

## Instructions for Posting Sales/Promotions & Member-to-Member Discounts



### Promote Your Sales / Promotions or Member-to-Member Discounts on [www.roanokechamber.org](http://www.roanokechamber.org)

Roanoke Regional Chamber's updated Web site features *Sales / Promotion and Member-to-Member Discount* pages on the "Promote Your Business" page to advertise your upcoming events, sales and promotions, and member-to-member discounts.

- Post your business/organization's event at your convenience.
- Events can easily be updated, edited or cancelled
- Promoted to over 3,500 Chamber contacts monthly.
- A FREE benefit for Chamber members.

#### **Follow these easy steps to post a sales/promotion or member-to-member discount:**

1. Visit [www.roanokechamber.org](http://www.roanokechamber.org)
2. Click on [Community Calendar](#)
3. Click on [Post Your New Event](#)
4. Type in your Member ID: \_\_\_\_\_  
(Your Member ID is your Chamber member and/or account number.)
5. Password: community
6. Click Sales / Promotion box
7. Click Member-to-Member Discount (if applicable)
8. Complete and verify the information posted.
9. Click the "request event" box.

Your completed entry will be sent to the Chamber. Upon approval, the event will automatically be posted and available to the public.

*If you have any questions, please contact Pennie Anderson at 540.983.0700 x227 or [communications@roanokechamber.org](mailto:communications@roanokechamber.org).*