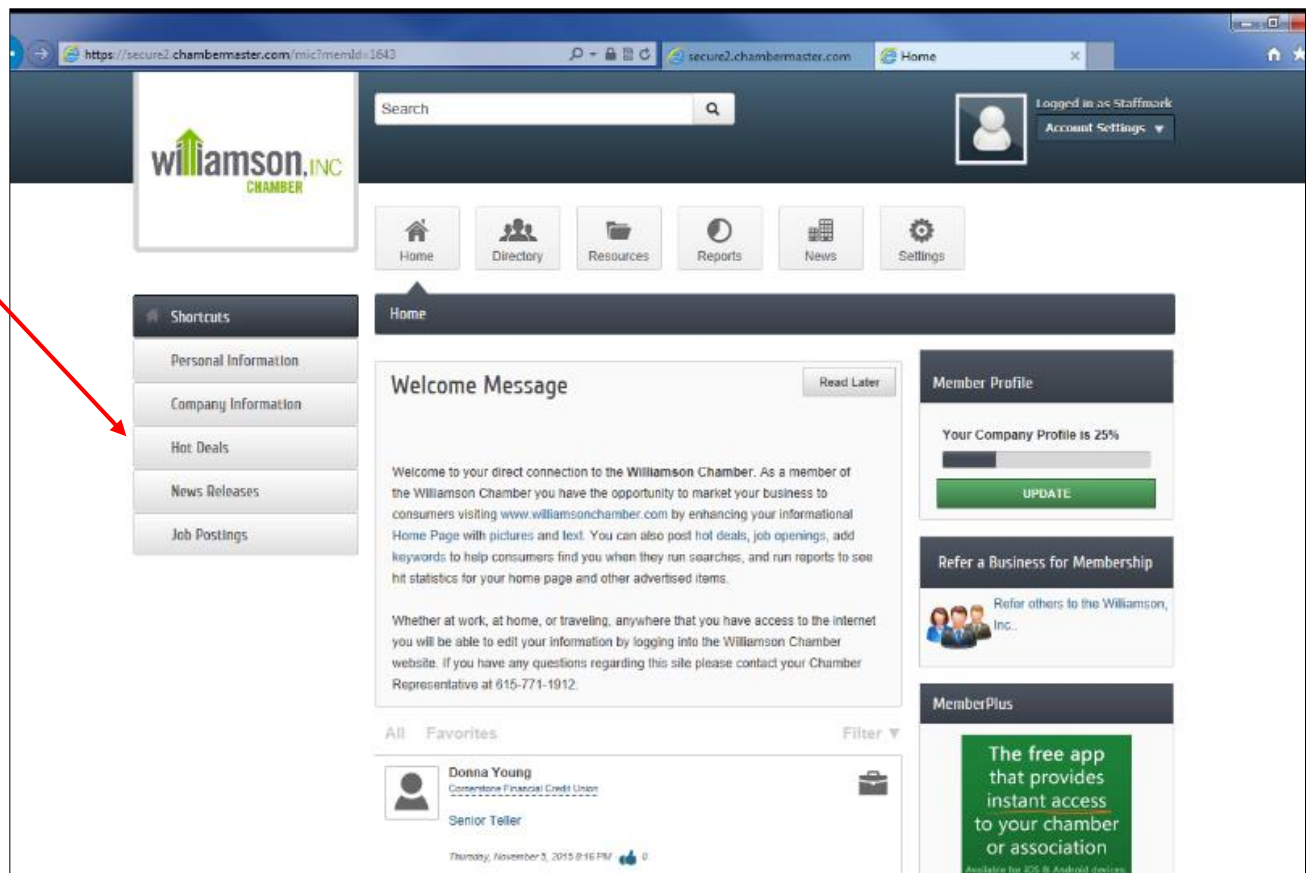
HOW TO CREATE A HOT DEAL:

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



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

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



4. On the left hand side of the screen are 'Quick Links.' Select **Hot Deals**. If you do not see this option contact Rebecca- some accounts have not been enhanced and must be done so before you can post.

5. Click 'Add Hot Deal'

The screenshot shows the Williamson, Inc. Chamber website interface. At the top, there is a search bar and a user profile for 'Staffmark'. Below the navigation menu, the 'Hot Deals' section is active. It displays a list of categories: Automobile Sales, Leasing & Rentals (1); Business Consultants (2); Caterers & Chefs (1); Shipping- Services & Transportation (1); and Transportation Services (1). There are two buttons: 'Add Hot Deal' and 'Manage Hot Deals'. A red arrow points to the 'Add Hot Deal' button. Below the buttons, there are search filters and a list of results. The first result is 'ID Theft' by LegalShield Business Solutions, with a 'Hot Deal' button. The second result is 'Save up to 28% on UPS Shipping & Packaging, Printing, and much more' by The UPS Store of Cool Springs, also with a 'Hot Deal' button. The third result is 'Exclusive Member Offer - Grand Select' with a 'Hot Deal' button.

IMPORTANT:

- You must make the **Publish Start Date** for the day after the day of creation. For example, If you create your hot deal on 11/4, you must select a publish day of at least 11/5.
- 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
- If this is a time sensitive posting, call **Rebecca** at **615-550-8506** or email Rebecca to alert us to approve it same day.
- We ask that all postings are absent of grammatical or spelling errors, and professional in appearance.

- You can only post **one** Hot Deal per month.
- Hot Deals are \$25 per deal
- If you have a corporate membership and Hot Deals are free, place the completed Hot Deal in your cart and call Rebecca. The charge will be completed by Chamber staff.