



How to post a Member to Member Deal on the Evergreen Chamber Website.

Step 1: Go to EvergreenChamber.org and click “Member Login”. Enter your login info.
If you need your login information please contact our Operations Team at (303) 674-3412 or admin@evergreenchamber.org.

Step 2: On the left hand side of the page will be a grey menu. Click the button labeled “Member to Member Deals”.

Step 3: Towards the right hand side of the page, under the banner ad, will be a blue button labeled “Member to Member Deals”, click it.

Step 4: Fill out all fields with the information about your member to member deal.

The “Publish Start Date/End Date” is when you want the deal to show on the Chamber Website.

The “Offer Start Date/End Date” is the range of dates your deal is valid. Type “Deals valid for dates:” into the “Valid Dates Description”.

We suggest adding a description of your deal into the “Description” box. We would also suggest adding a link to your website in the “Description” box.

Step 5: You can add a specific URL to your deal on your website if you like.

Step 6: At the bottom of the page will be a grey button labeled “Submit For Approval”. This submits the event for approval by our Operations Manager. Typically submissions will be approved within 48 hours.

