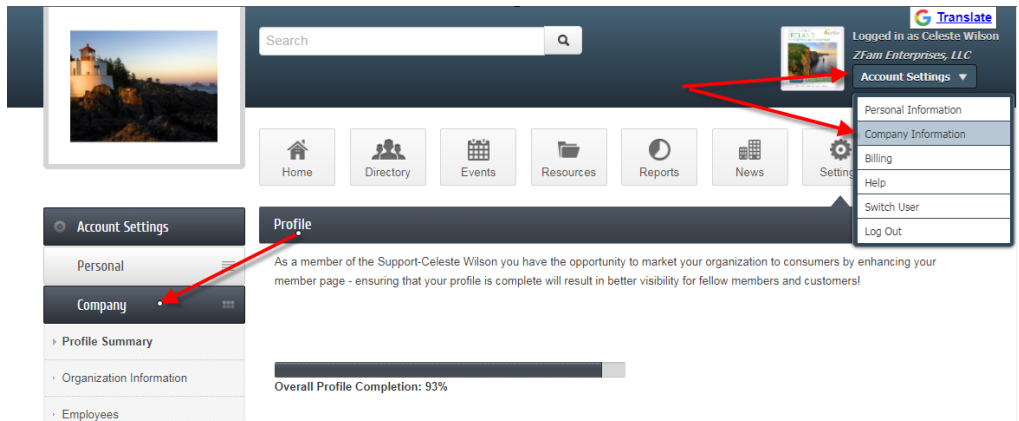
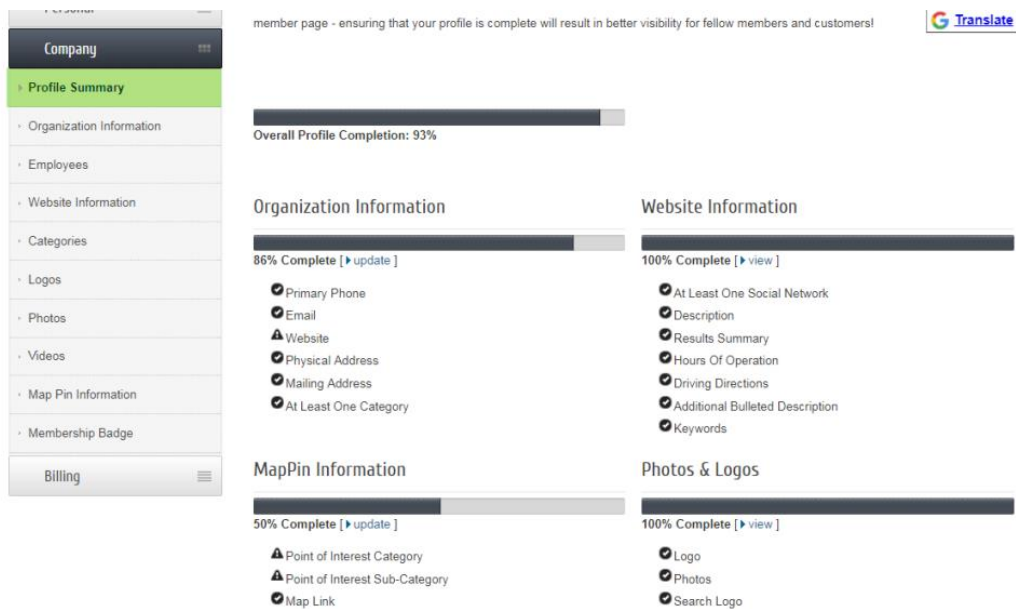


