

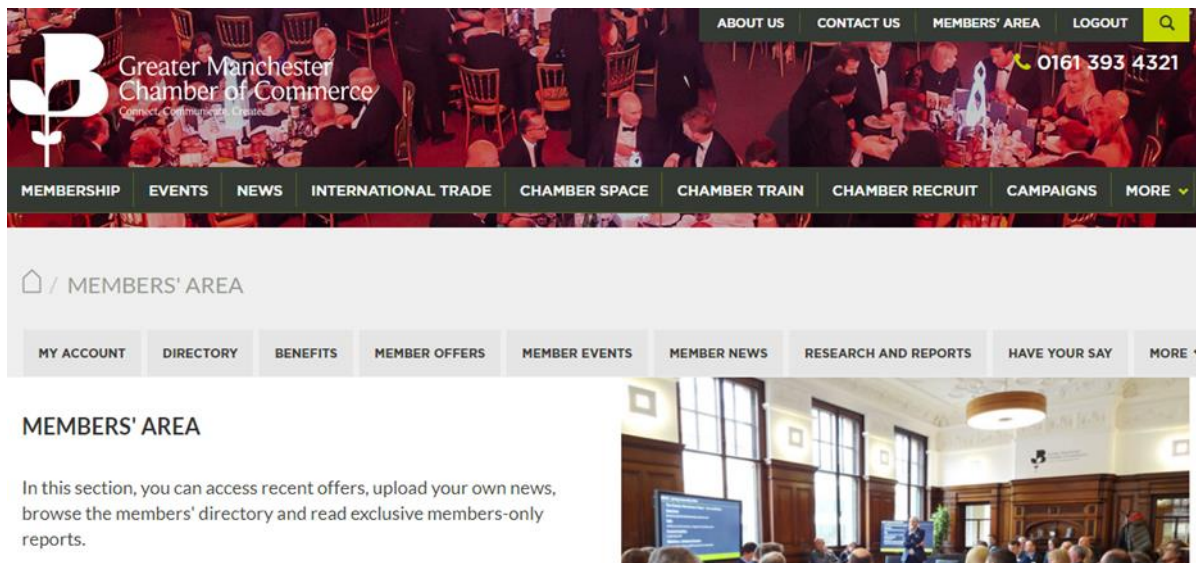
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# Uploading a Member News Story

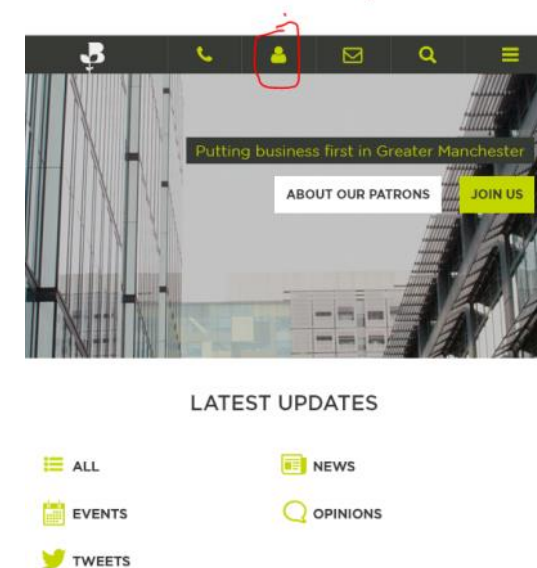
# 1) Log on to the website

Navigate to [www.gmchamber.co.uk](http://www.gmchamber.co.uk) and log in to the Members' Area (using the LOGIN button at the top right hand side of the screen, or the "Person" icon if you're using a tablet or phone) using your registered e-mail address\* and password

