

# Members Marketplace

**Our Members Marketplace is a great place to showcase your business or highlight any special offers you are running.**

## How to Login

To login to the Chamber website, click the **'Members Login'** button at the top of the right hand side of the browser window, and then inputting your login details. Once logged in, click the **'My account'** button. Once the page has loaded, please select the **'Marketplace Offers'** tab.

## Add a Listing

To start a new listing, simply add your desired **'offer title'** and **'offer description'**. Be sure to add a weblink or email/contact number so interested viewers can contact you about your offer.

Next, add a brief 5-10 word summary of your offer in the **'Offer Excerpt'** box.

Then select your offer **'start date'**, **'end date'**, and the specific time you'd like your offer listing to start and end too.

Next select a business category to help members find your offer on the Marketplace. To help your offer stand out, please also add an eye catching image to your offer listing!

## Save a Listing

To save your listing, simply click the **'Create Offer'** button to upload your listing. Your offer will show between the dates you have selected.

If you have any issues uploading, email [kate@ayrshire-chamber.org](mailto:kate@ayrshire-chamber.org)

**"Members Marketplace is very easy to use, you can completely tailor your offer for your business. We've had a lot of chamber members come and use our service because of the offers on there." - Urquhart Opticians**

[www.ayrshire-chamber.org/members-marketplace/](http://www.ayrshire-chamber.org/members-marketplace/)