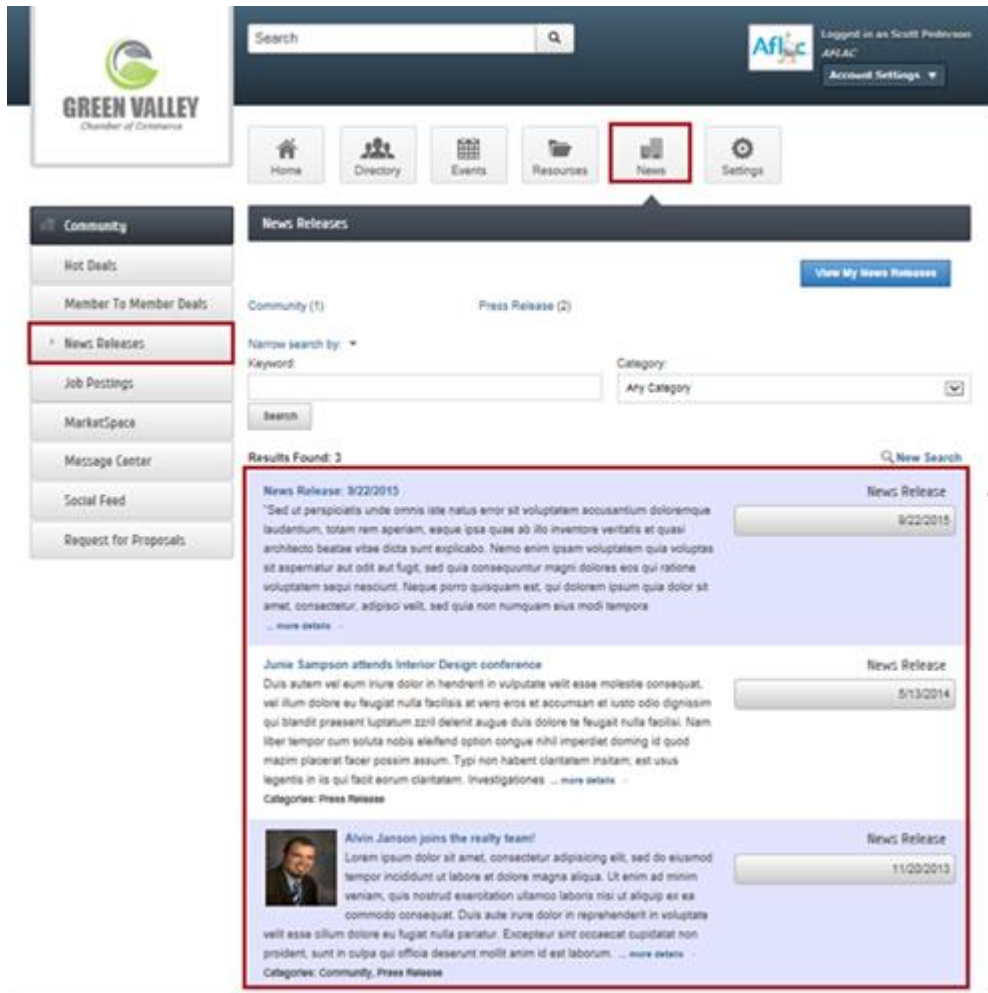


## News Releases Created by West Seattle Chamber of Commerce Members

The News Release feature is a great way to publish press releases, event summaries, and business news to the West Seattle Chamber website and Member Information Center. Members can submit a News Release for WSCC approval through the Member Information Center.



The screenshot displays the West Seattle Chamber of Commerce Member Information Center (MIC) interface. The top navigation bar includes a search field, a login status for 'Scott Pedersen', and an 'Account Settings' dropdown. Below this is a main navigation menu with icons for Home, Directory, Events, Resources, News (highlighted with a red box), and Settings. A left sidebar menu lists various community features, with 'News Releases' also highlighted in red. The main content area is titled 'News Releases' and shows a search filter for 'Community (1)' and 'Press Release (2)'. Below the search filters, there are three news release entries, each with a title, a brief text snippet, a date, and a category. The first entry is dated 9/22/2015, the second is 5/13/2014, and the third is 11/20/2013. Each entry has a 'View My News Releases' button and a 'New Search' button.

Figure: News Releases in the MIC

## Instructions for Members: Submitting a News Release

1. Member logs into the Member Information Center.
2. Select **News Releases** from the left side menu.
3. Click **Add News Release**.
4. Complete the on-screen form and click **Submit for Approval**.
5. Click **Back to List** at the bottom of the screen.