

# 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>

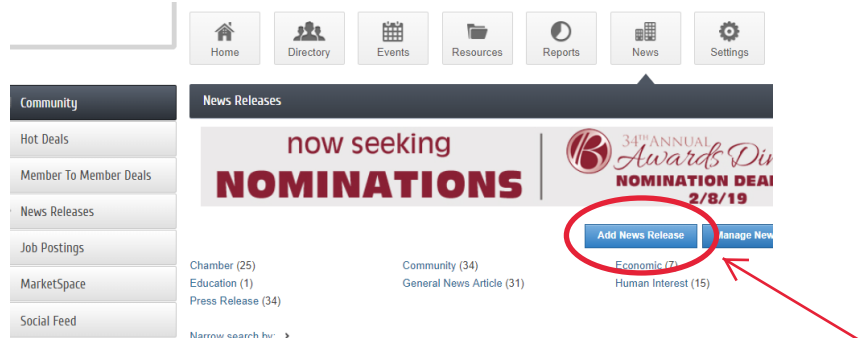
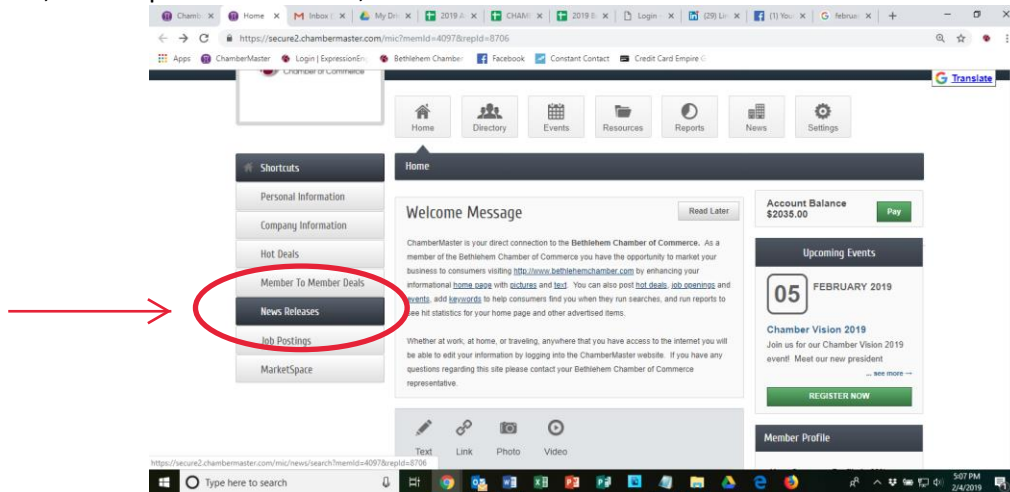
**\*\*If you forget your username or password, there is a link on the page to reset it.\*\***

**\*\*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.

The image consists of two screenshots of the Bethlehem Chamber of Commerce website. The top screenshot shows the home page with a navigation bar at the top containing icons for Home, Directory, Events, Resources, Reports, News, and Settings. The 'Events' icon is circled in red, and a red arrow points to it. Below the navigation bar is a 'Shortcuts' sidebar on the left and a 'Welcome Message' section in the center. On the right, there's an 'Account Balance' section and an 'Upcoming Events' section. The bottom screenshot shows the 'Events' page. It has a sidebar on the left with filters like 'Featured Events (0)', 'Registration Available (2)', and 'Incomplete Registration (0)'. The main content area has a banner for 'now seeking NOMINATIONS' for the '34th ANNUAL Awards Dinner' with a 'NOMINATION DEADLINE 2/8/19'. Below the banner, there are two buttons: 'Add Event' and 'Manage Events'. The 'Add Event' button is circled in red, and a red arrow points to it. The page also shows search filters, a date range selector, and a list of events.

**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.



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