# Update Company Information

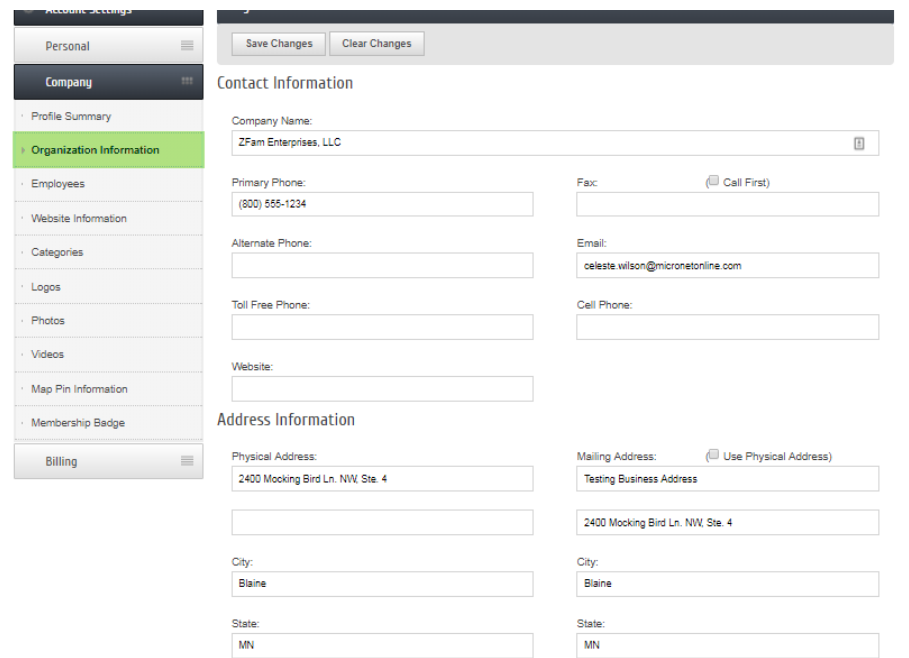
You can either click on Account Settings or Company in the shortcuts on the left side.



Profile Summary shows what you have completed and have not completed.



## Update your Organization Information



## If you are the primary rep, you can update employees

The screenshot shows a navigation menu at the top with options: Home, Directory, Events, Resources, Reports, News, and Settings. On the left, there is a sidebar with 'Account Settings' (Personal and Company) and a list of menu items including Profile Summary, Organization Information, Employees (highlighted), Website Information, Categories, Logos, Photos, Videos, and Map Pin Information. The main content area is titled 'Employees' and shows a table with 5 employees. Below the table are buttons for 'Deactivate Selected Reps' and 'Add Employee/Rep'.

<input type="checkbox"/> Rep Name	Title	Primary	Phone	Email
<input type="checkbox"/> Shaniqua Davis	Receptionist	No		[not set]
<input type="checkbox"/> Dave Kotzer	Laborer	No		celeste.wilson@micronetonline.com
<input type="checkbox"/> Jim Sawatzky		No	(800) 555-1234	celeste.wilson@micronetonline.com
<input type="checkbox"/> Travis Simpson	Co-Owner	No	(800) 555-1234	travis@mailinator.com
<input type="checkbox"/> Celeste Wilson	Owner	Yes	(800) 825-9171	celeste.wilson@growthzone.com

You can update the employees by clicking on their name.

The screenshot shows the 'Employee Profile' page for Shaniqua Davis. It includes a navigation sidebar on the left with 'Account Settings' (Personal and Company), 'Employees', 'Website Information', 'Categories', 'Logos', 'Photos', 'Videos', 'Map Pin Information', and 'Membership Badge'. The main content area has buttons for 'Save Changes', 'Clear Changes', and 'Employee/Rep List'. Below these are tabs for Profile, Photo, Groups/Interests, Social Networks, Preferences, and Custom Fields. The 'Edit Employee Profile' form contains fields for Prefix, Greeting, First Name (Shaniqua), Job Title (Receptionist), Middle Name, Contact Preference (Email), Last Name (Davis), Phone Preference (Work Phone), Suffix, Work Phone, and Home Phone. There is also a checkbox for 'Copy Organization Information' next to the Address Line 1 field.