## Desktop view



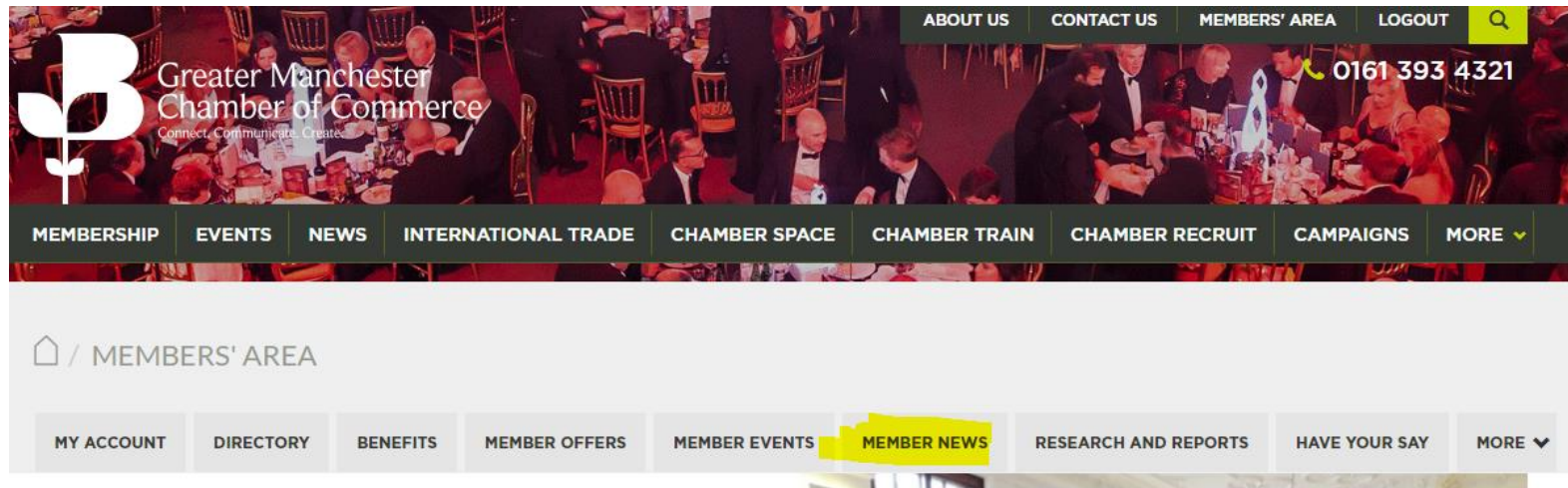
## Mobile view



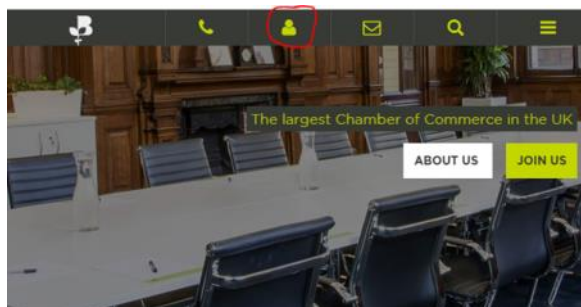
\*Your unique link, allowing you to register to use the Members' Area of the site was e-mailed on Thursday 14 September – please check your Spam inbox if you have not received it, alternatively contact us at [communicate@gmchamber.co.uk](mailto:communicate@gmchamber.co.uk) and we'll be able to re-issue it.

## 2) Navigate to Member News

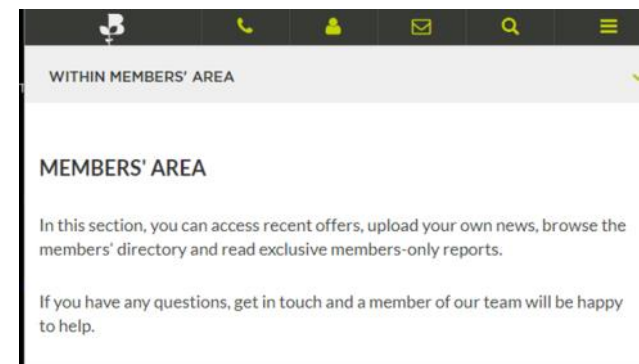
Click on the Member News tab – here you read Member News, which can be filtered by date and by borough:



If you're viewing the site on a mobile, tablet, or via minimised screen, you may see this – click on the “Person” icon to access the Membership area:

