

# ATTENTION: CHAMBER MEMBERS

## A Reminder of Your Online Benefits

Our members have a valuable benefit in the form of our ChamberMaster database. With this tool, members can post news releases, highlight events, and offer special deals.

Only membership with the Huntsville/Madison County Chamber provides exclusive access to specialized tools to promote your organization via the online member information center, ChamberMaster.

Login in today to update your information and start using these features:

The screenshot shows the ChamberMaster website interface. At the top left is the Chamber logo. A search bar is at the top center. On the right, there is an 'Account Settings' dropdown menu. Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A yellow circle with the number '4' is placed over the 'Events' icon. On the left side, there is a 'Shortcuts' menu with buttons for Personal Information, Company Information, Hot Deals, Member To Member Deals, and News Releases. A yellow circle with the number '2' is placed over the 'Hot Deals' button, and a yellow circle with the number '3' is placed over the 'Member To Member Deals' button. A yellow circle with the number '1' is placed over the 'Settings' button in the top navigation menu. The main content area is titled 'Home' and contains a 'Welcome Message' section with a 'Read Later' button. Below the welcome message is a text input field with icons for Text, Link, Photo, and Video. To the right of the welcome message is an 'Upcoming Events' section for September 14, 2017, featuring a '2017 Making Smarter Marketing Decisions with Google Analytics' event and a 'REGISTER NOW' button. Below the event section is a 'Member Profile' section showing 'Your Company Profile is 95%' and an 'UPDATE' button. At the bottom right is a 'Refer a Business for Membership' section with a small image of three people and text encouraging members to refer others.

**1. Membership listing:** Update your listing to ensure everyone has access to complete, up-to-date information. Completing your profile is critical to gaining increased visibility and exposure. Your primary information is listed on both online and printed membership directory.

**2. Deals\*:** Offer coupons and special deals. Fellow members may well be your best customers. You'll have an option to offer deals to anyone (Hot Deals) or just to our members (Member to Member Deals).

**3. Announce your achievements\*:** Submit your own news releases to be included on Chamber's Newsroom. Selected news may be published on either printed *Initiatives* or Initiatives Online (IO).

**4. Advertise events\*:** Add your company's events to our online event calendar displayed with quick links. After approval, you can copy the link to share on your social media pages.

**+ Network with other members:** Check out other member listings, and deals.

\* Chamber will review your submissions before posting them on our website on a daily basis Monday through Friday. Once approved, these are available on the Chamber's website as well as on your ChamberMaster site.

To login, please visit our website ([www.HSVchamber.org](http://www.HSVchamber.org)); choose "Member Login" menu at the top menu. Or simply type <http://cm.hsvchamber.org/login/> If you are unsure of your login information, check with your organization's Chamber representative.

You may also contact Donna McCrary ([dmccrary@hsvchamber.org](mailto:dmccrary@hsvchamber.org)) for an email invitation to create your login.

## Updating your profile:

**How to update:** On ChamberMaster, click "Settings" icon located on the top. Personalize your membership listing page with your detailed description, business hours, logos, photos, map and a video clip.

**For public:** Your company information can be found on the Chamber's searchable online membership directory. Go to [www.HSVChamber.org](http://www.HSVChamber.org), Choose "Directory" sub menu from "About Us" pulldown menu, then choose "Membership Directory".

The screenshot shows the ChamberMaster interface. At the top, there is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A yellow circle with the number '1' is placed over the Settings icon. Below the navigation bar, the page title is "Directory - Member Details". The main content area displays information for the "Huntsville/Madison County Chamber", including contact details, social media links, and a map. A yellow arrow points from the text "Updating your profile" to the Settings icon.

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## Posting deals:

**How to post:** On ChamberMaster, choose "Hot Deals" or "Member to Member Deals" from the menu on the left-hand side. Then, click "Add Deal" button. After you fill in the form, click "Submit for Approval". Make sure to set the active dates.

## Posting events:

**How to post:** On ChamberMaster, click "Events" icon located on the top, click "Add Event" button. You can easily add gallery photos and a link to your YouTube video! After you fill in the form, click "Submit for Approval".

**For public:** Your events can be found on the Chamber's website ([HSVchamber.org](http://HSVchamber.org)). Choose "Events" pulldown menu. In order to see events posted by our members, narrow search by choosing "Member Events".

The screenshot shows the "News Releases - Create" form. At the top, there is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A yellow circle with the number '3' is placed over the "Manage News Releases" button. The form includes fields for Title, Displayed Release Date, Publish Start Date, and Publish End Date. There is a rich text editor for the BodyText and a list of Categories to select. A yellow arrow points from the text "Posting news releases:" to the "Manage News Releases" button.

## Posting news releases:

**How to post:** On ChamberMaster, choose "News Releases" from the menu on the left-hand side. Then, click "Add News Release" button. After you fill in the form, click "Submit for Approval". Make sure to set the date for "Publish End Date" and check multiple categories if desired.

**For public:** Your announcements can be found on the Chamber's website ([HSVchamber.org](http://HSVchamber.org)). Choose "Member News" from the "News" pulldown menu.

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The screenshot shows the "Events - Create" form. At the top, there is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A yellow circle with the number '4' is placed over the "Submit for Approval" button. The form includes fields for Event Title, Start Date, Start Hour, Start Minute, AM/PM, End Date, End Hour, End Minute, and AM/PM. There is a rich text editor for the Description and a list of Categories to select. A yellow arrow points from the text "Posting events:" to the "Submit for Approval" button.