MORE THAN YOU IMAGINE

IONIA MI
AREA CHAMBER OF COMMERCE

MEMBER INFORMATION CENTER (MIC) STEP-BY-STEP GUIDE

HOW TO USE THE MIC AND GET THE MOST OUT OF THIS MEMBER BENEFIT

WHAT IS THE MEMBER INFORMATION CENTER?

The Member Information Center (MIC) is an internal website just for Chamber members. Each representative has a login and password and can utilize the MIC to manage a variety of member activities. Updating representative and company information, posting job openings, inviting others to member events, and website statistics can all be done in the MIC.

HOW DO I GET ACCESS TO THE MIC?

Each representative from a Chamber member business has a unique username determined by the user. A representative can request access to the MIC and an email is sent from Chamber staff, through the ChamberMaster member management site, inviting the representative to create their own login or to reset a forgotten password if login information has been created in the past.

WHAT TYPE OF EVENTS CAN I SHARE ON THE ONLINE CALENDAR?

If you are having an open house, anniversary celebration, fundraiser, sidewalk sale or any event that you would like shared, you can submit it to appear online. The Members-only calendar is just for Chamber members and the Public calendar is for events that are open to the public. This can be helpful if the event is ticketed or requires RSVP for advanced planning purposes. All events are submitted are reviewed by Chamber staff before getting posted to ensure all the necessary information is included. We will also reach out with other advertising avenues such as social media.

WHAT IS A MEMBER TO MEMBER DEAL?

A member to member deal is special pricing on products or services offered to fellow Chamber members. These are deals that aren't available to the general public, just those who belong to the Chamber with you. Deals and specials that are open to the public can be submitted under "Hot Deals."
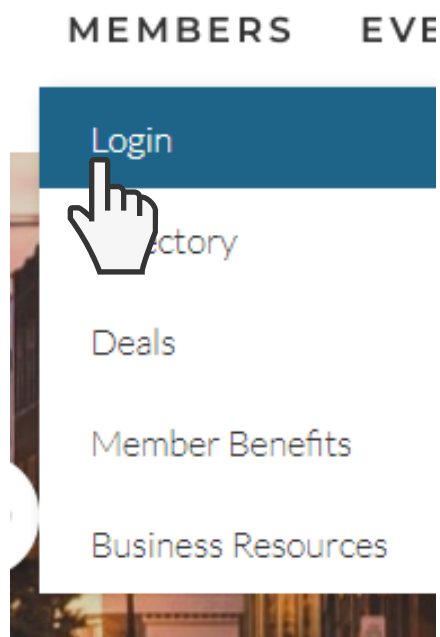
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HOW TO LOGIN TO YOUR MEMBER INFORMATION CENTER

STEP 1

Go to www.ioniachamber.org Hover your cursor over "Members" and select "Login" from the drop-down menu

MEMBERS   EVE

Login

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STEP 2

Enter your login information. If you forogt your password, click "Forgot Password. If you need assistance call the office at 616.527.2560
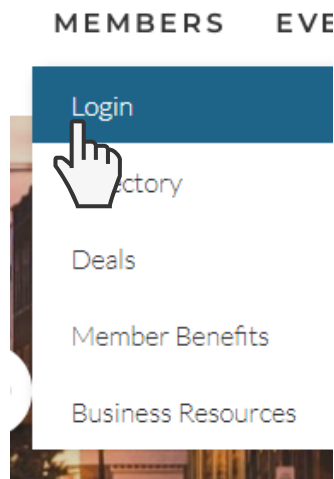
Username

jsmith

Password

••••••••

Forgot your username/password?

