

For Chamber Members

How to Add News to Our Website:

- Navigate to our NEWS page. On the upper right is a button "+Add News Article"; select this button.
- This will take you to the login page.
- Enter your REPRESENTATIVE login information. (This should be your first and last name as login and password, respectively.) Select "Login."
- A new page will load. "News Submission." Fill out required fields (marked with one *). The "Summary:" field is what will populate in the News Article Listing. The "Article:" field should be the body of your News Article. Use the tool bar to format your Article. Images are optional.
- Enter the Security Code. (Case Sensitive.)
- Select "Submit" when completed.
- Your News Article will be submitted to the office for approval. Once approved it will populate on our webpage.

Let us know if you have any questions.