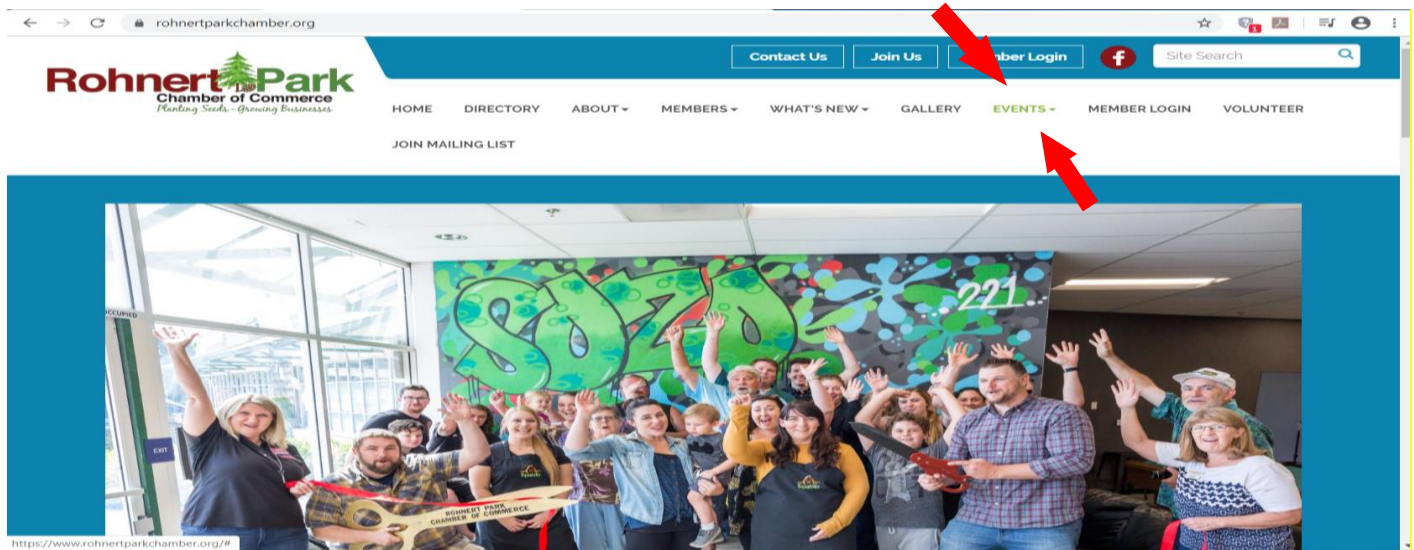


Congratulations! You joined the Rohnert Park Chamber of Commerce. Now what?

- 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.



Upcoming Events

- Jan 29** After Hours Networking Mixer - Hosted by Oak View of Sonoma Hills
- Feb 5** Noon Times Networking Luncheon - Sponsored by Education Foundation
- Feb 10** New Member Orientation

Events Calendar - Chamber of Commerce

Narrow search by:

Submit New Event RSS Feed Print **Events List View**

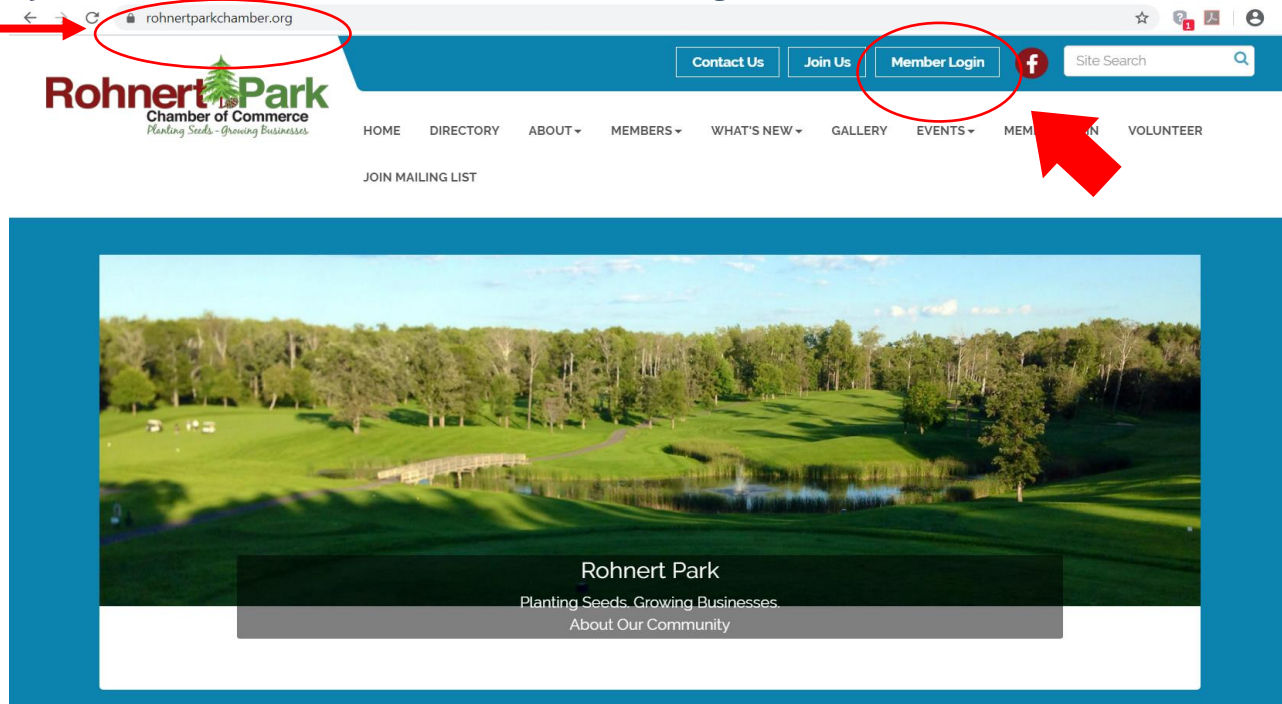
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 After Hours Networking Mixer - Hosted by Rohnert Park Retirement Community	9	10 New Member Orientation	11
12	13	14	15 After Hours	16	17	18

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.

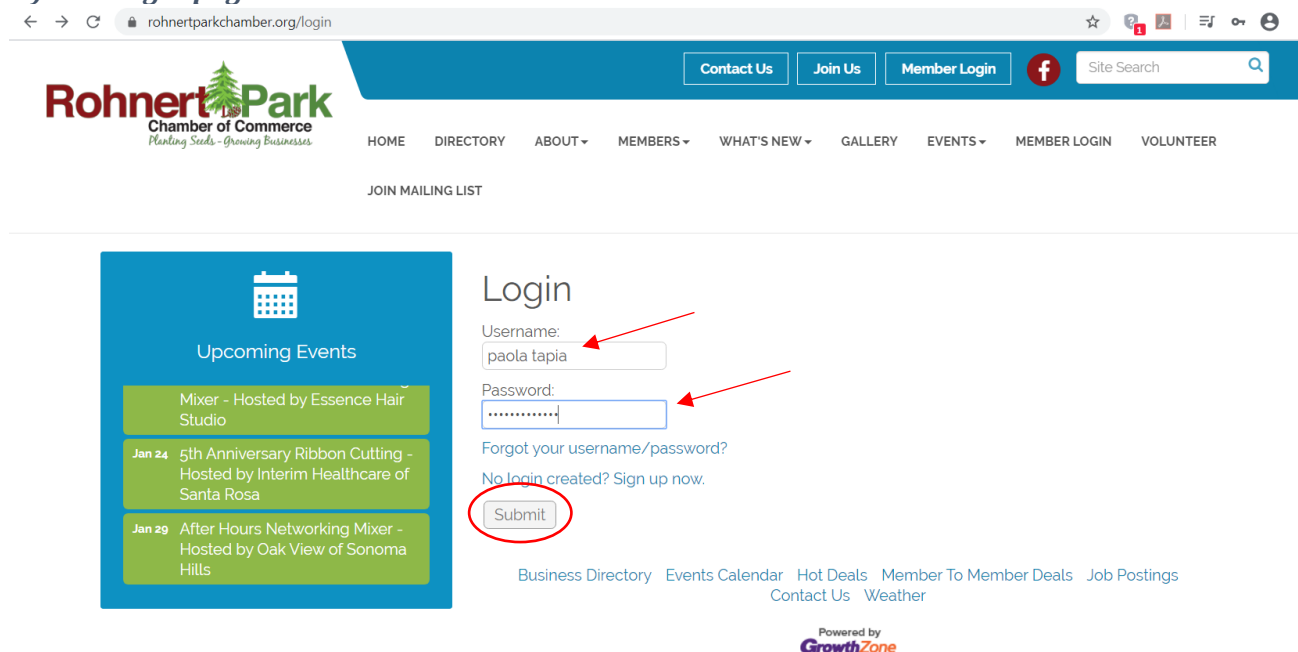
Log on to the Chamber website:

- 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.

The screenshot shows the MIC homepage for Roger Farah. The top navigation bar includes a search bar, a user profile (Roger Farah, CrossCountry Mortgage), and a Translate button. Below the navigation bar is a row of icons for Home, Directory, Events, Resources, Reports, News, and Settings. The main content area is divided into three columns. The left column contains a 'Shortcuts' menu with links to Personal Information, Company Information, Hot Deals, Member To Member Deals, and Job Postings. The middle column features a 'Welcome Message' with a 'Read Later' button, a brief introduction to ChamberMaster, and a section for posting expert advice with icons for Text, Link, Photo, and Video. The right column displays the 'Account Balance' (\$80.00) with a 'Pay' button, 'Upcoming Events' for January 2020 (Women in Business Networking Mixer), and a 'Member Profile' section showing a 76% company profile completion rate.

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

The screenshot shows the 'Profile' page in the MIC. The left sidebar menu has 'Account Settings' selected, with 'Personal' highlighted. A red bracket groups the 'Personal' section, which includes links to Profile, Username / Password, Photo, Groups/Interests, Social Networks, Display Preferences, Company, and Billing. The main content area is titled 'Profile' and contains a 'My Profile' form. The 'Save Changes' button is circled in red. The form fields include Prefix, First Name (Roger), Middle Name, Last Name (Farah), Suffix, Greeting (Always ready to help), Job Title (Senior Mortgage Loan Officer), Contact Preference (Phone), Phone Preference (Cell Phone), Work Phone ((707) 322-1100), and Home Phone. A 'Copy Organization Information' checkbox is also present.

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!

Account Settings

- Personal
- Company**
- Profile Summary
- Organization Information
- Employees
- Website Information
- Additional Information
- Logos
- Photos
- Video
- Map Pin Information
- Membership Badge
- Billing

Profile

As a member of the Rohnert Park Chamber of Commerce you have the opportunity to market your organization to consumers by enhancing your member page - ensuring that your profile is complete will result in better visibility for fellow members and customers!

Overall Profile Completion: 76%

Organization Information

100% Complete [view]

- ✓ Primary Phone
- ✓ Email
- ✓ Website
- ✓ Physical Address
- ✓ Mailing Address
- ✓ At Least One Category

Website Information

72% Complete [update]

- ✓ At Least One Social Network
- ✓ Description
- ⚠ Results Summary
- ✓ Hours Of Operation
- ✓ Driving Directions
- ⚠ Additional Bulleted Description
- ✓ Keywords

MapPin Information

75% Complete [update]

- ✓ Point of Interest Category
- ⚠ Point of Interest Sub-Category
- ✓ Map Link

Photos & Logos

66% Complete [update]

- ✓ Logo
- ⚠ Photos

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.