SIGN IN
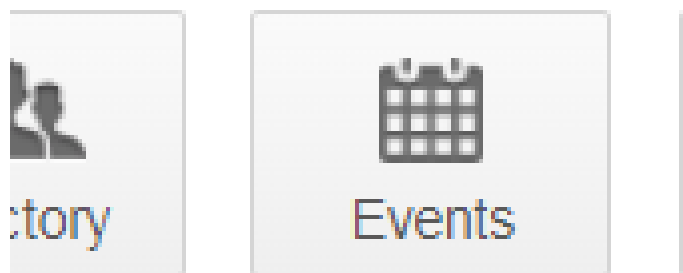
ADDING YOUR EVENT TO THE MEMBER EVENTS CALENDAR

STEP 1

Login to your MIC using your username and password as mentioned on page 4

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STEP 2

Click the box that says "Events"

ctory   Events

STEP 3

Click the "Add Event" button to create a new event

Add Event   Manage E

STEP 3

Add Event info, include JPEG Flyer in Event Description when possible. Submit for approval.

General

Event Title:

☑ All Day Event

Start Date: (m/d/yyyy)   Start Hour: Start Minute: AM/PM:
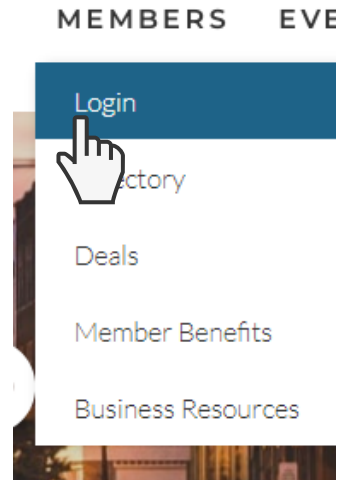2/28/2022   12   00   AM

End Date: (m/d/yyyy)   End Hour: End Minute: AM/PM:
2/28/2022   12   00   AM

Recurrence:
None

ALL EVENTS MUST: INCLUDE YOUR CONTACT INFORMATION, ANY FEES ASSOCIATED WITH THE EVENT, AND BE LISTED AS A PUBLIC EVENT.

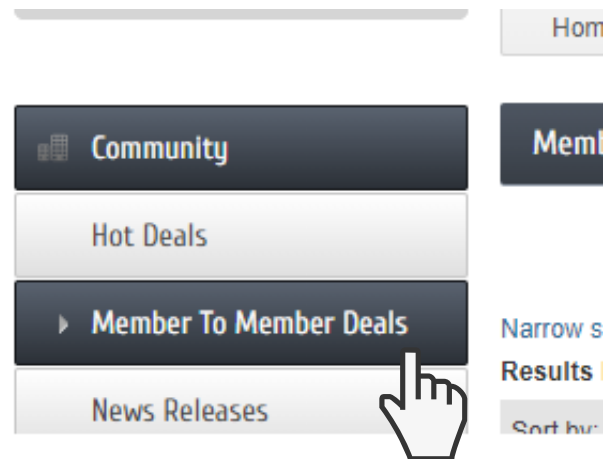# ADDING YOUR MEMBER TO MEMBER DEAL

STEP 1

Login to your MIC using your username and password as mentioned on page 4

STEP 2

Click the box on the left side that says "Member to Member Deals"

