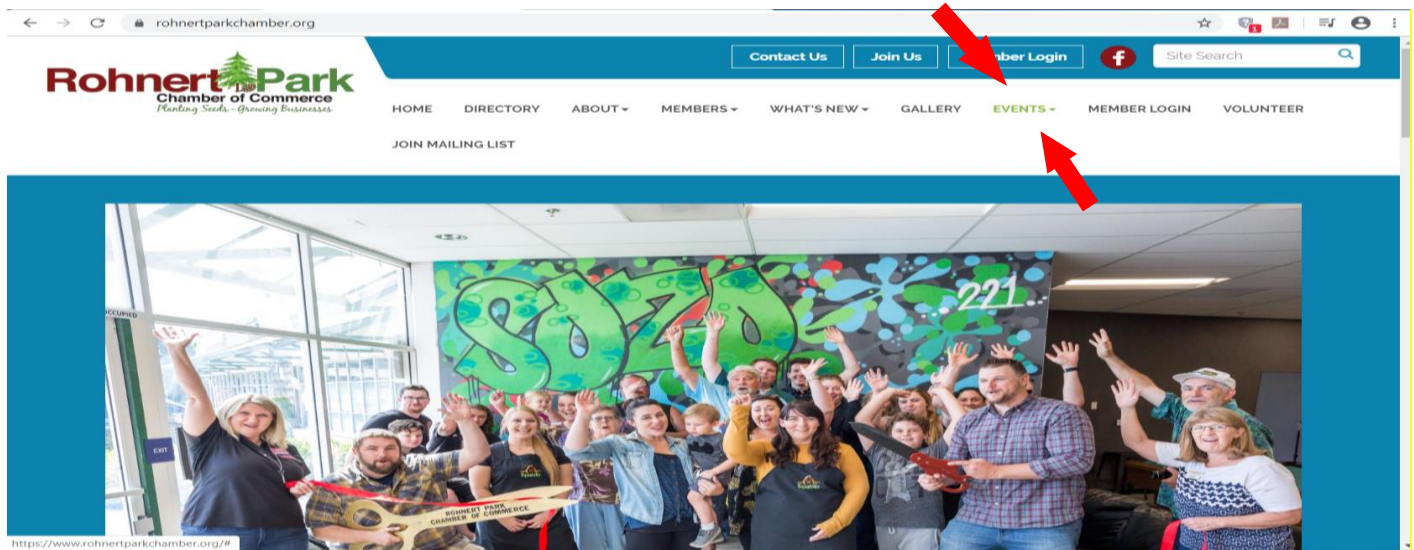# Congratulations! You joined the Rohnert Park Chamber of Commerce. Now what?

• Like our Facebook page from your company or personal page – we have already liked yours! We have a large presence on Facebook with more than one thousand followers. If you're active on Facebook, we'll share an average of one post a week of yours with all our followers.

• Check out our upcoming Calendar of Events, either online or with the program included in your member application packet.

Log on to the website and update your online profile! Be sure to check out our Banner Ad marketing opportunities and Enhanced Profile upgrade options. Check out this guide to get started.

Log on to the Chamber website:

- Navigate to rohnertparkchamber.org
- Click on "Member Login"
- Enter your username and password. *For first-time users, you will need to either access this login page through your unique registration link sent via email from us, or call the Chamber at 707-584-1415 to have us create your username and login for you.
- Login. You will now see your MIC homepage.

