Intern Instructions:

**E- Mail**

Every morning the first thing you should do is check your e-mail to see if anyone of us has sent you a task that might be urgent.

<http://sitemail.hostway.com/cgi-bin/SiteMail7.cgi>

Type in the e-mail address, and then the password is ChAg2010 for everyone. E-mail addresses are as follows:

EdAssoc@chicagoagentmagazine.com for editorial

marketing@chicagoagentmagazine.com for sales

SocialMedia@chicagoagentmagazine.com for social media.

**Updating Web Site**

Next, make sure that the site is updated completely.

<http://chicagoagentmagazine.com/tools>

Password: W3H@t3H@ck3r (this is case sensitive).

If you login to Firefox, then the password should be saved and you won’t have to go through this every time.

First take a look at the stories that have been loaded onto our Web site by our readers, as we have to actually add them to the site manually. Under “**Content Management Tools” click on “**[Editorial Submissions Tool](http://chicagoagentmagazine.com/tools/editorial/)”

Under the “status” category, if it says “new” then that means the item has not been added to our Web site. You will need to open a new window to load the news story.

Open a new window at <http://chicagoagentmagazine.com/tools> and click on “News and Press Release Tool.”

Click on “[Add News/Press Release Item](http://chicagoagentmagazine.com/tools/news/add.asp).” Simply copy and paste the items from the Editorial Submissions Tool box into the empty form.

For select category, select “Local News”

For select site, determine which site the story fits and click appropriately

Status should be approved, and click “submit.”

After you have loaded the story, go back to the Editorial Submissions Tool window, and change the status from “new” to “web.”

When this is complete, enter the stories that have been e-mailed to you throughout the day. To do this, simply click on “Add News/Press Release Item” and add the information into the boxes. Make sure to add in the source, which is the e-mail address of the person that wrote the release, not the person that sent it to you.

**Calendar Update**

If you are updating the calendar, go to the “Tools” page and click on “Calendar of Events Tool.”

Click on “Add Calendar of Events Item”

Fill in the details as requested and hit “submit.” Be sure to post to the correct site! Double check your work on the Web site.

**Network Updates**

Login: network@chicagoagentmagazine.com

Password: Agent2000

Check and see if there are any blogs or members that need approval. Double check with Chad or Zipporah to make sure that they can be approved. For the blog, check and see if it is one that should be featured, or not.

To feature a blog, click on “Featured Blogs.” If it is already featured, it will say “Stop Featuring.” Otherwise, it will say “Feature” and you just click on the star.

To add **Photos,** click on “Photos” and on the upper right it says “Add Photos.” Follow the instructions to add photos. The photos do not need to be resized.

**Facebook**-

After we receive pictures of events, we like to add them to Facebook as soon as possible.

Passwords:

**SiteMail (sitemail.hostway.com) - Email -- interns only**

Name: "name"@chicagoagentmagazine.com

PW: ChAg2010

**Chicago Agent (chicagoagentmagazine.com)**

Name: cagent

PW: W3H@t3H@ck3r

Miami Agent (miamiagentmagazine.com)

Name: MiamiAgent

PW: W3H@t3H@ck3r

**Ning (chicagoagentmagazine.ning.com)**

Name: network@chicagoagentmagazine.com

PW: Agent2000

**bit.ly**

Name: chicagoagent

PW: C@P2010

**BlueHornet (email marketing)**

Name: camail4

PW: C@P2010

**Google Analytics (google.com/analytics)**

Name: anne@chicagoagentmagazine.com

PW: vail33

**Google Account**

Name: chicagoagentmagazine@gmail.com

PW: W3H@t3H@ck3r

**Twitter**

Name: camagazine

PW: C@P2010

**Houston Agent**

Name: houstonagent

PW: W3H@t3H@ck3r

**Denver Agent**

Name: agentpublishin

PW: W3H@t3H@ck3r

**Icerocket (rss.icerocket.com)**

Name: eve@chicagoagentmagazine.com

PW: Agent2000