STEP 3

Click the "Add Member to Member Deal" button to create a new deal

STEP 4

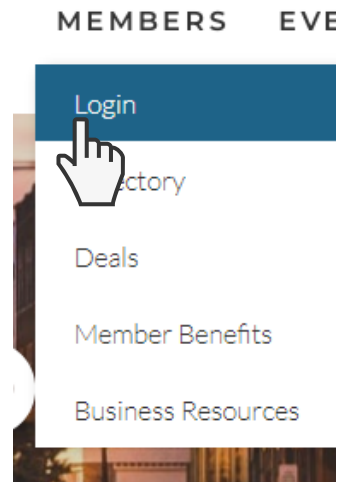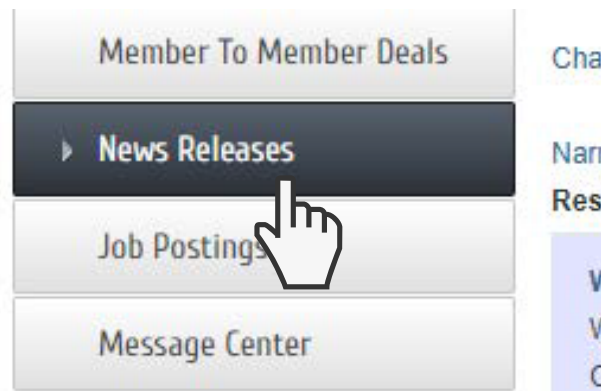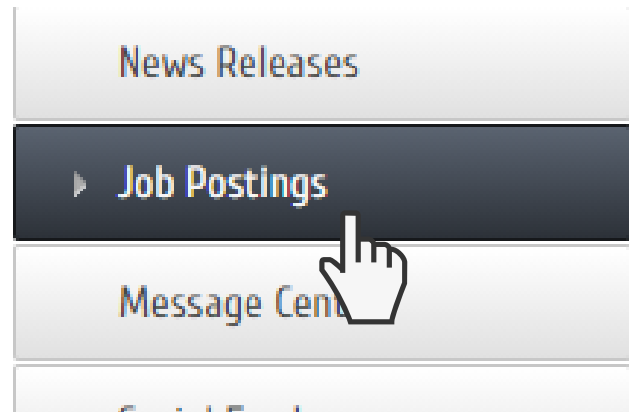Add Deal info, include JPEG Flyer in description when possible. Submit for approval.

ADDING A NEWS RELEASE TO THE CHAMBER WEBSITE

STEP 1

Login to your MIC using your username and password as mentioned on page 4

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STEP 2

Click the box on the left side that says "News Releases"

Member To Member Deals   Cha

▶ News Releases   Nar
        Res

Job Postings

Message Center

STEP 3

Click "Add News Release"

Add News Release   Manage N

News Releases - Create

STEP 4

Add all relevant information, including your contact information and category for the article. Submit for approval.

General

Title:
News Release: 1/7/2021

Displayed Release Date: Publish Start Date:
1/7/2021   1/7/2021

BodyText:

Styles   Format   Font   Size

ADDING A JOB POSTING TO THE CHAMBER WEBSITE

STEP 1

Login to your MIC using your username and password as mentioned on page 4

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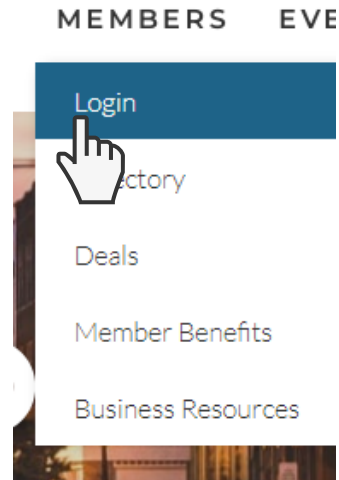
STEP 2

Click the box on the left side that says "Job Postings"

News Releases

▶ Job Postings

Message Cent

STEP 3

Click "Add Job Posting" button to create a new posting.

Add Job Posting   **Mar**

Job Postings – Create

STEP 4

Add position information, including active dates when applications will be accepted. Submit for approval.
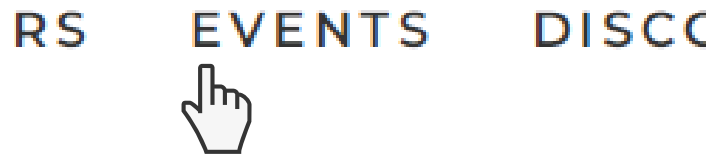
General

Title:

Description:

Styles   Format   Font   Size

HOW TO REGISTER FOR A CHAMBER EVENT
STEP 1

Go to www.ioniachamber.org and find the drop down menu at the top of the page that says "Events"

RS   EVENTS   DISCC

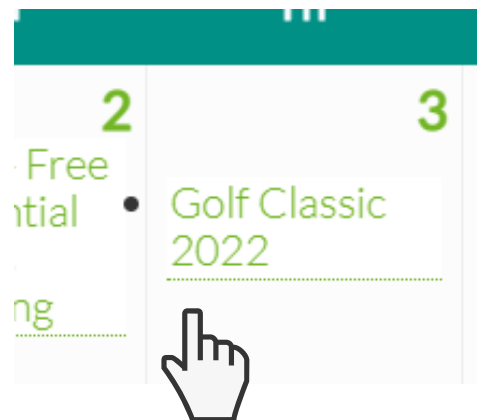## STEP 2

Click the "Calendar" to be taken to the monthly calendar. You can search by month or event keyword.

