

# How to: Submit a Press Release



# Step 1 Log in to the Chamber Portal





Username:

Password:

Forgot your username/password?

Submit

### From the Home page, select News Releases on the left navigation menu.





Logged in as Mark Jones

Yellow Hammer IT

Account Settings 🔻

### **Upcoming Events**

# Summer Glow Event @ The

Summer is just around the corner! Let

us fill you in on the latest summer

... see more →

## To submit a press release, select Add News Release.



Employ the formatting tools to make your news easy to read:

- Use separate paragraphs to organize your message
- Add headings and bullet points to make it easy to read
- Include bold typeface or color to add emphasis
- Avoid using ALL CAPS as this indicated yelling in the digital world.

Displayed Release Date:	Publish Start Date:	Publish End Date:
6/3/2019	6/3/2019	6/24/2019
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### Categories

Select a category that best aligns with the topic of your news release.

### Search Results Logo

Click *Add Image,* then browse your computer to select an image that best reflects your news.



Use the drop down box to select a contact from your organization who is listed with the Chamber.

Contact Person, Title, Phone, and Email will auto fill.

Choose Contact	~
Contact Person:	
Contact Title:	
Contact Phone:	
Contact Email:	

Choose to:

<b>Safe as Draft</b> to work on the details later	<b>Cancel</b> your event post	<b>Submit</b> your event for approval	
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After you submit the news release, it will be reviewed by the Chamber team. Once it has been approved it will appear on the News Releases page.

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CHAMBER	Home Directory Events	Resources Reports	News Settings
📲 Community	News Releases - Details		
Hot Deals Member To Member Deals News Releases Job Postings Social Feed	Meet the 2019 Annual National Release Date: 5/24/2019 Contact: Ryan Moberly, Communications Coordinator (251) 968-7200 ryan@mygulfcoastchamber.com	Shrimp Festival Committee About Meet the 2019 Annu Gulf Shores, Ala While the A four days, it requires year-round operation runs smoothly before, has prided itself on being compl community members all pitchin "It can be tough work but in the chairman Spencer Cade. "I than schedules year-round to ensure This year's 48th Annual Nation Shores Oct. 10-13. More inform visiting myshrimpfest.com.	<b>Dational Shrimp</b> <b>Committee</b> Innual National Shrimp Festiva d effort by a full team to make so during, and after. Since 1971 to letely volunteer-driven, with a or g in to help. e end it's so rewarding," said fest k my team for taking time out of that our event is a success." al Shrimp Festival will take planation on the festival can be for

