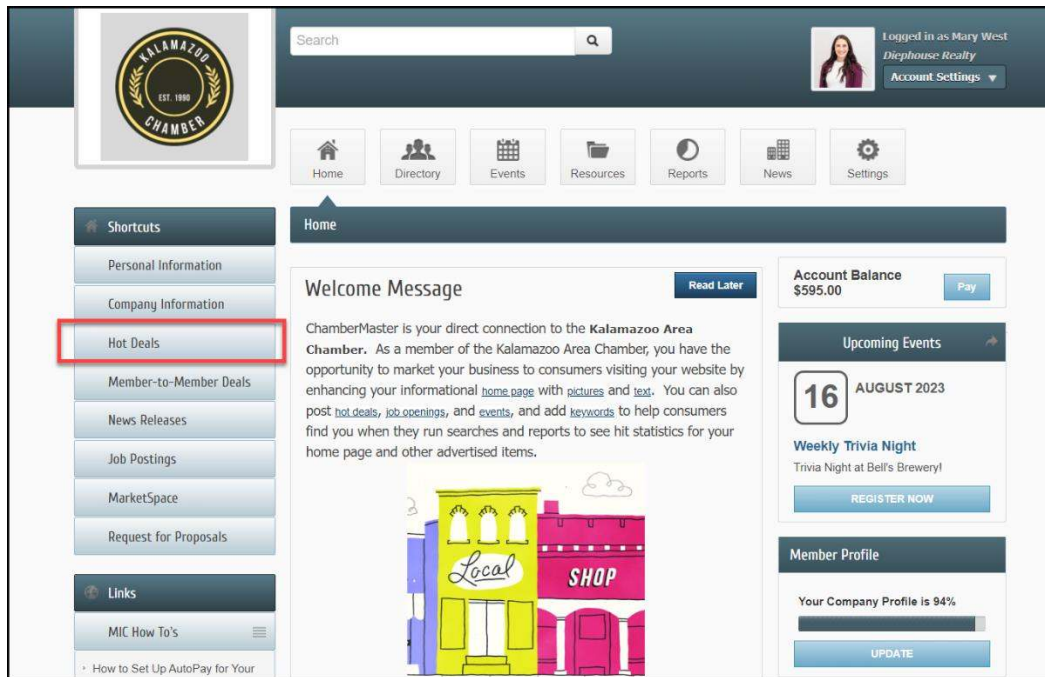
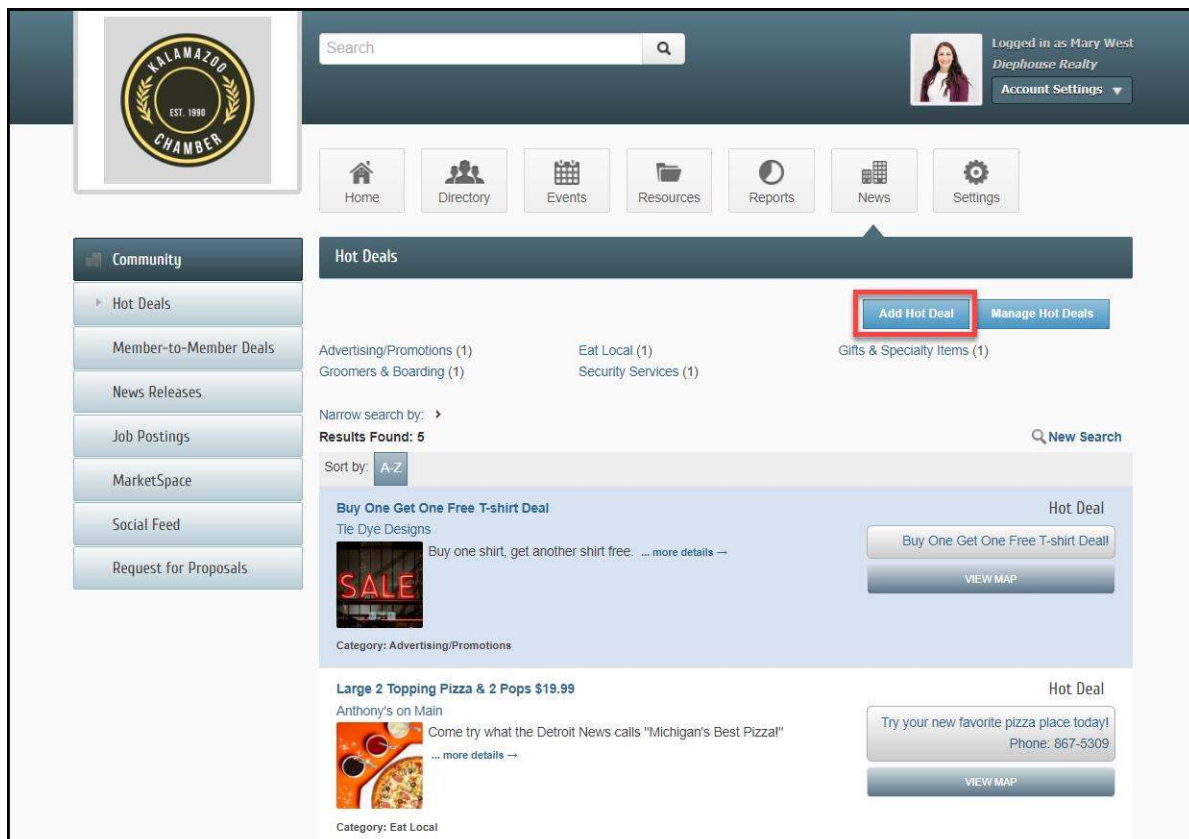