## Upload Photo

The screenshot shows the 'Employee Photo' page for Shaniqua Davis. It includes a navigation sidebar on the left with 'Account Settings' (Personal and Company), 'Employees', 'Website Information', 'Categories', 'Logos', 'Photos', 'Videos', 'Map Pin Information', and 'Membership Badge'. The main content area has buttons for 'Save Changes', 'Clear Changes', and 'Employee/Rep List'. Below these are tabs for Profile, Photo (highlighted), Groups/Interests, Social Networks, Preferences, and Custom Fields.

### Edit Employee Photo

This photo may be displayed publicly based on the settings of your organization. Common uses would be to display your photo when listing group or committee members on your organization's website.



+

**Note:** After clicking the '+' and selecting a new picture, the original picture will be deleted and no longer be available.

To display this photo to other members in the Member Information Center, make sure to choose "Allow my information to be displayed" in your Display Preferences.

## Subscribe to groups/interests

Profile Photo **Groups/Interests** Social Networks Preferences  
Custom Fields

### Edit Employee Groups/Interests

#### Groups

- Select All
- Car Show  
 Lakeside Car Show
- Relocation  
 Realtors - Realtors that are part of the Chamber

#### Interests

- Select All
- Mailing Lists  
 Relocation

Save Changes Clear Changes Employee/Rep List

## Add your social networks

Employee Social Networks  
Save Changes Clear Changes Employee/Rep List

### Shaniqua Davis

Profile Photo Groups/Interests **Social Networks** Preferences  
Custom Fields

### Edit Employee Social Networks

LinkedIn:  [Verify URL](#)

Facebook:  [Verify URL](#)

Twitter:  [Verify URL](#)

Save Changes Clear Changes Employee/Rep List

## Update directory preferences

Employee Preferences  
Save Changes Clear Changes Employee/Rep List

### Shaniqua Davis

Profile Photo Groups/Interests Social Networks **Preferences**  
Custom Fields

### Edit Employee Preferences

#### Online public directory

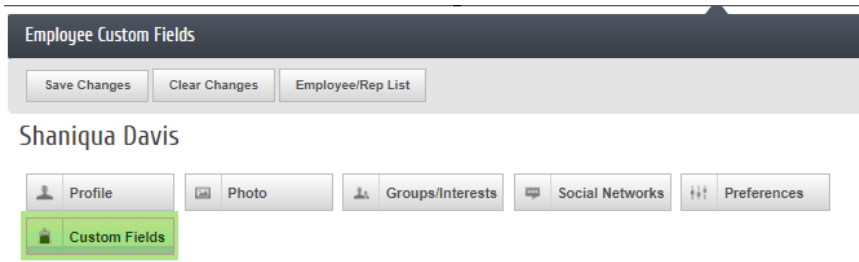
Select which items should display for the public and which items should display to other members.

#### MIC directory

Public	Members	
<input type="checkbox"/>	<input type="checkbox"/>	Allow Shaniqua Davis information to be displayed (displays First and Last name)
<input type="checkbox"/>	<input type="checkbox"/>	Full Name (prefix, middle, suffix)
<input type="checkbox"/>	<input type="checkbox"/>	Job Title
<input type="checkbox"/>	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	<input type="checkbox"/>	Work Phone
<input type="checkbox"/>	<input type="checkbox"/>	Cell Phone
<input type="checkbox"/>	<input type="checkbox"/>	Fax number
<input type="checkbox"/>	<input type="checkbox"/>	Social Networks
<input type="checkbox"/>	<input type="checkbox"/>	Address Information

Save Changes Clear Changes Employee/Rep List

If there are custom fields you can choose them here

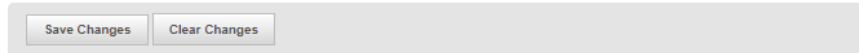


The screenshot shows the 'Employee Custom Fields' interface. At the top, there are three buttons: 'Save Changes', 'Clear Changes', and 'Employee/Rep List'. Below this, the name 'Shaniqua Davis' is displayed. A row of navigation buttons includes 'Profile', 'Photo', 'Groups/Interests', 'Social Networks', and 'Preferences'. The 'Custom Fields' button is highlighted with a green border.