1.) The Chamber of Commerce website and member login tab.
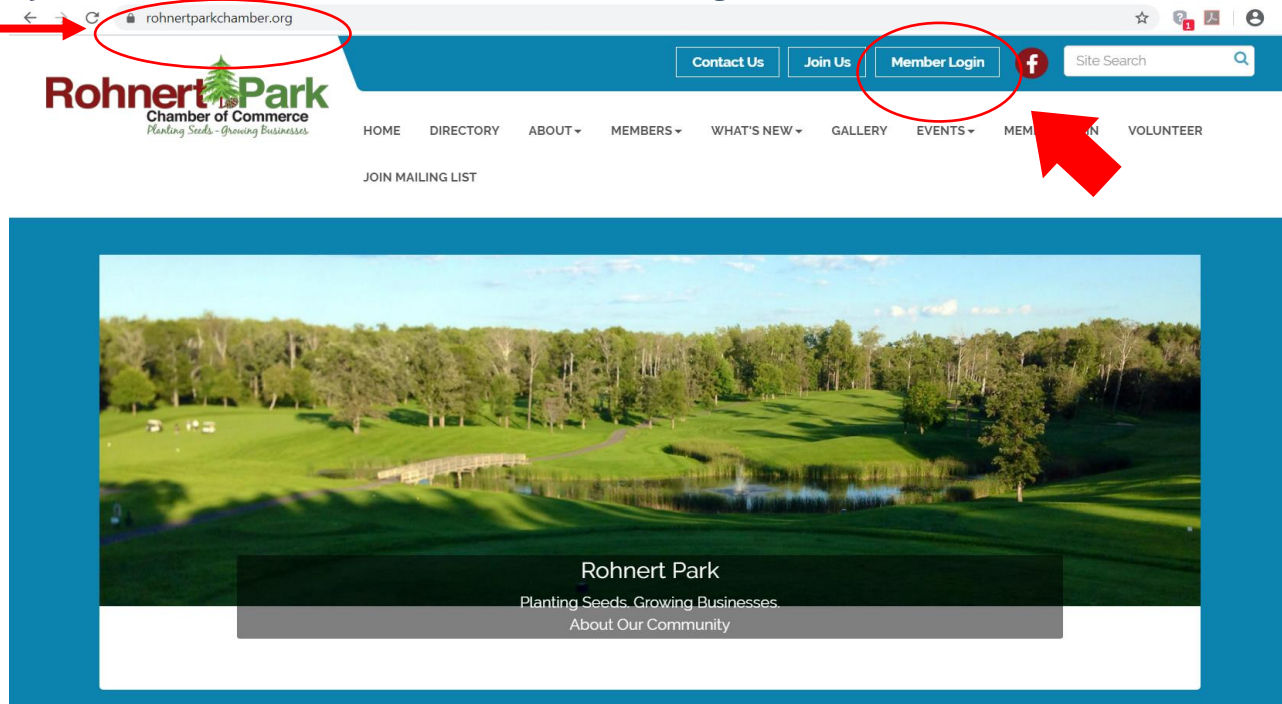
1.) Your login page.
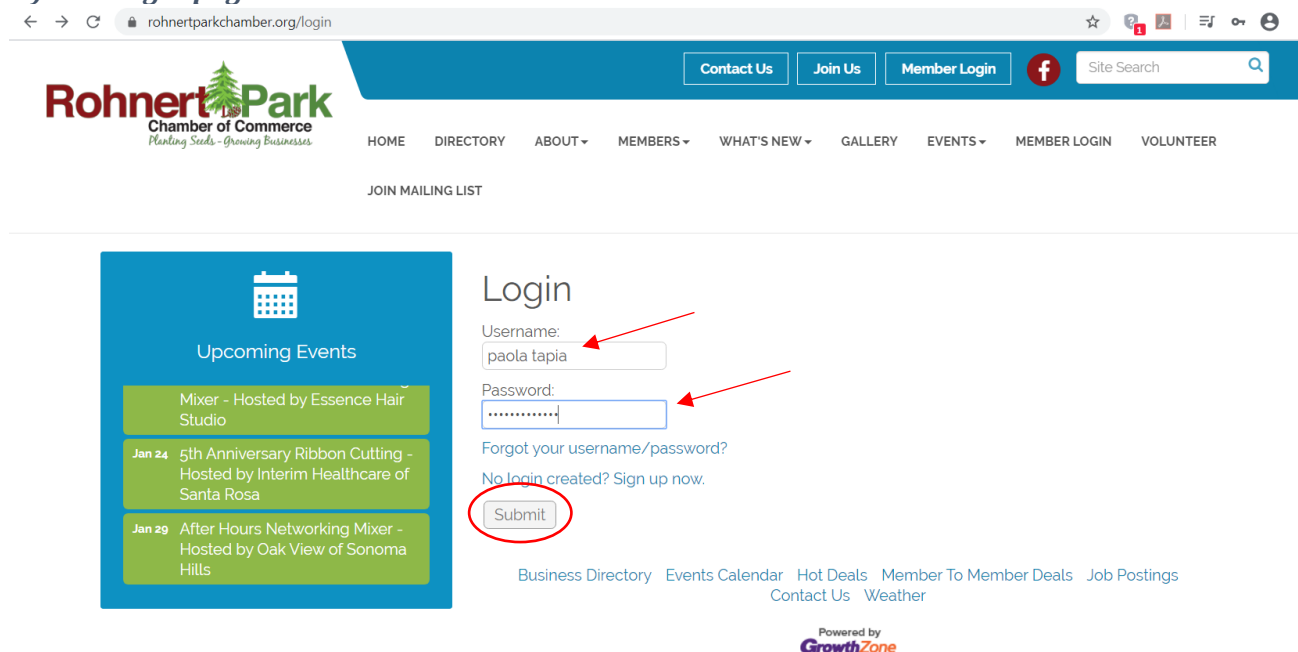
After you login, you will come to the MIC homepage where you can:

3.) Your Member Information Center homepage.

2.) Update your Personal Information. Be sure to save changes before moving on!

Update your **PERSONAL INFORMATION**. Most of this will only appear under your personal profile that is visible to other members in the MIC and to the Chamber database, but not to the public on the website.

3.) Update your Company Information. NOTE: NO ONE will have a 100% complete profile due to options that are only available to certain types of organizations and enhanced profile options. Be sure to save your changes here, too!

Update your **COMPANY INFORMATION**. Updating your company information also updates your website directory page and your information in the Chamber database.

We recommend filling out your ABOUT section, adding HOURS of operation, and DRIVING directions (if applicable) as part of your **BASIC package**.

You can also send us a logo or image to use as a thumbnail in your directory search and we will be happy to add it for you.

If you upgrade to an **ENHANCED profile**, you will have many more options, including:

✓   A 1,600 character ABOUT description (as opposed to 200 characters)
✓   A tab of highlighted features for your business that can be linked to product or webpages for your company
✓   A media tab including video and photo gallery options
✓   A logo featured on your main page

To upgrade to an enhanced profile, please contact the Chamber of Commerce at 707-584-1415. $50 for a 12 months
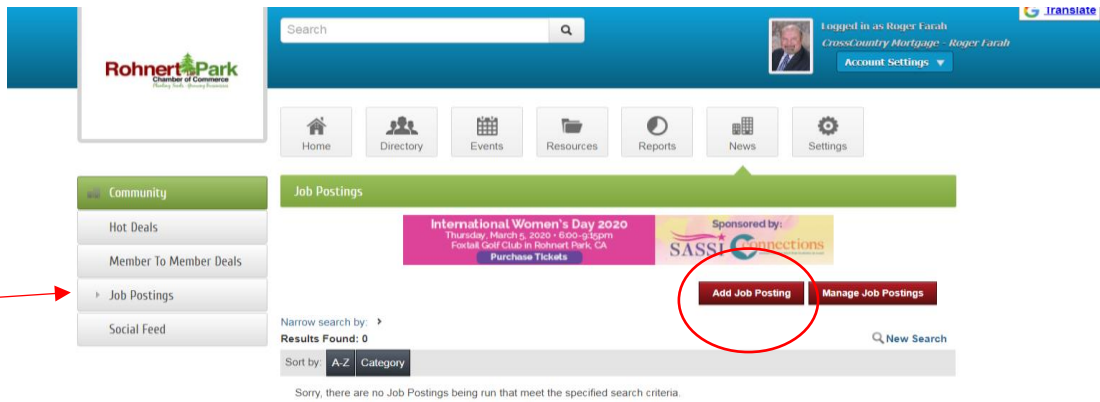
6.) Add a new Hot Deal for the public.

Add HOT DEALS for the public – these can be any special offers or promotions and you choose the end date.

7.) Add a new Member to Member Deal.

**Add MEMBER TO MEMBER deals for other Chamber members exclusively.**

4.) Add a job posting for the public.

Post a JOB POSTING. This will be visible to the public and can greatly help you attract quality employees! Job postings are available for FREE to Chamber members, but only the primary rep from each company is able to add a new posting in the MIC. If you need to change your primary rep information, please contact the Chamber.

