

Chamber Member's Dashboard User Manual

Quick Facts on Using Your Chamber Dashboard

To update your information:

- Chamber website: www.muskego.org
- Click on **Member Center** on top tabs
- Click on **Member Login** on drop down menu (or use the **Member Login** button on the left side bar)
- Sign in with your email address and password (forgot password link is available)

To upload a photo:

- **Login** to your dashboard
- Click on **Home** icon at top of screen
- Click on **Personal Information** tab in Left Sidebar
- Click on **Photo** and use the + box to upload a photo from computer
- Click **Save Changes** button
- Note: To display this photo to other members, go to **Display Preferences** tab and select **Allow my information to be displayed**.

To add keywords:

- **Login** to your dashboard
- Click on **Home** icon at top of screen
- Click on **Company information** tab in Left Sidebar; click on **Website Information** in Left Sidebar
- Scroll to bottom of page. Under **Keywords**, enter search words with a space between each word.
- Click **Save Changes** button

To add hot deals, member to member deals, or job posting:

- **Login** to your dashboard
- Click on **Home** icon at top of screen
- Click on **Hot Deals, Member to Member Deals, or Job Posting** tab in Left Sidebar
- Click **Add _____ Button** in Right Sidebar
- Complete all information boxes
- Click on **Submit for Approval Button** at bottom of screen

To add an event:

- **Login** to your dashboard
- Click on **Events** icon at top of screen
- Click **Add Event Button** in Right Sidebar
- Complete all information boxes (if you have a jpg or png picture, it can be uploaded)
- Click on **Submit for Approval Button** at bottom of screen

Feel free to contact our office for help on any of these items. 414-422-1155 or executivedirector@muskego.org.

