

## Hot Deals Help

Hot Deals are specials that a member desires to post for consumer viewing on the Hot Deals area of your chamber's website. These specials are also referred to as **Advertising**.

### To view Hot Deals

1. Click on **Hot Deals** in the left-hand navigation bar.
2. The existing **Hot Deals** will display. See Figure 5-1.

The screenshot shows a table titled "Hot Deals" with columns for Action, Hot Deal Title, Category, Date Created, Status, and Delete. A "Sort Order" dropdown menu is set to "Hot Deal Title". Annotations provide instructions on how to interact with the table: clicking a preview link to view the deal on the website, clicking the title to edit the entry, clicking the sort order arrow to sort by title or date, and clicking the delete checkbox to remove a deal. A link to "Add a Hot Deal" is also shown with an annotation stating that all deals must be approved by a chamber employee.

Hot Deals					
Action	Hot Deal Title	Category	Date Created	Status	Delete
<a href="#">preview</a>	<a href="#">Buy 1 Get 1 Free</a>	Building Materials & Supplies	09/20/2005	Approved	<input type="checkbox"/>
<a href="#">preview</a>	<a href="#">Free 1 hr rental of selected tools</a>	Automobile Rentals	10/03/2006	Approved	<input type="checkbox"/>
<a href="#">preview</a>	<a href="#">Free Hammer to first 15 guests on Sat.</a>	Building Materials & Supplies	09/29/2005	Approved	<input type="checkbox"/>
<a href="#">preview</a>	<a href="#">Free packet of seeds with each purchase</a>	Building Materials & Supplies	10/03/2006	Approved	<input type="checkbox"/>

Sort Order: Hot Deal Title

▶ Add a Hot Deal

FIGURE 5-2 Hot Deals

### 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.

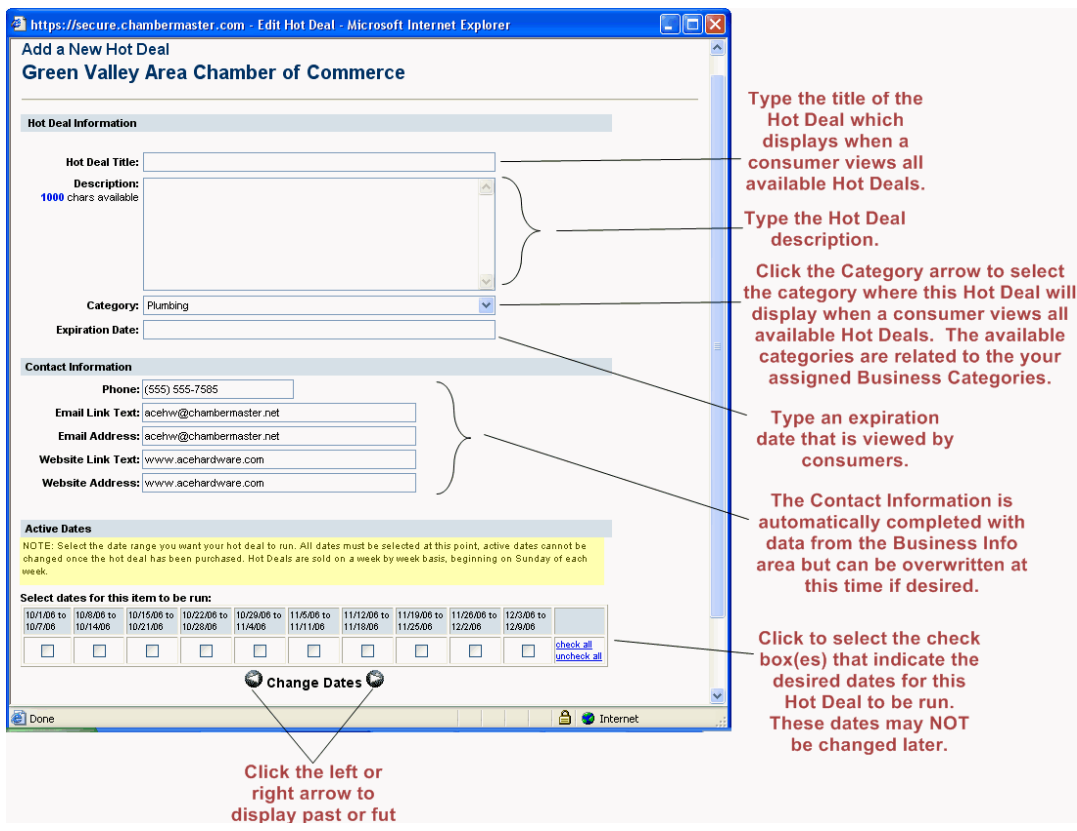


FIGURE 5-3 Add a New Hot Deal

4. If this Hot Deal is setup for no charge, click **Submit for Approval**; your Hot Deal has been submitted to your local chamber for approval. If this Hot Deal is setup with an associated charge, click **Continue** and complete the **Hot Deals Checkout** window and then click **Purchase Now**. See Figure 5-4.

Saved Hot Deals						
Action	Title	Rate per Week	Gold Discount	Weeks	Total	Cart Option
<a href="#">edit</a> <a href="#">remove</a>	Free Shampoo with Carpet Cleaner	\$2.00	N/A	1	On Hold	<input type="radio"/> Buy Now <input checked="" type="radio"/> Save In Cart
<a href="#">add another hot deal</a>					Sales Tax: \$0.00 <b>Total Charge:</b> \$0.00	<a href="#">update cart</a>

**Important:** Once the hot deal(s) have been purchased you cannot change the dates on which they are run but you can change the content of a hot deal. You can remove the hot deal, however, you will not be refunded for the unused days.

---

**Billing Information**

First Name:   
 Last Name:   
 Name on Card:   
 Address:   
 City/State/Zip:     
 Card Type:   
 Card Number:   
 Card Security Code:   Not on my card  
What is a Card Security Code?  
 Commercial Card Type:   
 Expiration Date:  /

I Agree to hold ChamberMaster, Green Valley Area Chamber of Commerce, and all others businesses associated with the publication of this item as harmless and accept full responsibility, including legal responsibility, for its content.

[Purchase Now](#)

Click Buy Now to purchase on your credit card.

Click Save in Cart to save the Hot Deal and complete the transaction at a later time. The Hot Deal will be submitted to your chamber but will require communication with your chamber representative as to your desired billing method.

Click update cart if you have changed Cart Options from Buy Now to Save in Cart or vice versa.

Enter the desired credit card information if selecting Buy Now above.

Before purchasing, click to agree with the statement.

Click Purchase Now if selecting Buy Now above. If selecting Save in Cart, you may close this window.

FIGURE 5-4 Hot Deals Checkout

### 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.

Deleting a Hot Deal removes it from the local chamber website. It does not remove any associated billing charges. Talk to your local chamber representative for details related to billing.