Member Information Center Reference Guide

Welcome! As a new member there are a few things to do to create your profile. The information below contains some key areas to focus on first to get you started.

LOGGING IN

- On the top right hand corner you can find the Member Login link next to “Join The Chamber”.
- Log in using your member username and password which you should have set up from the email sent after joining.
  - You can change this information later on the Username/Password option under the Personal Information tab on the left menu.
  - You can also log in by downloading the MemberPlus app from the app store on your Android or Apple device.

PERSONAL INFORMATION TAB

- From the dashboard you will see a set of tabbed options on the left hand side. The first tab that you will see is labeled Personal Information. It is recommended to update your personal information first.
  - The Profile subtab under the Personal 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” at the top or bottom of the page.
- Under the Personal tab you can find the Social Networks subtab where you can link your LinkedIn, Facebook, and Twitter accounts to your business profile.
- The Display Preferences subtab under the Personal tab allows you to select which items you wish to be displayed for the public and for the 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 “save changes” at the top or bottom of the page.

COMPANY INFORMATION TAB

- The Profile Summary subtab under the Company tab will allow you to see the overall completion of your profile. At The Chamber Gadsden/Etowah County 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.
  - Under the Profile Summary tab there are additional important categories that include organization information, employees, website information, and logos that can be filled out to better complete your company profile.
The Chamber team is here for you. If you need any assistance or have questions, please call the Chamber at (256) 543-3472 to talk with one of our Chamber team members. Don’t ever hesitate to call on us! A staff “Who to Call” List is provided on the next page!
WHO TO CALL

BENEFIT QUESTIONS, WEBSITE POSTINGS, RIBBON CUTTINGS, MONTHLY NETWORKING EVENTS, GENERAL INFORMATION
Will Mackey, Program Manager, will.mackey@etowahchamber.org

BILLING QUESTIONS, ACCOUNT CHANGES
Leslie Stephens, Operations Director, leslie.stephens@etowahchamber.org

SPONSORSHIPS, ADVERTISING, MEMBER REFERRALS
Kristin Barton, Development Manager, kristin.barton@etowahchamber.org