



# “How To” Update Your Online Business Listing

[www.monroecountychamber.com](http://www.monroecountychamber.com)

## Access Your Listing

- At [www.monroecountychamber.com](http://www.monroecountychamber.com), **Member Center > Member Login**. Input username and password provided by The Chamber.
- If you have forgotten your username and/or password, please click **Forgot your username/password?** and enter your email address.

## Update Your Company Information

- In the upper right hand corner under **Account Settings**, select **Company Information**.
- You may also select **Company** from the menu on the left side of the page.
- Confirm that The Chamber has all your current information in the **Organization Information** section.
- If changes are made, make sure to select **Save Changes** at the bottom of the page.

## Update Your Chamber Web Page

- Select **Profile Summary** from the menu on the left side of the page.
- Under **Website Information** select **Update** or **View** to add or change information you want listed.
- You may also select **Website Information** from the menu on the left side of the page.

Such as:

- **Social Networks** – enter link(s)
- **Business Description**
- **Search Results Description** (summary of business displayed in search results)
- **Hours of Operation**
- **Driving Directions**
- **Highlights** (bulleted description)
- **Keywords** (list specifics about your business that are not already in your title – often products, services and brand names so your business shows up in more searches)
- Select **Save Changes** at the bottom of the page.

## Update Your Logo

- Select **Logos** from the menu on the left side of the page.
- To upload your logo, select **Add Image**. Browse and upload your logo file from your computer. (only the following formats can be uploaded: .gif, .jpg, .jpeg and .png)

- Select **Save Changes** at the bottom of the page.

## Update Your Photos

- Select **Photos** from the menu on the left side of the page.
- Select **Create Gallery** or **Manage Gallery** and then select **Add Image**. From this screen you can browse and upload images from your computer. (only the following formats can be uploaded: .gif, .jpg, .jpeg and .png)
- Select the photo's position and add a caption if you like.
- **Save Gallery**
- You may always go back in and Delete Gallery and update/change photos.

## Update Your Video

- Select **Videos** from the left side of the page.
- Type or copy and paste your video URL in the space provided
- Select **Save Changes** at the bottom of the page.

## Update Your MapPin Information

- Select **Profile Summary** from the menu on the left side of page.
- Under **MapPin Information** select **Update** or **View** to add or change your information.
- You may also select **MapPin Information** from the menu on the left side of the page.
- Under **Map Service** we suggest using the default **Google Maps**.
- Under **Search Results Pin Placement** check box to **Show on Organization Directory**.
- You may also select the box **Manually set coordinates**.
- Verify Address to display on map pin.
- Select **Point of Interest Category** and **Point of Interest Sub-Category**.
- Select **Save Changes** at the bottom of the page.

## Add Proud Member Logo to Your Website

- Select **Membership Badge** from the menu on the left side of the page.
- Click **Generate** to create HTML that you can copy and paste into your website.

## Update Your Personal Profile

- In the upper right hand corner under **Account Settings**, select **Personal Information**.
- You may also select **Personal** from the menu on the left side of the page.
- Confirm The Chamber has all your current information.
- You may update the following from the left side of the page under **Personal**:
  - **Profile**
  - **Photo** (viewable in the Member Center only and not on the Public Website)
  - **Social Networks** (paste your LinkedIn, Facebook and Twitter URLs)
  - **Display Preferences** (select what you would like displayed on the Public Website and/or Member Center)
  - **Linked Accounts** (link a current social media site to log in with so you do not have to remember multiple passwords)
- Always remember to **Save Changes**.

## Preview Web Page

- Select **Company** from the menu on the left side of the page.
- Under **Company** select **Website Information**.
- Under **Web Page Content** select **Preview Web Page**.

**If you have any questions or need assistance updating your business listing please call 734.384.3366 x1 or email**

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