



## **How to add Job Posting & Hot or Member to Member Deal**

Your Job Postings, Hot Deals and Member to Member Deals will also show on your Chamber Business Listing.

A Hot Deal is visible to the public and Member to Member Deals are only visible to chamber members in the Member Information Center. You can offers both types of deals at any time.

1. Use your Member Login to log into Member Information Center on the Chamber Website - <https://www.rohnertparkchamber.org/login>.

Don't have Member Login? If your email address is in our system, you can type in your email address, and you will be able to create a Member Login. If you need help creating a Member Login, contact the Chamber Office.

### **2. To add a Job Posting:**

- a. In the Shortcuts Menu, click on Job Posting
- b. Click on Add Job Posting
- c. Job Postings can be edited by clicking on Manage Job Posting

### **3. To add a Hot Deal or Member to Member Deal:**

- a. In the Shortcuts Menu, click on Hot Deal or Member to Member Deal
- b. Click on Add Hot Deal or Add Member to Member Deal
- c. Deals can be edited by clicking on Manage Hot Deal or Manage Member to Member Deal

Need help? Contact the Chamber Office at (707) 584-1415 or at [info@rohnertparkchamber.org](mailto:info@rohnertparkchamber.org).