### Edit Employee Custom Fields

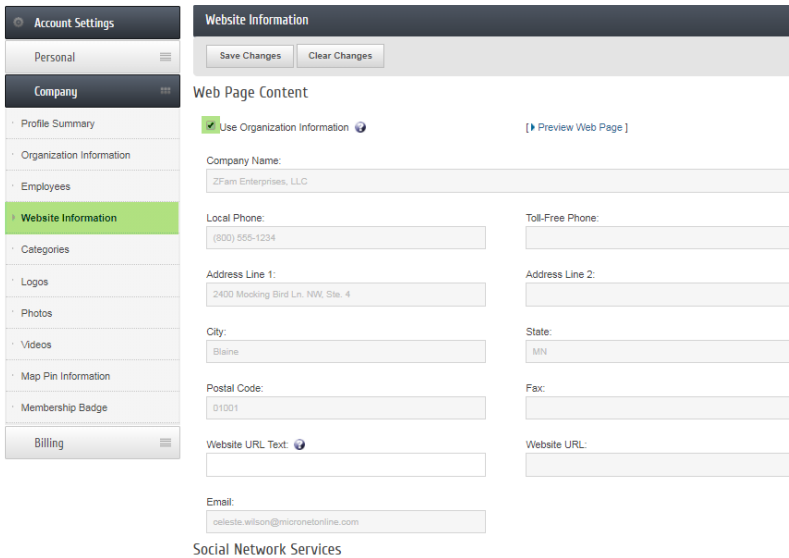
1 Directory Listing

Yes / No



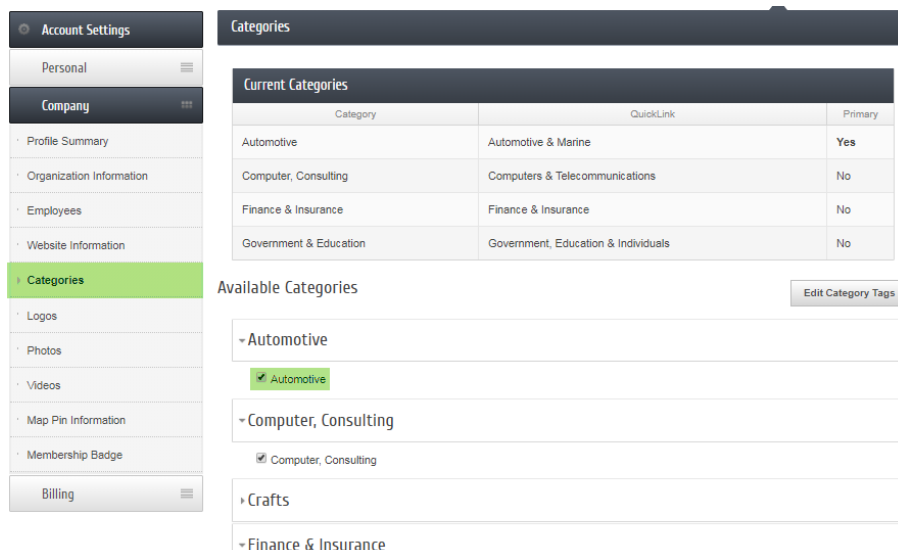
This section shows two buttons: 'Save Changes' and 'Clear Changes'.

Update your directory information. If your website listing is the same as your company information, you can leave this checkmark checked so you don't have to type it in again. If your listing is different, uncheck the box and make the desired edits.



The screenshot shows the 'Website Information' form. On the left is a sidebar with 'Account Settings' and 'Company' sections. The 'Website Information' section is active. The form includes fields for 'Company Name' (ZFarm Enterprises, LLC), 'Local Phone' ((800) 555-1234), 'Toll-Free Phone', 'Address Line 1' (2400 Mocking Bird Ln., NW, Ste. 4), 'Address Line 2', 'City' (Blaine), 'State' (MN), 'Postal Code' (01001), 'Fax', 'Website URL Text', 'Website URL', and 'Email' (celestie.wilson@micronetonline.com). There is a checkbox for 'Use Organization Information' which is checked. Below the form is the 'Social Network Services' section.