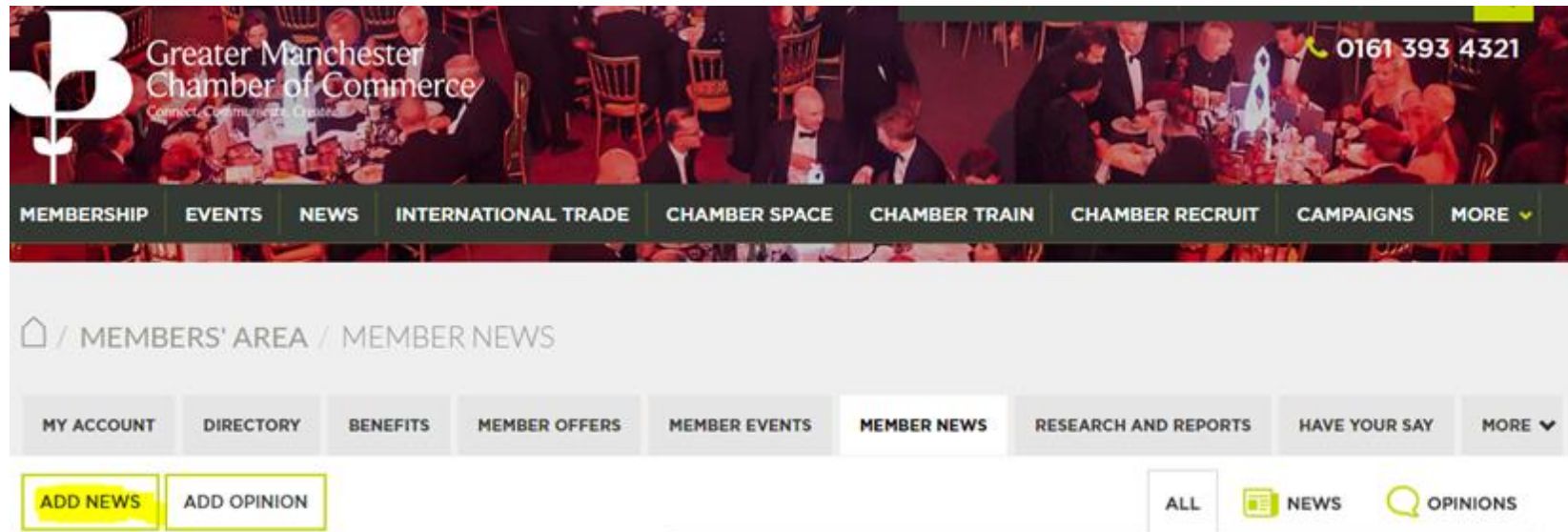


Then click on “Within Members’ Area” to access the full menu.

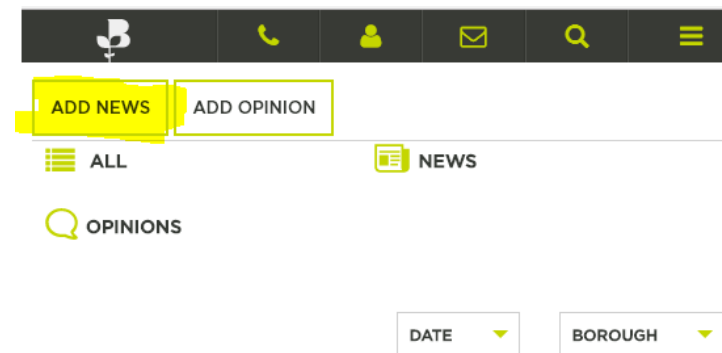
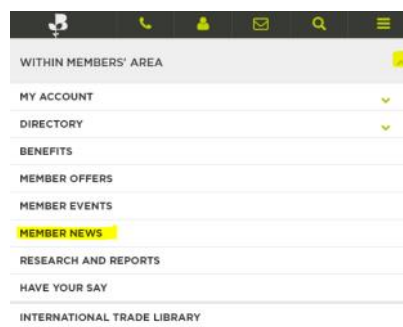


### 3) Click on Add News

Click on "Add News"



If you're viewing the site on a mobile, tablet, or via minimised screen, expand the "Within Members' Area" to view options:



## 4) Add Your News!

Click on the Member News tab – here you read Member News, which can be filtered by date and by borough:

### Submit a news article

**Name \***

Your name will already be here

**Email \***

Your registered email address will already be here

**Company \***

Your company name will already be here

**News Title \***

Make the headline as short and snappy as possible

**News Date**

Choose the date here

**News article \***

Tell us all about your news, product launches, new starters or updates.

There's the option (below) to add an image - please upload images which are 600 pixels wide by 300 pixels deep.

Choose which Borough you're in from the drop down menu (below) - and press "Submit" - and you're done!

**Image (Optional)**

Choose Files No file chosen

**Borough**

Submit

## 5) What Happens Next?

Once your article is submitted, it will be sent to the Marketing team for publishing.

We'll email you once your article is published – and we'd be delighted if you share the link via your own channels, including

- Twitter,
- LinkedIn
- Facebook
- Instagram