📅

ALL EVENTS

>
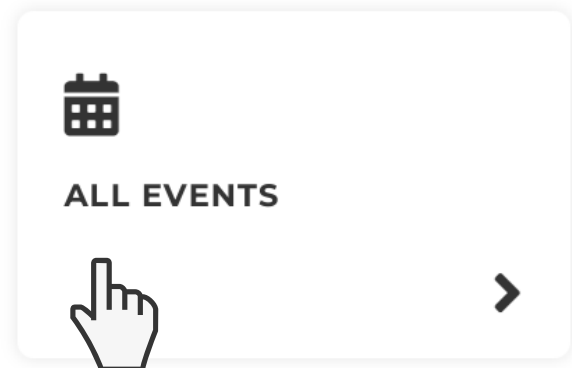
STEP 3

Click the event you would like to attend to be taken to the Event information page

2   3

Free
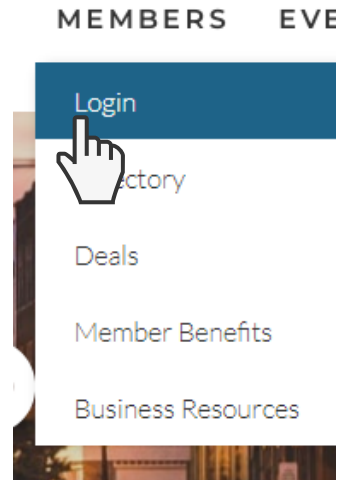ntial   • Golf Classic
2022
ng

STEP 4

Click "Register". You will be asked to login if you weren't already. Follow registration steps and submit. Your information will be saved and an invoice (if applicable) will be sent.

Save the Date!

REGISTER »
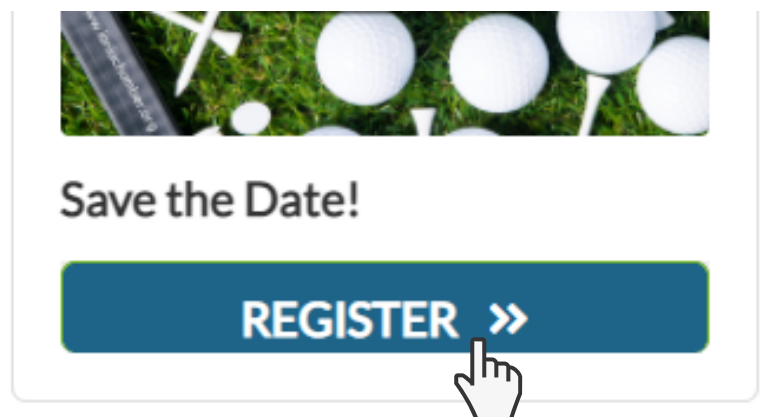
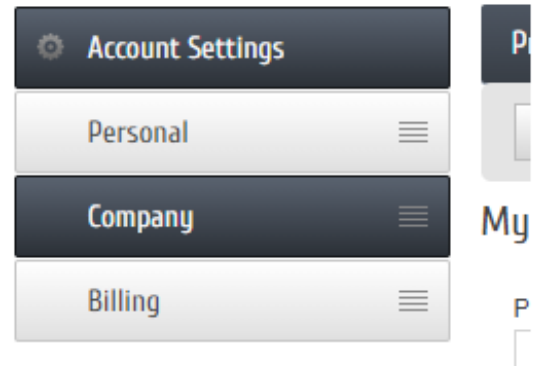# ADDING A CHAMBER BADGE TO YOUR COMPANY WEBSITE

