

# HOW TO POST:

## Events | Member News | Job Postings



**Log In:** log onto the site by going to the Bethlehem Chamber website home page and clicking "Log In" in the upper right corner, or go here: <http://business.bethlehemchamber.com/login>

\*\*If you forget your username or password, there is a link on the page to reset it.\*\*

\*\*If you do not have a log in name and password, please contact the Chamber and we can send you the invitation link to set it up.\*\*

**To post an Event:** click the Events icon (along the top of the page), then click blue "Add Event" button.

This screenshot shows the Bethlehem Chamber website homepage. A red circle highlights the 'Events' icon in the top navigation bar. A red arrow points from the 'Shortcuts' sidebar to the 'Events' icon. The main content area displays a 'Welcome Message' and an 'Upcoming Events' section for February 2019, including a 'Chamber Vision 2019' event with a 'REGISTER NOW' button.

This screenshot shows the 'Events' page of the Bethlehem Chamber website. A red circle highlights the 'Add Event' button in the top right corner of the content area. A red arrow points from the 'Events' icon on the previous screenshot to this 'Add Event' button. The page displays a search bar, filter options for events, and a list of results for the 'American Red Cross Lifeguard Training Course with Town of Bethlehem Parks & Rec Dept'.

**To post a News item:** click “News Releases” (on the *left* of the page), then click blue “Add News Release” button. News items include things like new hires, an announcement of a new product or service, the recipient of an award, and more.

The screenshot shows the ChamberMaster software interface. On the left, there is a sidebar with various shortcuts: Personal Information, Company Information, Hot Deals, Member To Member Deals, News Releases (which is highlighted with a red oval), Job Postings, MarketSpace, and Social Feed. The main content area is titled 'Welcome Message' and includes a 'Read Later' button. Below this is an 'Upcoming Events' section for February 2019, featuring 'Chamber Vision 2019' with a 'REGISTER NOW' button. The 'News Releases' section is shown with a large 'now seeking NOMINATIONS' banner. In the top right of this section, there is a blue 'Add News Release' button, which is circled in red. Below the banner, there are category counts: Chamber (25), Education (1), Press Release (34), Community (34), General News Article (31), Economic (7), and Human Interest (15). A red arrow points from the 'Add News Release' button to the 'Manage News' button.

**To Post a Job:** click “Job Postings” (on the *left* of the page), then click blue “Add Job Posting” button.

The screenshot shows the ChamberMaster software interface. On the left, there is a sidebar with various shortcuts: Personal Information, Company Information, Hot Deals, Member To Member Deals, News Releases, Job Postings (which is highlighted with a red oval), MarketSpace, and Social Feed. The main content area is titled 'Job Postings' and includes a 'Welcome Message' and an 'Upcoming Events' section for February 2019. The 'Job Postings' section features a large 'now seeking NOMINATIONS' banner. In the top right of this section, there is a blue 'Add Job Posting' button, which is circled in red. Below the banner, there is a 'Narrow search by:' dropdown and a 'Results Found: 1' section. The result is 'Policy Research Associates Inc' with an 'Email' button. A red arrow points from the 'Add Job Posting' button to the 'Manage Job' button.