The screenshot shows the Rohnert Park Chamber of Commerce website. The top navigation bar includes a search bar, a user profile for Roger Farah, and a 'Translate' button. Below the navigation bar is a menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar has a 'Community' section with links to Hot Deals, Member To Member Deals, Job Postings, and Social Feed. The main content area is titled 'Hot Deals' and features a banner for 'SAVE UP TO \$2,198 ON YOUR MORTGAGE' with a 'CrossCountry Mortgage' logo. Below the banner are buttons for 'Add Hot Deal' and 'Manage Hot Deals'. The main content area also displays a 'Hot Deal' for 'MARY KAY Cosmetics' with a 20% discount offer. The sidebar on the left has a red arrow pointing to the 'Hot Deals' link. The main content area has a red arrow pointing to the 'Add Hot Deal' button.

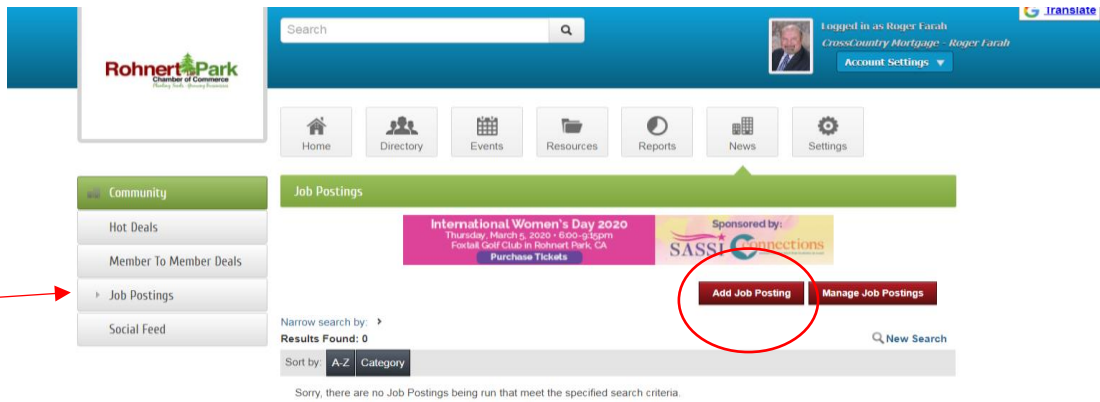
Add HOT DEALS for the public – these can be any special offers or promotions and you choose the end date.

7.) Add a new Member to Member Deal.

The screenshot shows the Rohnert Park Chamber of Commerce website. The top navigation bar includes a search bar, a user profile for Roger Farah, and a 'Translate' button. Below the navigation bar is a menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar has a 'Community' section with links to Hot Deals, Member To Member Deals, Job Postings, and Social Feed. The main content area is titled 'Member To Member Deals' and features a banner for 'International Women's Day 2020' with a 'SASSI Connections' logo. Below the banner are buttons for 'Add Member To Member Deal' and 'Manage Member To Member Deals'. The main content area also displays a 'Member To Member Deal' for 'CrossCountry Mortgage Affinity Program' with a 'Save money on your home loan!' offer. The sidebar on the left has a red arrow pointing to the 'Member To Member Deals' link. The main content area has a red arrow pointing to the 'Add Member To Member Deal' button.

Add MEMBER TO MEMBER deals for other Chamber members exclusively.

