

# Beavercreek Chamber of Commerce

## Member Information Center Guide

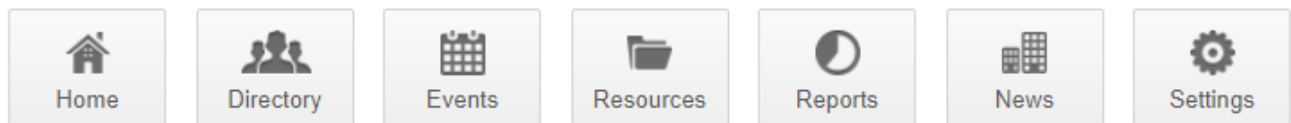


As a member of the Beavercreek Chamber of Commerce there are a few things to do to create your member profile. The information below highlights some key areas to focus on first to get you started.

### **Logging In**

- On the top right-hand corner of our site you can find the **member login** button.
- Log in using your member username and password. (If this information has not been set up please email us at [info@beavercreekchamber.org](mailto:info@beavercreekchamber.org))
  - You can later change this information on the **Username/Password** option under the personal information tab on the left-hand side of the page.
  - You can also login by downloading the MemberPlus application from the app store on your Android or Apple device.

Once on the home screen, you will see these buttons across the top of the page.



### **Directory**

- Here you can browse our entire Business Directory by searching for a specific business or going through the list alpha-numerically.

## **Events**

- Here you can see everything that is going on, in and around the Beaver Creek Chamber of Commerce.
  - As a member you can add an event by clicking the **Add Event** button or manage an event by clicking **Manage Events** on the top right-hand side of the page.
  - Be sure to check “Community Event” as one of the boxes in the event category options that way your event will show on the calendar.
  - Putting your events here allows the Beaver Creek Chamber of Commerce to share them on social media, eblasts and newsletters (no guarantees your event will be featured in our newsletters, however it will be posted on our community calendar).

## **Resources**

- Here you can upload and find any resources your company may use.

## **Reports**

- Under **Reports** you will see a summary of your member visibility. Here you can look at your profile, job postings, and community savings views.

## **News**

- The **News** tab informs you of the community content
- The **Community Savings** tab allows you to browse, add or manage community savings. To add or manage your community savings, use the blue buttons on the top right.
  - When adding a deal, The Beaver Creek Chamber of Commerce recommends posting the deal under the **Community Savings** tab so everyone including the fellow members and public can view and take advantage of the local deal that you are posting.
- Under **Member to Member Deals** you can view, add or manage your Chamber member to member deals. These deals are not shown for the public and you must log in to the member information center to view them. To add or manage your member to member deals, use the blue buttons on the top right.
- The **News Releases** tab allows you to view, add or manage News Releases. To add or manage your releases, use the blue buttons on the top right.
- In the **Job Postings** tab, you can add or manage job postings for free that will automatically show on our website. To add or manage your job postings, use the blue buttons on the top right.
- The **Social Feed** tab will take you back home to the member information center “timeline” where you can view or add posts that other members can see.
- In the last tab **Request for Proposals**, you can view or add your own RFP.

## Settings

### Personal

- The **Profile** tab will allow you to update personal information including name, contact information/preferences, and you can even include a personal bio to help everyone get to know you better. When you have completed your profile, don't forget to click save changes down on the left-hand side of the page.
- The **Username/Password** tab allows you to edit your username or password
- The **Photo** tab gives you the option to upload a personal photo
- The **Groups/Interests** tab is where you can view if your company participates in any groups or chamber benefit programs.
- The **Social Networks** tab is where you can link your LinkedIn, Facebook and Twitter accounts to your business profile.
- The **Display Preferences** tab allows you to select which items you wish to be displayed for the public and for other members.
  - It is important to check the options that include *full name, job title, contact information, and address information* so the public/other members know who you are and how to contact you. Don't forget to click the save changes button on the bottom left hand side to successfully save your changes.
- The **Linked Accounts** tab allows you to link Gmail, Facebook, Twitter or LinkedIn for easier login.

### Company

- The **Profile Summary** tab will allow you to see the overall completion of your profile. At Beaver Creek Chamber of Commerce, we encourage you to have as much as possible completed in these categories listed. The **Profile Summary** tab is a good area to come back to as you continue completing and updating your profile, so you are aware of what you need to focus on and complete.
- The **Organization Information** tab allows you to edit contact info, address information as well as view the billing contact.
- The **Employees** tab lets you view, add or deactivate current employees/ reps
- The **Website information** tab is where you will find your webpage content, social network links, website description, highlights and key words to aid in searching for your business.
- The **Categories** tab shows you which categories your business is listed as.
- The **Logos** tab is where you will upload your member page header, your member logo as well as your search results icon.
- The **Photos** tab is where you can manage your gallery of photos that show up in your directory listing.

- The **Videos** tab is where you can upload a video that will show up in your directory listing.
- The **Map Pin Information** tab allows you to turn on/off the map service feature as well as select your pin placement on the map.
- The **Membership Badge** tab is where you'll go to generate HTML that you can copy and paste to your website to show your association with Beaver Creek Chamber of Commerce.

## **Billing**

- The **Make a Payment** tab is used to make direct credit card payments to your chamber account.
- The **Transaction History** tab gives you an overview of account activity.
- The **Shopping Cart** tab is where you will go to checkout if needed.

**Thank you for your continued support of the Beaver Creek Chamber of Commerce! If you need any assistance or have questions, please call the Chamber at 937-426-2202 or email [info@beavercreekchamber.org](mailto:info@beavercreekchamber.org).**