CAPITAL REGION CHAMBER

How-To Add Member Discount Offers

Required for All Posts: Contact name, phone and email

Instructions for Posting:

- *Click **here** to access the Member Portal*
- If you do not have a login click ***here***
- Click ***here*** if you forgot your username and password
- After logging in, select "Member Discounts" from the lower left side menu
- On the next page, select "Add" to post open position
- Complete the form, then select "Submit"

Please Note:

- "Contact" field is your name; this will allow you to edit the post
- "Posted by" field is the organization's name; this will be displayed publicly

Tips for Writing an Effective Discount Description

1. Be Clear & Specific Say exactly what's being offered:
   "Get 20% off all graphic design services for Chamber members."
   Avoid vague phrases like "special deal" or "discount available."
2. Include a Call to Action Encourage engagement:
   "Mention this offer when booking to receive your discount!"
   "Use code CHAMBER20 at checkout."
3. Highlight the Value Show how it helps:
   "Save up to $100 on your first consultation."
   "Free shipping for Chamber members."
4. Keep It Short & Friendly Aim for 1–2 sentences. Avoid jargon.
5. Mention Any Limits or Conditions Be upfront:
   "Valid for new clients only." or "Offer expires September 30, 2025."

*All complete member discount postings are approved
within two business days, and will appear at
members.capitalregionchamber.com/discountsfromourmembers*

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