

# Scottsdale Chamber Member Posting Guide

## Overview

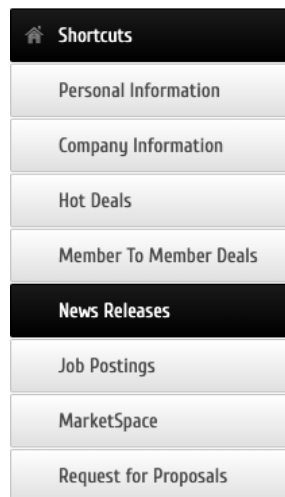
As a member of the Scottsdale Chamber you have the opportunity to market your business to chamber members and consumers visiting the Chamber website by posting business deals on the [Member Marketplace](#), posting your [Job Openings](#), and by posting [Press Releases and Community Events](#).

## How To Begin

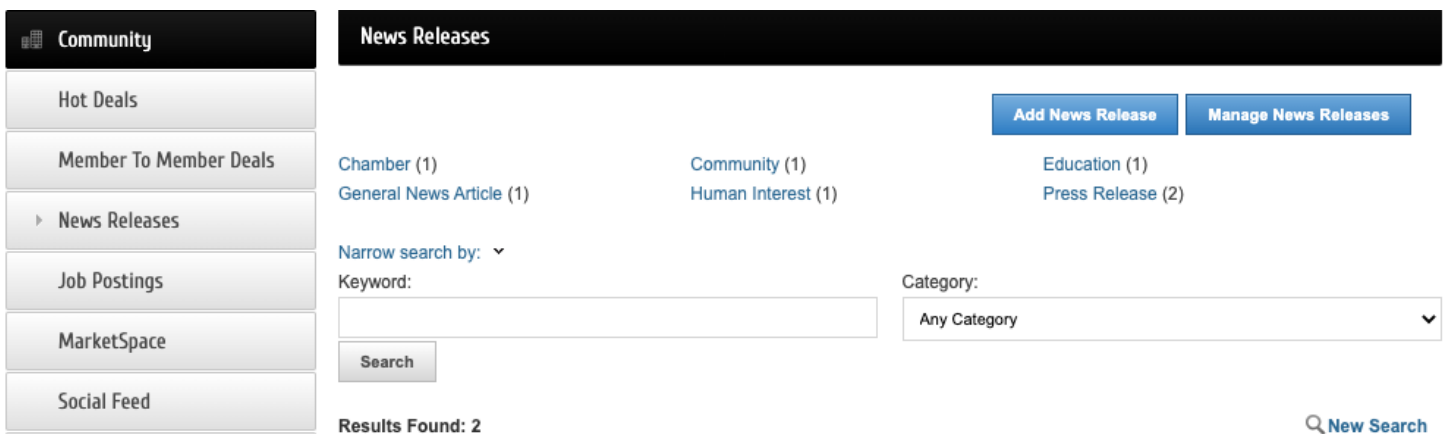
Go to the [Member Login](#) page and enter your Username and Password, which will take you to the Member Information Center.

## Posting a Press Release/Community Event

Under the Shortcuts Menu, select New Releases.



On the next page, select the blue Add News Release button.



*(If you don't see the "Add News Release" button, contact the Chamber to update your posting level.)*

On the next page, complete the General section.

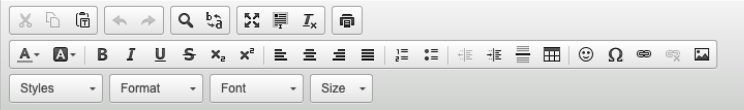
News Releases - Create Manage News Releases

### General

Title:

Displayed Release Date:  Publish Start Date:  Publish End Date:

BodyText:



Styles - Format - Font - Size

**Meta Description:** (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)

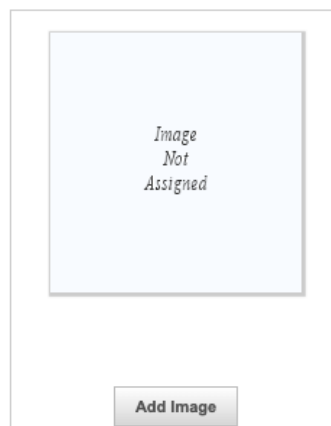
Then select the appropriate category.

### Categories

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Chamber        | <input type="checkbox"/> Community       | <input type="checkbox"/> Economic             |
| <input type="checkbox"/> Education      | <input type="checkbox"/> Fun Facts       | <input type="checkbox"/> General News Article |
| <input type="checkbox"/> Human Interest | <input type="checkbox"/> Papers/Research | <input type="checkbox"/> Political            |
| <input type="checkbox"/> Press Release  |  |   |

Then add your logo.

### Search Results Logo



Complete your contact information, then hit Submit For Approval

### Contact Information

Choose Contact  ▼

Contact Person:

Contact Title:

Contact Phone:

Contact Email:

Your submission will be reviewed, approved, and posted to the site ASAP.  
Your posting will also appear in the Member Events email that goes to our membership each Monday.

## Questions about Press Release postings?

Contact the Chamber at:

[info@scottsdalechamber.com](mailto:info@scottsdalechamber.com)

480-355-2700