STEP 1

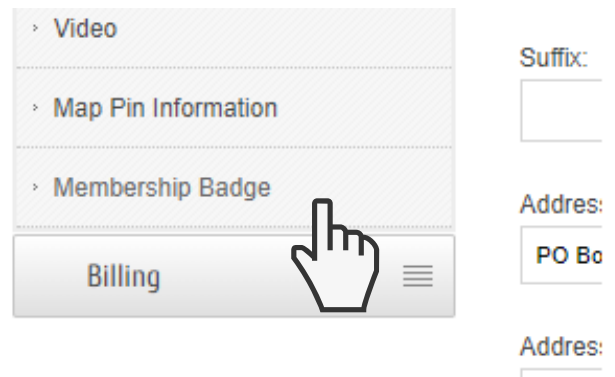Login to your MIC using your username and password as mentioned on page 4

STEP 2

Click the "settings" box on the right side of the top row of icons, then click "Company"
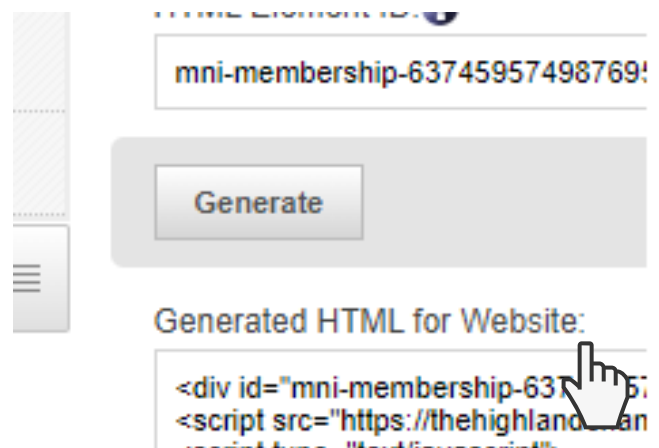
STEP 3

Click the box that says"Membership Badge" then click the box that says "Generate" to create HTML code
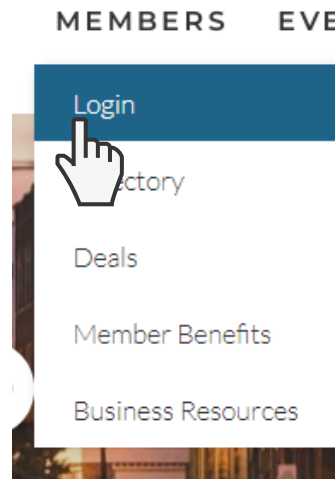
STEP 4

The HTML code can be copied and pasted to your company webpage. If you have questions on how to do this, contact the person in charge of your company website.