# Submit Hot Deal via the MIC

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) and a search bar. The user is logged in as Mary West, Diephouse Realty, with an 'Account Settings' dropdown.
- 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, featuring a 'Manage Hot Deals' button.
- General:** Contains input fields for 'Title', 'Tagline', and a 'Category' dropdown menu with the text 'Select a Category'.
- Details:** Features a 'Description' field with a rich text editor toolbar. The toolbar includes icons for undo, redo, search, link, unlink, list, and other text formatting options. Below the toolbar are dropdown menus for 'Styles', 'Format', 'Font', and 'Size'.

4. Click **Submit**. The Hot Deal will be submitted to your organization for approval.

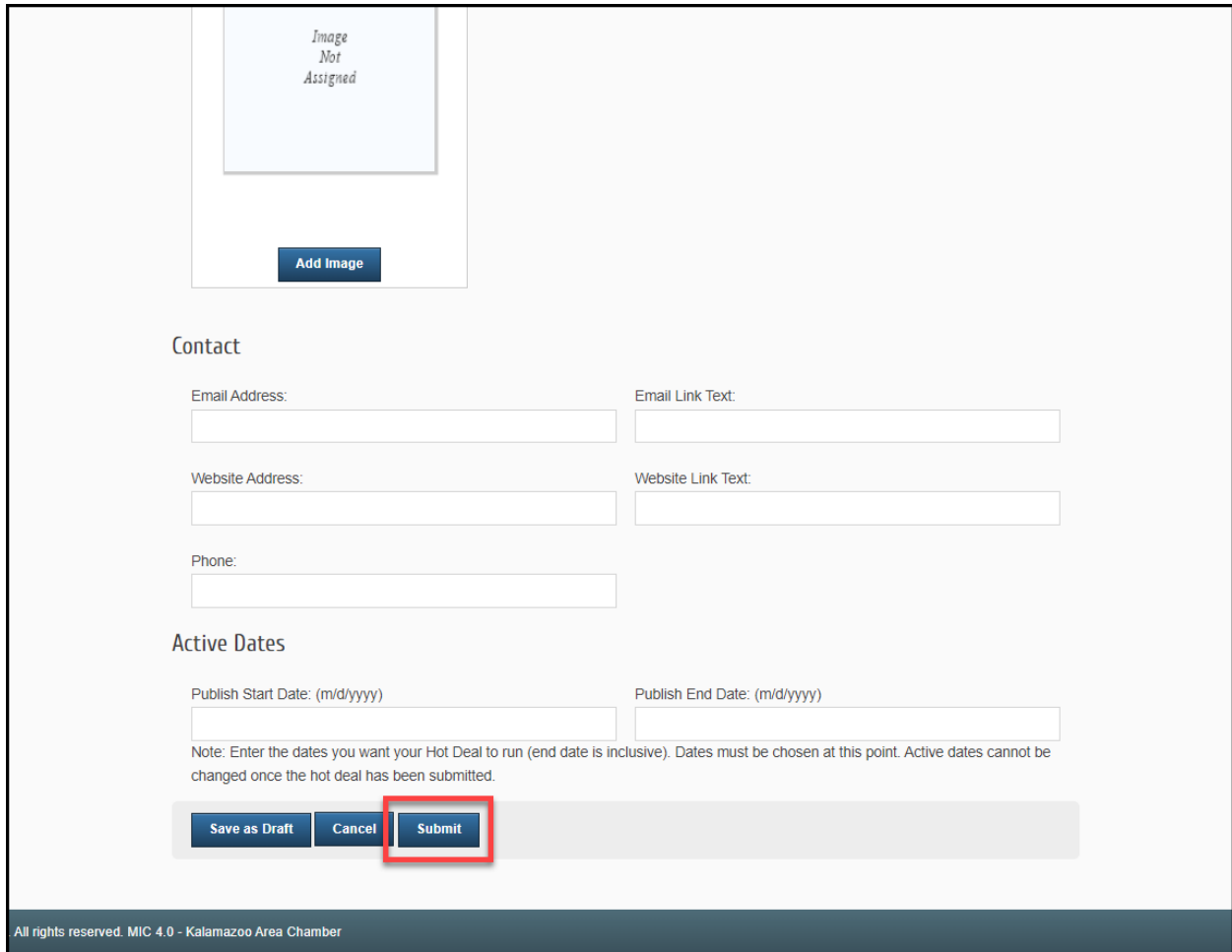


Image Not Assigned

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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