



EVERGREEN AREA
Chamber of Commerce

How To Submit A News Release On The Evergreen Chamber Website

Step 1: Go to EvergreenChamber.org and click “Member Login”. Enter your login info.

If you need your login information please contact our Operations Team at 303.674.3412 or admin@evergreenchamber.org.

Step 2: On the left side of the page there will be a menu. Near the middle of this menu will be a button labeled “News Release”, click it.

Step 3: Click the blue “Add News Release” button on the right hand side of the page (under the advertisement).

Step 4: Fill out your information and click “Submit For Approval” at the bottom of the page. This will submit the event for approval by our Operations Team. Typically job postings are approved within 48 hours.

