



## Using Your Online Benefits & Opportunities!



### BENEFITS - Accessing Your Online Benefits

- Go to [www.chamberlogin.com](http://www.chamberlogin.com)
- Enter your login and password
- Email [pam@oxfordms.com](mailto:pam@oxfordms.com) for this information if you do not have it
- Always remember to click **Save** if you make any changes

### KEEP IT UPDATED!

#### MEMBER INFO - The Chamber's Database

- **Login/Password**
  - Change the login and/or password you were issued initially to something more memorable; click **Save**
- **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 online immediately
  - 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 Chamber's Online Directory, as well as in the annually published Membership Directory
  - Please contact the Chamber if you are listed in an incorrect category
  - You are allowed a maximum of two membership categories
- **Employees & Reps**
  - Keep the Chamber current on staff changes; If people are hired or leave, all you have to do is change it on your member login 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 your Online Member Information Page
  - Check **Display on the Member Webpage** check box and any other info you would like displayed for them and click **Save**
- **Pay Online**
  - HOW CONVENIENT! Pay your membership dues, sponsorship fees, event tickets, and programming information online
- **Webpage Info** - Update your business description, hours of operation, and general location information
- **Map Pin Info** - Make sure that the Google map is pinpointing your business at the correct location
- **Social Media** - Post links for all your Social Media (Facebook, Twitter, LinkedIn, etc.) and have them appear as a direct link on your membership page on the website
- **Photos & Logos** – Generally not part of the Basic membership package, but can be added as an Enhancement . *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

## OTHER EXCLUSIVE ONLINE FEATURES!

A red rectangular button with rounded corners and a white border, containing the text "Hot Deals" in white, bold, sans-serif font.

### 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 **Hot Deal** from the menu on the left, then **Add 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. Benefits from selecting your own dates:
    - You don’t have to worry about having to delete an ad when it is over
    - You can proactively put a number of them out in queue ready to appear when you want them
- 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 then OK and it will post for you
- It will also send out as an email blast to the membership the evening that you make the post.

**Job Postings** – Post job postings on the Chamber’s website

- Click **Job Postings** from the menu on the left, then click **Add Job Posting**.
- Fill in the template, making sure to select the dates you want it to be active 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 for approval** (It will go to the Chamber for approval, plan on 24-48 hours)
- The Chamber will approve the post and it will go live on the website.

**Post an Event on the Calendar** – The Chamber and Community Calendar

- You are able to see Chamber events, click on them for more details
- The Chamber needs your help keeping the Community Calendar current
- Does your business have a special event coming up? A special sale? new shipment?
- Click **Events** on the top menu, then **Add Event**, fill in the information and submit it to the chamber as a suggested event for the Community Calendar (It will go to the Chamber for approval, plan on 24-48 hours)