

NORTH SAN ANTONIO CHAMBER OF COMMERCE

NEWS RELEASE SUBMITTAL

POSTING TIPS:

To access the **Member News** feature you must login to the **Member Information Center** at northsachamber.com.



Click on Member Login.

A screenshot of the 'News Release Article Information' form in the Member Information Center. The form includes fields for 'Member' (with a 'select a member' dropdown), 'Title' (pre-filled with 'News Release: 12/03/2014'), 'Image' (with a plus sign for adding an image), 'Body Text' (with an 'edit' link), 'Displayed Release Date', 'Publish Start Date', 'Publish End Date', 'Status' (set to 'Pending'), 'Contact Person', 'Contact Title', 'Contact Phone', 'Contact Email', and 'Type/Category' (with checkboxes for Chamber, Education, Human Interest, Press Release, Community, Fun Facts, Papers/Research, Economic, General News Article, and Political). At the bottom are buttons for 'Save Changes', 'Cancel', 'Preview', and 'Delete'. Callout boxes provide instructions for each field.

Once logged in, select the "Member News" module on the left menu.

Identify your company's name by selecting the 'select a member' option.

In the 'Title' field, enter a title pertaining to your article.

Insert your company logo by clicking the plus sign (+) under the 'Image' area. NOTE: Images larger than 75x75 will not be visible on the web.

Click 'Edit' next to the 'Body Text' field to display the 'Text Edit' box. Insert your article's body text there. Insert any supporting graphics into your article's body text by selecting the 'image' icon on the top right corner of the 'Text Edit' box.

Complete all the remaining information fields.

Click 'Save Changes' at the bottom of the page to submit your article for approval.

*Before approval by staff, your article will be formatted for North SA Chamber website standards. Please allow up to 48 hours for your article to publish on the home page. Post time-sensitive articles 48 hours in advance.