Other things you can do from the MIC:

5.) From the MIC Event Page, you can register for new events, view your registrations (look for any incomplete registrations!), and even add a special event your company is involved with.
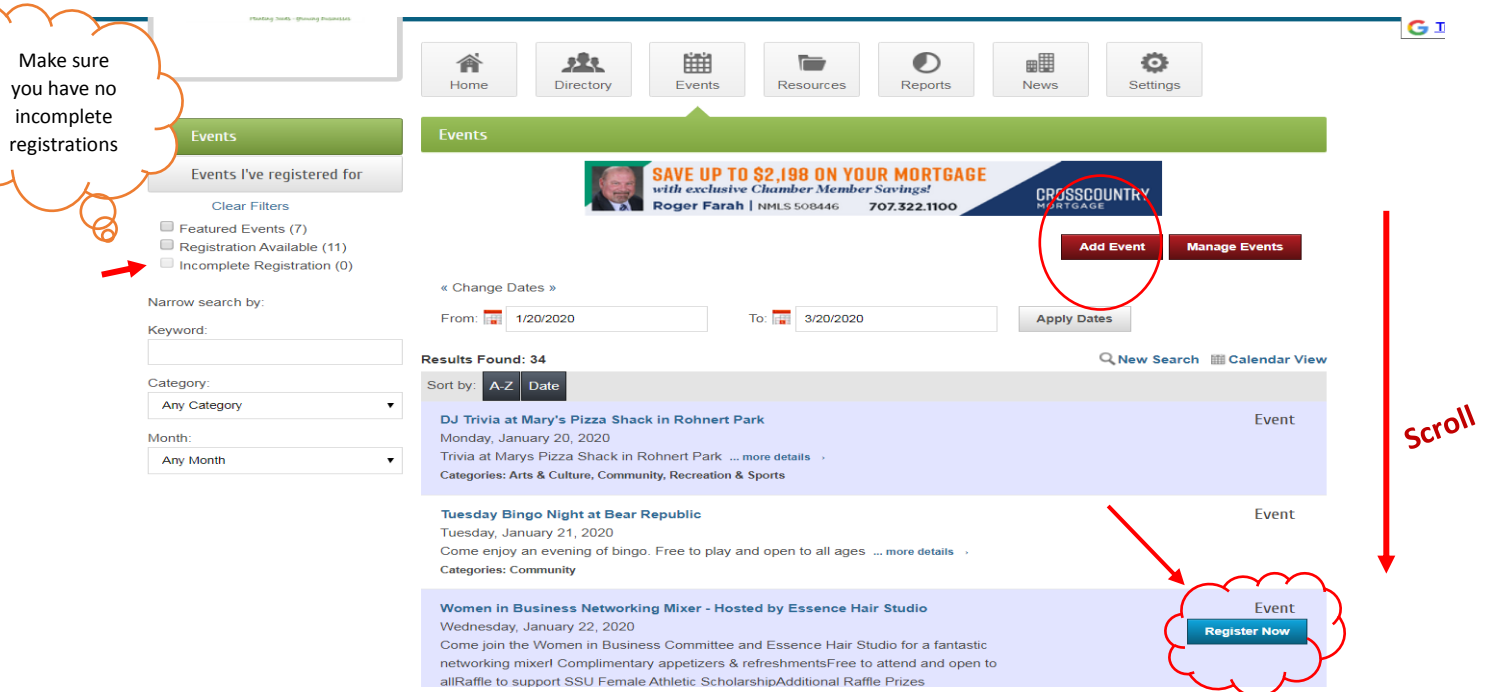
Register for UPCOMING EVENTS. First, go to the EVENTS tab. Scroll down the list to the event you want and hit the REGISTER NOW blue button. You will see all your payment options and be able to pay online! Early bird discounts are automatically deducted when applicable. You can also ADD AN EVENT. These will be added to the Community Calendar (visible to the public) on the website once approved.

6.) Scroll down on the homepage or click the news tab for member updates.

See NEWS from other Chamber members. You can scroll the news feed on your MIC Homepage (see figure 3), or you can click on the NEWS tab at the top of the page.