If permissions are granted, update your categories



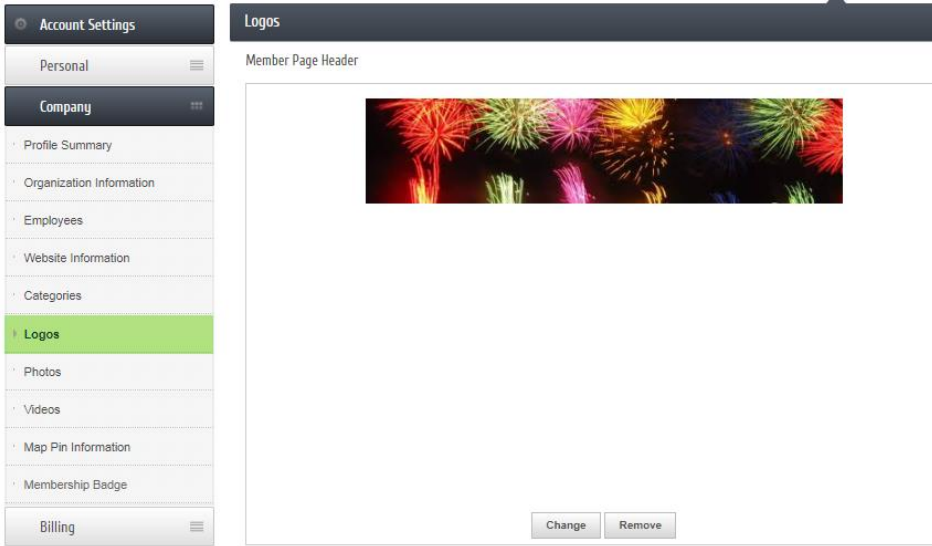
The screenshot shows the 'Categories' management interface. On the left is a sidebar with 'Account Settings' and 'Company' sections. The 'Categories' section is active. The main area is divided into 'Current Categories' and 'Available Categories'. The 'Current Categories' table lists categories and their primary status.

Category	QuickLink	Primary
Automotive	Automotive & Marine	Yes
Computer, Consulting	Computers & Telecommunications	No
Finance & Insurance	Finance & Insurance	No
Government & Education	Government, Education & Individuals	No

The 'Available Categories' section shows a list of categories with checkboxes. The 'Automotive' category is checked and highlighted in green. Other categories include 'Computer, Consulting', 'Crafts', and 'Finance & Insurance'. There is an 'Edit Category Tags' button.

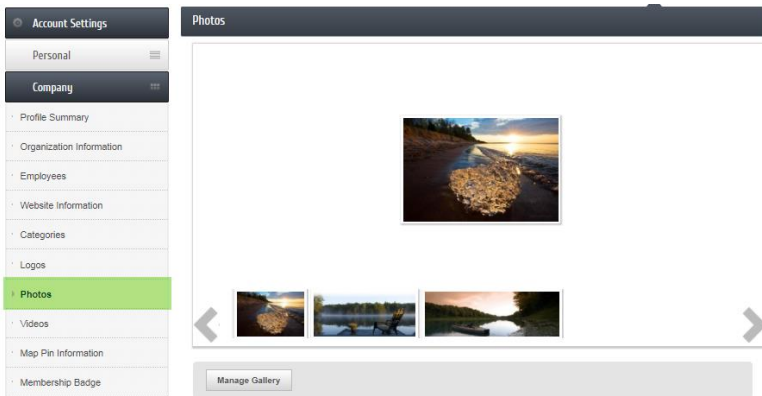
## Next 4 items are Enhanced Listing items:

