

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.

- Search Logo, Logos, Videos, Images and Additional Description Information is also available through purchasing the Enhanced Listing. Contact The Chamber at (256) 543-3472 for pricing.

BILLING TAB

The last tab on the left menu under the account settings is the Billing tab where you can view transaction history and conveniently make a payment on invoices from The Chamber Gadsden/Etowah County.

DIRECTORY

At the top of the page you will see the Directory tab where you can search for a business that you already wish to view or you can go through the list of businesses that are categorized alpha-numerically.

EVENTS

The Events tab to the right of the Directory tab is where you can see fellow member/Chamber/community events going on, in and around The Chamber Gadsden/Etowah County.

- As a member you can add an event by clicking the Add Event button on the top right hand side of the page.
- You can also manage events by clicking the Manage Events tab that is located to the right of the Add Event tab.

NEWS

The News tab located at the top of the page next to the Reports tab informs you of what is going on in the community.

- Under the News tab you can view hot deals, member to member deals, news releases, and job postings.
- As a chamber member you can add hot deals by clicking the Hot Deals tab, member to member deals by clicking the Member to Member Deals tab, news releases by clicking the News Releases tab, and job postings by clicking the Job Postings tab and going through the prompts.

NEED ADDITIONAL HELP?

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