



Using Your New Online Benefits & Opportunities

BENEFITS

Accessing Your Online Benefits

- From the Chamber's website, select Member Login or go to www.chamberlogin.com
- Enter your login
- Enter your password
- Use the menu on the left hand side to access your online benefits
- Always remember to click **Save** if you make any changes

KEEP IT UPDATED!

MEMBER INFO – The Chamber's Database

- Business Information
 - This is the information the chamber has for your business
 - If something is incorrect or missing, simply enter updates and click Save
 - This changes the Chamber database
 - No emails or phone calls needed to inform the chamber of your changes
- Business Categories
 - This shows where your business will be listed in the online directory
 - Notice that each specific Category has a general QuickLink category assigned
 - Your business is listed under each of the assignments
 - Please contact the Chamber if you are listed in an incorrect category
- Employees & Reps
 - Keep the Chamber current on staff changes. If people are hired or leave all you have to do is change it here to keep the Chamber up to date
 - The Rep marked as primary will be considered the main contact for your business
 - For each Rep, you can also choose whether or not to display their name (title, email, phone, fax) in the Online Member Information Page
 - Check **Display of the Member Webpage** check box and any other info you would like displayed for them and click **Save**



- **Login/Password**
Change the login and/or password you were issued initially to something more memorable, click **Save**

WEBPAGE INFO: Your Listing on the Chamber's Website

- **Webpage Info** - Update your business description, hours of operation, and general location information
- **Map Pin Info** - Make sure that the map is pinpointing your business
- **Photos & Logos** – Generally not part of the Basic membership package, but can be added as an Enhancement (see Opportunities below - You can add your logo, additional photos/images and a larger description)
- **Keywords**- Additional words that help identify your business when consumers search for your business
- **Links** – Instructions and tools to help you connect your Chamber listing to your existing website and/or gives options if you don't currently have your own website
 - This section tells you how to buy a domain name for your business if needed, how to send people directly to your Online Chamber Listing from your own website, and provides the tool to generate the URL that may be copied into your own website for a link back to your Online Chamber Listing
- **View Homepage**
 - View what visitors will see when they visit your Online Chamber Listing. Click Save throughout the Webpage Info section to display the results immediately in the Chamber's Business Directory

OTHER FEATURES!

ADVERTISING

- **Hot Deals** – Post ads, coupons, and specials on the Chamber's website
What is a Hot Deal?
 - Anything you want to print or post, can be considered a Hot Deal
 - Don't have to be discounts or specials; consider them free, extra exposure
 - Do you do free estimates? Are you giving a seminar or special event?

Click Add a Hot Deal and fill in the template



- The expiration date is what will show/print on the 'coupon', not when the ad runs which is selected at the bottom
- Toward the bottom you select the dates you want it to appear on the Chamber's website.

If you want to supply more information and you already have a webpage with this information, you can change the Website Address in the Hot Deal to go directly to the desired website

Click Submit (It will go to the Chamber for approval, plan on 24-48 hours)
The Chamber will post it for you

- **Job Postings** – Post job postings on the Chamber's website
 - Click Add a Job Posting
 - Fill in the template, making sure to select the dates you want it to run at the bottom
 - If you list jobs on YOUR website, you can create a general posting and change the Website Address to go directly to that page on your website
 - This is also handy if you have an online application process or form
 - Click Submit (It will go to the Chamber for approval, plan on 24-48 hours)
 - The Chamber will post it for you

- **Calendar** – The Chamber and Community Calendar
 - You are able to see Chamber events, click on them for more detail. RSVP right online if asked and in pay online by credit card for the event
 - The Chamber needs your help keeping the Community Calendar current
 - Does your business have an upcoming event?
 - Click **Add an Event**, fill in the information and submit it to the chamber as a suggested event for the Community Calendar