### Add a logo



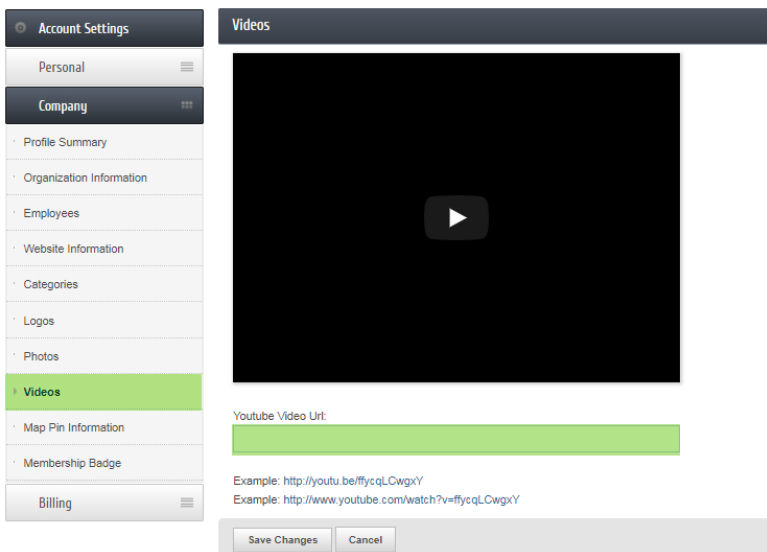
The screenshot shows the 'Logos' section of the account settings. On the left is a sidebar menu with 'Logos' highlighted. The main area is titled 'Logos' and contains a 'Member Page Header' section. A large image of colorful fireworks is displayed in the header. Below the image are two buttons: 'Change' and 'Remove'.

### Add a photo gallery



The screenshot shows the 'Photos' section of the account settings. On the left is a sidebar menu with 'Photos' highlighted. The main area is titled 'Photos' and contains a photo gallery. A large image of a sunset over a lake is displayed. Below it are three smaller thumbnail images of the same scene. A 'Manage Gallery' button is located at the bottom left of the gallery area.

### Add a YouTube video – upload the video to YouTube and copy the shared link and place it here



The screenshot shows the 'Videos' section of the account settings. On the left is a sidebar menu with 'Videos' highlighted. The main area is titled 'Videos' and contains a large black video player with a play button. Below the player is a text input field labeled 'Youtube Video Url:'. Below the input field are two example URLs: 'Example: http://youtu.be/ffycqLCwgxY' and 'Example: http://www.youtube.com/watch?v=ffycqLCwgxY'. At the bottom are two buttons: 'Save Changes' and 'Cancel'.

### Map information

- Account Settings
- Personal
- Company**
- Profile Summary
- Organization Information
- Employees
- Website Information
- Categories
- Logos
- Photos
- Videos
- Map Pin Information**
- Membership Badge
- Billing

### Map Pin Information

**Map Service**

None  
 Google Maps  
 Uploaded Image

Allow my marker and map to display on my member page and in all map search results.

**Search Results Pin Placement**

Show on Organization Directory

Based on the selected map service, the map pin information below is eligible to display on the map on your member page and in any map search results.

Drag the marker to refine your position.

**Generate a code to add a Membership Badge on your website**

- Account Settings
- Personal
- Company**
- Profile Summary
- Organization Information
- Employees
- Website Information
- Categories
- Logos
- Photos
- Videos
- Map Pin Information
- Membership Badge**
- Billing

### Membership Badge

#### Membership Badge for ZFam Enterprises, LLC

Proudly display your association with Support-Celeste Wilson by placing this membership badge on your website. Specify your desired HTML Element ID or use the default-value that is provided, then click "Generate" to create HTML that you can copy and paste into your website.

ZFam Enterprises, LLC

Proud Member of

HTML Element ID:

Generated HTML for Website:

```
<div id="mni-membership-638620915214440900"><div>
<script src="http://s2.chambermaster.com/Content/Script/Member.js" type="text/javascript"></script>
<script type="text/javascript">
new MNH.Widgets.Member("mni-membership-638620915214440900", {member: 229, styleTemplate: "mni-member",
align:center,position:relative}#@d._mni-widget-member-name{font-weight:700}#@d._mni-widget-member-logo(max-width:100%)}).create();
</script>
```