



AREA CHAMBER  
OF COMMERCE

# NEWS RELEASES

## ADDING A NEWS RELEASE TO NEWULM.COM

- Go to <https://newulm.com/>
- Click on “Member Login” under “Current Members” on the Chamber of Commerce page.
- Enter your login information to get to your Membership Portal.
- Click on “News Releases” in the left-hand menu on your membership homepage, then click “Add News Release.”

The screenshot shows the membership portal interface. On the left is a navigation menu with items: Community, Hot Deals, Member To Member Deals, News Releases (highlighted with a red arrow), Job Postings, MarketSpace, and Social Feed. The main content area is titled 'News Releases' and features a banner for 'WOODSTONE Senior Living Community' with the tagline 'Where Your Family Becomes a Part of Ours' and phone number '(507) 359-3355'. Below the banner are two buttons: 'Add News Release' (highlighted with a red arrow) and 'Manage News Releases'. A search section includes a 'Narrow search by:' label, a 'Keyword:' input field, a 'Category:' dropdown menu (set to 'Any Category'), and a 'Search' button. Below the search section, it says 'Results Found: 0' and 'Sorry, there are no News Releases that meet the specified search criteria.' A 'New Search' link is also present.

- Add details for your news release including a title, meta description (displays in search results) category, logo, contact information and content.
- When finished, hit “Submit for Approval” at the bottom of the page.
- After your news release has been submitted, we will review and approve the posting, then it will appear on our website.



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