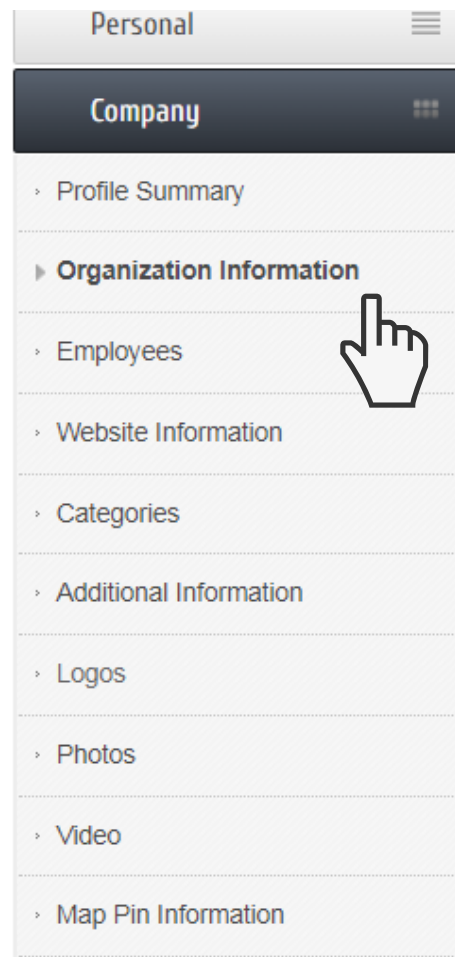# HOW TO UPDATE YOUR COMPANY PROFILE & CONTACT INFO

STEP 1

Login to your MIC using your username and password as mentioned on page 4

STEP 2

Click the "settings" box on the right side of the top row of icons, then click "Company"
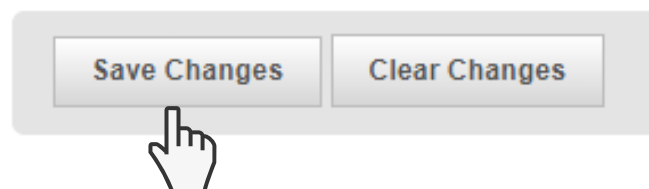
STEP 3

Click the box that says "Organization Information", "Employees", or whatever is applicable to what you are trying to update
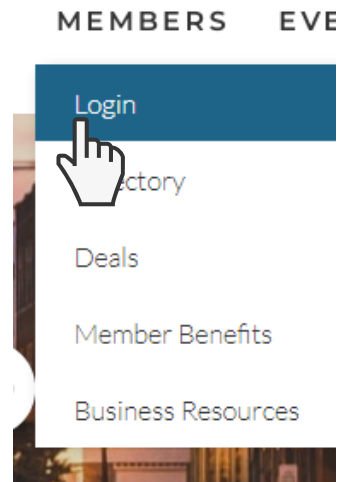
STEP 4

Update applicable information and click "Save Changes"

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Personal

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› Profile Summary

▸ Organization Information

› Employees

› Website Information

› Categories

› Additional Information

› Logos

› Photos

› Video

› Map Pin Information

Save Changes   Clear Changes

HOW TO VIEW/PAY INVOICES IN THE MIC

STEP 1

Login to your MIC using your username and password as mentioned on page 4

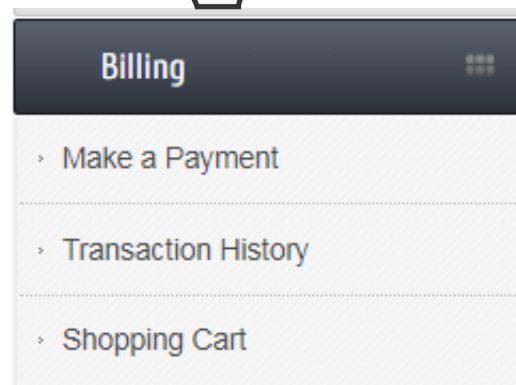MEMBERS   EVE

Login

ctory

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STEP 2

Click the "settings" box on the right side of the top row of icons, then click "Billing"

Personal

Company

Billing
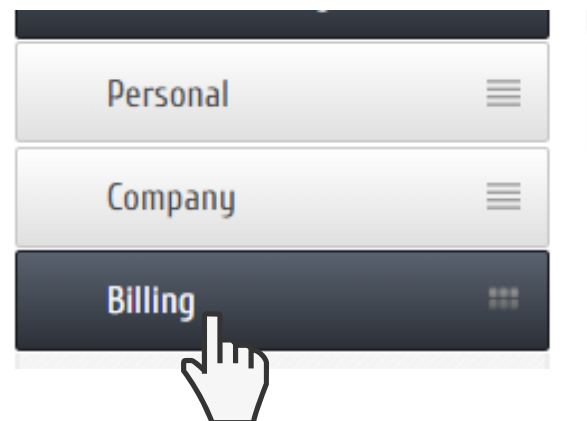
STEP 3

Click the box that says"Make a Payment" to view/pay invoices or "Transaction History to view previous payments

Billing

› Make a Payment

› Transaction History

› Shopping Cart

STEP 4

Click the "Continue" button to be directed to the payment page.

*Total Payment Amount:

$250.00

*Total of selected invoices and additional payment amount.

Continue