The Chamber
LIVINGSTON COUNTY AREA

# Make the Most of Your Chamber Membership!




Your **Member Information Center (MIC)** is a great resource to help you promote your business, connect with the community, and make the most of your membership!

We've created a NEW, easy-to-follow, one-page *Quick Reference Guide* to help you get started!

## 1 Get Started & Log In

1. Go to www.livingstoncountychamber.com and select **"LOGIN."**
2. Log in with your username and password. If you haven't created an account, click "Forgot username/password" and enter the email address associated with your member account.
3. **Need help?** Contact Melissa at the office at 585-243-2222 or Melissa@livingstoncountychamber.com.

## 2 Update Your Business Listing

From your dashboard, select **"Company Information"** under the Home menu. Here you can update your business information, add your logo, photos, videos, social media links and even a Google map. The more information and media you add, the easier it is for potential customers and members to find and connect with you!

## 3 Add an Event to the Calendar

Help us keep our community informed! From your dashboard, select **"Events"** (or the Events option in the left-hand menu), then click **"Add Event."** Fill out the details and submit. Your event will be reviewed and added to the Chamber calendar.

## 4 Post a Job Opening

Submitting a job posting through your Chamber portal will post your job opening on our website and increase your reach of potential candidates!

1. Log in to the MIC.
2. Click **"Job Postings"** on the left-hand menu.
3. Click **"Add Job Posting"** and follow the prompts.

*A Few Minutes*
**Updating Your Information Can Make a Big Difference!**
Help customers and fellow members find and connect with your business!

**Download Your MIC Quick Reference Guide**
Save it, print it, or keep it handy!

*We're here to help!*
If you have any questions, give the Chamber office a call at **585-243-2222.**

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*Stronger Together!*