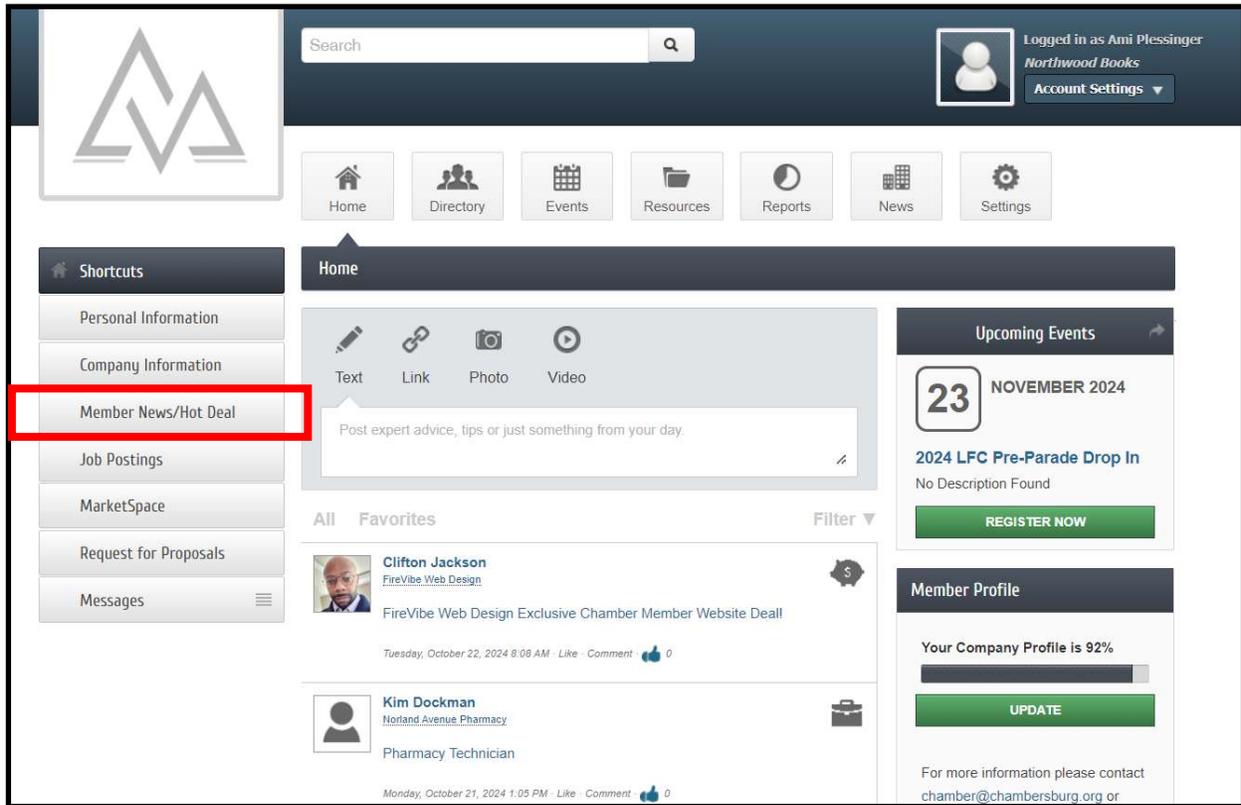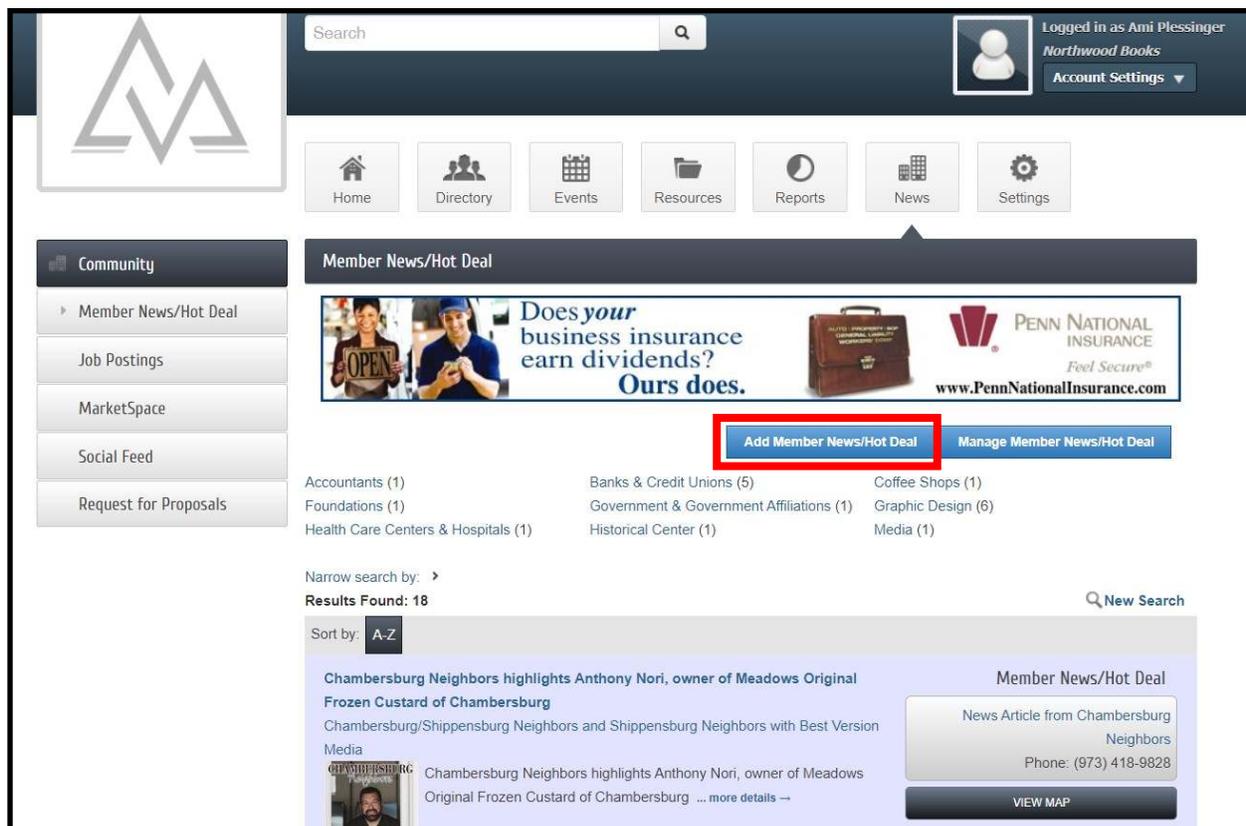Submit a Member News/Hot Deal via the MIC

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

2. Click **Add Member News/Hot Deals**

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-characters 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.

2. Click **Submit.** The Member News/Hot Deal will be submitted to the CVBA for approval.

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 News/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