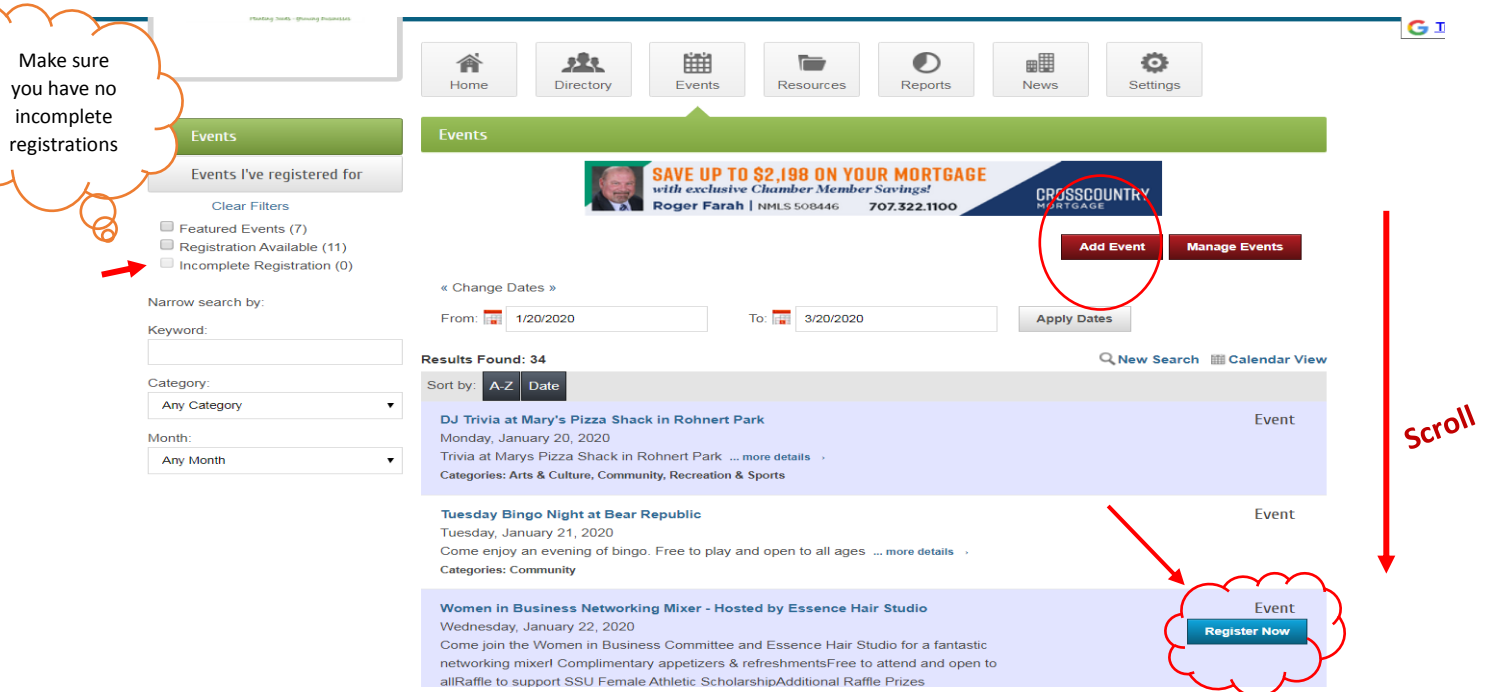
4.) Add a job posting for the public.



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.

The screenshot shows the homepage of the Rohnert Park Chamber of Commerce. At the top, there is a blue header with a search bar, a user profile for Roger Farah, and a 'Translate' button. Below the header is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A red arrow points to the 'News' icon. On the left side, there is a 'Shortcuts' menu with links to Personal Information, Company Information, Hot Deals, Member To Member Deals, and Job Postings. A red arrow points to this menu with the word 'Scroll' written next to it. The main content area is titled 'Home' and features a 'Welcome Message' section with a 'Read Later' button. To the right of the welcome message is an 'Account Balance' section showing \$80.00 and a 'Pay' button. Below the account balance is an 'Upcoming Events' section for January 22, 2020, featuring a 'Women in Business Networking Mixer' hosted by Essence Hair Studio, with a 'REGISTER NOW' button. At the bottom of the main content area is a 'Member Profile' section showing 'Your Company Profile is 76%'. A red arrow points to the 'News' tab in the top navigation bar.

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.