

Hot Deals Online Promotional Feature

Highlight your business through special discounts and promotions with this online feature available only to LPCC members. Simply log-in, post the ad, and an online coupon will automatically be created, which can be seen and printed by any of the thousands of monthly visitors to the LPCC website. The online Hot Deals feature is an excellent way to reach tourists, residents, businesses and other members in an immediate and innovative way.

The Hot Deals promotions will be featured in every edition of *The Source*, as well as in other publications and events throughout the year. Additionally, a direct link to the Hot Deals will be featured on the home page of the LPCC website and in our monthly *E-newsletter*.

To Access Hot Deals

1. Access your online LPCC member account at www.chamberlogin.com.
2. Enter your Log-In and Password.
(If you do not know your Log-in and/or Password, please contact the LPCC at (773) 880-5200.)
3. Click on the Advertising module on the left-hand side of the screen.
4. Select Hot Deals.

To View Hot Deals

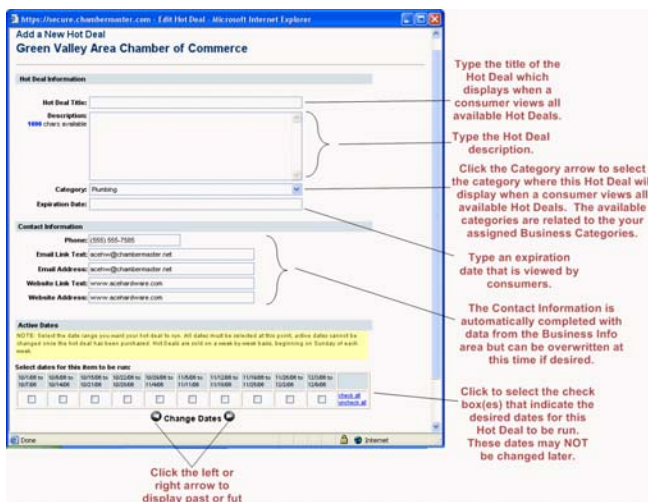
1. Click on Hot Deals in the left-hand navigation bar.
2. The existing Hot Deals will display.
 - To view what consumers will see on the website, click preview.
 - To edit an existing Hot Deal entry, click on the Hot Deal title.
 - To sort the Hot Deals by title or date created, click on the Sort Order arrow.



Activity	Hot Deal Title	Category	Date Created	Status	Details
preview	Buy 1 Get 1 Free	Building Materials & Supplies	09/02/2005	Approved	<input type="checkbox"/>
preview	Free 1 lb. of coffee for selected foods	Automotive Parts	10/03/2006	Approved	<input type="checkbox"/>
preview	Free repairs to flat 15 wheels on Sat.	Building Materials & Supplies	09/29/2005	Approved	<input type="checkbox"/>
preview	Free packet of seeds with each purchase	Building Materials & Supplies	10/03/2006	Approved	<input type="checkbox"/>

To Add a Hot Deal

1. Click on Hot Deals in the left-hand navigation bar.
2. Click Add a Hot Deal.
3. Complete the fields in the Add a New Hot Deal screen.



Add a New Hot Deal
Green Valley Area Chamber of Commerce

Hot Deal Information

Hot Deal Title: [Text Field]
Description: [Text Area]
Category: [Dropdown Menu]
Expiration Date: [Text Field]

Contact Information

Phone: (555) 555-7205
Email Address: [Text Field]
Website Address: [Text Field]

Active Dates

Select dates for this item to be run:
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To Delete a Hot Deal

1. After clicking Advertising in the left-hand navigation bar, click to select the check box at the end of the row of the desired Hot Deal.
2. Click Delete.
3. Click OK.

To Edit a Hot Deal

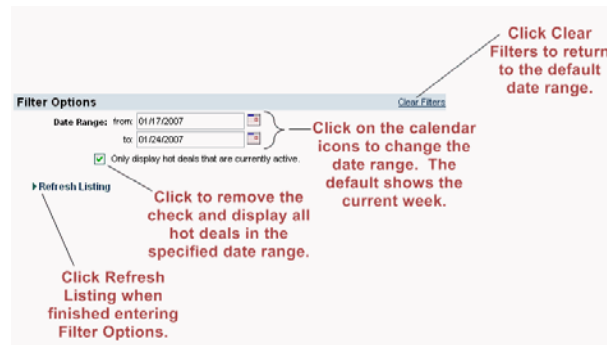
1. After clicking Advertising in the left-hand navigation bar, click the title of Hot Deal that you wish to edit.
2. Make the desired edits and click Save.
3. Click Hot Deals List to return to the list of Hot Deals.

Monitoring the Results of Your Hot Deal Promotion

The Hot Deals promotion also allows you to access a report that will display the number of hits that have been recorded on all Hot Deals posted by your business. The default Hot Deals Hits report will show current, cumulative ad hits for the current week. Using filter options you may also view reports for a different date range, or for certain Hot Deals.

To View or Print a Hot Deal Hits report

1. Click Hot Deals Hits in the left-hand navigation bar.
2. Enter the desired Filter Options.



- To change the date range shown, click on the calendar icons. The default shows the current week.
- To display all Hot Deals in the specified date range, click on the box to “Only display Hot Deals that are currently active.” This will remove the check.
- To return to the default date range, click Clear Filters.

3. When finished entering Filter Options, click Refresh Listing.
4. You may view the report on screen or click Print and then click Print to print to your default printer.

Guidelines for Hot Deal Submissions

- Only two Hot Deals can be running concurrently by any one member
- All Hot Deals must promote a discount on specific goods or services.
- All Hot Deals ads are subject to review by the LPCC.
- All Hot Deal ads which meet guidelines will be uploaded to the LPCC website within two business days.

If you have any questions or comments regarding the Hot Deals promotional feature, please contact the Lincoln Park Chamber of Commerce at (773) 880-5200.