

ChamberMaster Benefits: Free Postings



Your membership with the Chamber gives you exclusive access to ChamberMaster to promote your organization with events, news releases, Hot Deals coupons and job postings.

Once on the main dashboard, click on the Events, News, Hot Deals or Job Postings buttons in either the top or left navigation to get started with each benefit. **EVENTS:**

The screenshot shows the 'Events - Create' form in ChamberMaster. At the top, there is a navigation bar with buttons for Home, Directory, Events, Resources, News, and Settings. Below this is a sidebar with 'Events' selected, and sub-sections for 'Events I've registered for' and 'Events I've attended/checked-in'. The main content area is titled 'Events - Create' and includes a 'Manage Events' button. A callout box points to the 'Events' button in the navigation bar, stating: 'Once you're logged in, click the "Events" calendar to come to this page.' Below the navigation bar are buttons for 'Save as Draft', 'Cancel', and 'Submit for Approval'. The 'General' section contains an 'Event Title' field with a callout: 'Be descriptive! What would make you want to come to this event??'. There is a checked 'All Day Event' option. The 'Start Date' is set to 5/13/2019, with 'Start Hour' at 12, 'Start Minute' at 00, and 'AM/PM' set to AM. The 'End Date' is also 5/13/2019, with 'End Hour' at 12, 'End Minute' at 00, and 'AM/PM' set to AM. The 'Recurrence' is set to 'None'. A callout box on the left explains: 'The Event Fields are pretty self-explanatory. CM also allows you to add videos, photos, maps and more as you scroll down!'. A callout box on the right states: 'The more details you can provide about your event, the more enticing it will be for potential attendees!'. The 'Details' section shows a 'Description' field with a rich text editor toolbar.

Once your event form has been filled out, you should click "Submit for Approval" and it will soon populate our Community Calendar under "Events" on our website at Conroe.org.

NEWS: To share the news of an anniversary, the grand opening of a new franchise, management shifts and more, you can post your own press releases on our News Release page. All you have to do is go to the News Releases page in the left navigation and select "Add News Release".

Community

- Hot Deals
- Member To Member Deals
- News Releases**
- Job Postings

News Releases - Create

Manage News Releases

General

Title: News Release: 5/13/2019

Displayed Release Date: 5/13/2019

Publish Start Date: 5/13/2019

Publish End Date: 6/13/2019

BodyText:

Once you're logged in, click the "News" building icon to come to this page.

Be descriptive! What would make you want to read this article?

The News Release editor works much like a Word document or a simple website content management system. Once saved, you can preview your work!

HOT DEALS: Hot Deals (and Member-To-Member Deals) work just the same, with the button in the left navigation. Click on the blue "Add Hot Deal" button and thoroughly describe your deal without forgetting the expiration date. Submit for Approval and you're good to go!

JOB POSTINGS: The ability to share jobs is also available in ChamberMaster. Click on "Job Postings" in the left navigation and the blue "Add Job Posting" button to begin your listing.

Community

- Hot Deals
- Member To Member Deals
- News Releases
- Job Postings**

Job Postings - Create

Manage Job Postings

General

Title:

Description:

Meta Description: (1-2 sentence summary of your content; often visible in search engine results; 160 characters max)

Displayed Posting Date:

Once you're logged in, click the Job Postings button in the left navigation.

Be descriptive! Find the right candidates to fill your position!

As usual, be as detailed as possible. These listings can be "live" for as long or as short as needed.

Don't forget your expiration date. You can always come back and edit if the deadline is extended.

Again, these are absolutely free benefits of being a member of our organization, so please take full advantage! Thank you again for your commitment to the Conroe/Lake Conroe Chamber of Commerce! Questions? Call 936.756.6644.