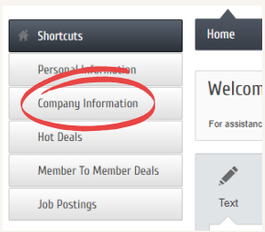
TOP 4 WAYS TO USE YOUR MEMBER PORTAL

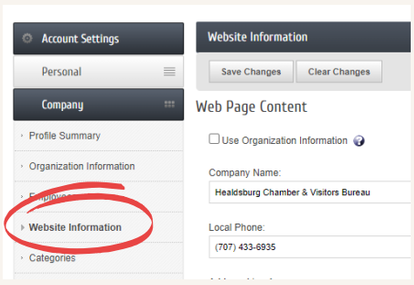
HOW TO LOG IN

To login to your Member Portal, visit **cm.healdsburg.com/login**. If you need assistance with your credentials, email info@healdsburg.com.

1 Keep Your Business Listing Up to Date

Whether you have new business hours, a new address, or just want to add new photos, it is important to update your business listing. Once you have logged in, click on **COMPANY INFORMATION** on the side menu, and then click **WEBSITE INFORMATION**.

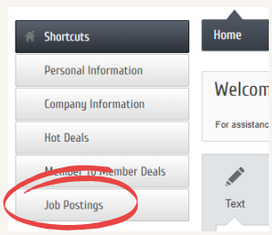




After you have made all of your changes, be sure to click **SAVE CHANGES**!

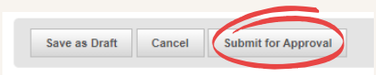
2 Post a Job Opening

Looking for someone to join your team? One of the many perks of your Chamber membership is access to our Job Board. To post a job listing, click on **JOB POSTINGS** on the side menu, and then click the blue button to **ADD JOB POSTING**.



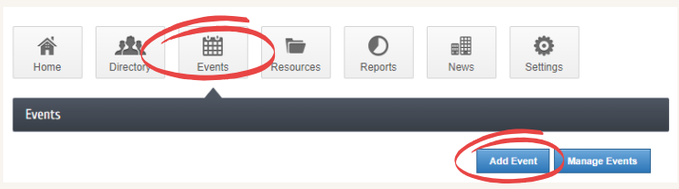


Once you have filled out the form, click **SUBMIT FOR APPROVAL** at the bottom. The Chamber will approve your posting within 48 business hours of submission. If there are any issues with your submission, you will be contacted via email.

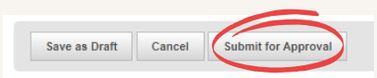


3 Post to our Event Calendar

If you have an upcoming event, receive additional promotion by adding it our Events Calendar! To submit your event, click on the **EVENTS** button on the top menu. Then click the blue button to **ADD EVENT**.

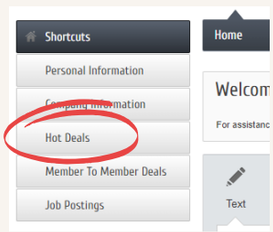


Once you have filled out the form, click **SUBMIT FOR APPROVAL** at the bottom. The Chamber will approve your posting within 48 business hours of submission. If there are any issues with your submission, you will be contacted via email.



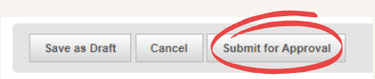
4 Submit a Special Deal

If you are running a sale or have a special deal/discount to offer your customers, utilize our Special Offers page. To submit your deal, click on **HOT DEALS** on the side menu, and then click the blue button to **ADD HOT DEAL**.





Once you have filled out the form, click **SUBMIT FOR APPROVAL** at the bottom. The Chamber will approve your posting within 48 business hours of submission. If there are any issues with your submission, you will be contacted via email.



IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL INFO@HEALDSBURG.COM