

# Scottsdale Chamber Member Posting Guide

## Overview

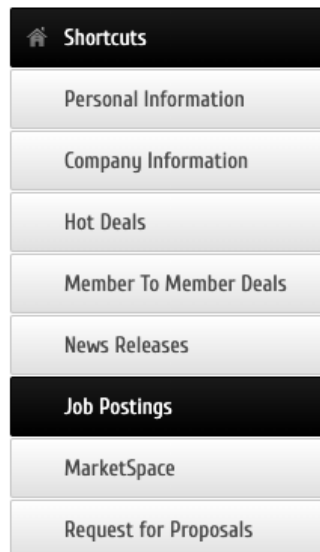
As a member of the Scottsdale Chamber you have the opportunity to market your business to chamber members and consumers visiting the Chamber website by posting business deals on the [Member Marketplace](#), posting your [Job Openings](#), and by posting [Press Releases and Community Events](#).

## How To Begin

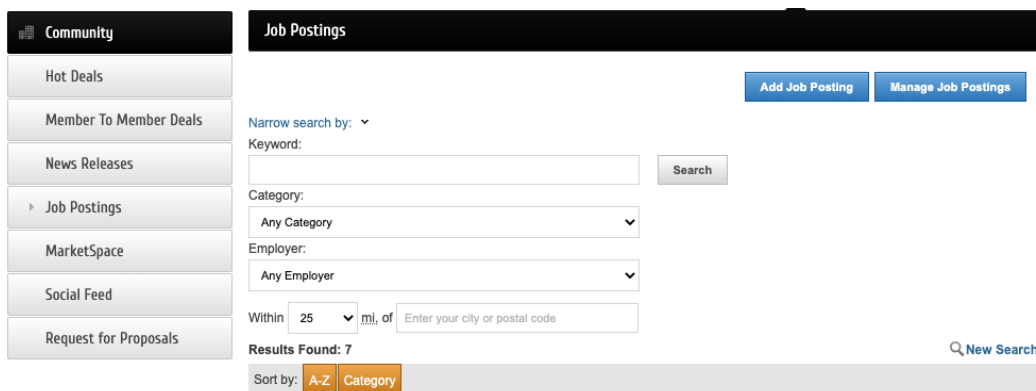
Go to the [Member Login](#) page and enter your Username and Password, which will take you to the Member Information Center.

## Posting a Job on the Member Job Board

Under the Shortcuts Menu, select Job Postings.



On the next page, select the blue Add Job Posting button.



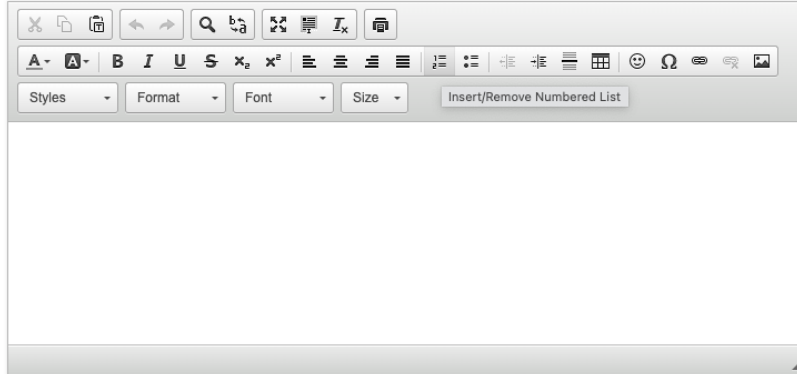
*(If you don't see the "Add Job Posting" button, contact the Chamber to update your posting level.)*

On the next page, complete the General section.

### General

Title:

Description:



**Meta Description:** (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)

Displayed Posting Date:

Category:

Then complete the contact information.

### Contact Information

Organization Name:

Contact Rep Name:

Street:

City:

State:

Postal Code:

Email:

Local Phone:

Fax:

Website:

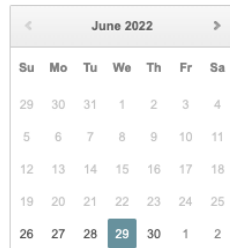
[ [Verify URL](#) ]

Then complete the active dates.

### Active Dates

Select dates for this item to be run:

NOTE: All dates must be selected at this point, active dates cannot be changed once the Job Posting has been submitted. Job Postings are run on a week by week basis, beginning on Sunday of each week.



### Active Dates

-None Selected-

Clear Dates

Then add your logo, and hit Submit for Approval

### Image



Your submission will be reviewed, approved, and posted to the site ASAP. Your posting will also appear in the Member Events email that goes to our membership each Monday.

## Questions about Member Marketplace postings?

Contact the Chamber at:

[info@scottsdalechamber.com](mailto:info@scottsdalechamber.com)

480-355-2700