

Chamber Member's Dashboard User Manual

Login: www.muskego.org

Go to **Member Center/Member Login** to get to your dashboard

Username: Your email

Password: You must set it up through an email sent to you with the link

Dashboard Banner

- **Search:** Use to find any item (names, business, events)
- **Right Side:** Your account picture, name, and business name
- **Right Side Account Settings Button:** Quick links to Personal Info, Company Info, Billing, Help, and Log out

Dashboard Icons

Home: Welcome message with quick links. Other page highlights include:

- Posting texts/photos
- Quick view of events (with a filter and favorites function)
- Upcoming events/registration information
- Member profile (View profile to edit)
- Referral of other businesses
- Member App Shortcut

LEFT SIDEBAR MENU – Shortcuts Tab

- **Quick Link Buttons:** Quickly access hot deals, member to member deals, job postings, messages

Directory: Business directory and search function (includes search for keywords and groups)

- Banner ads here for enhanced membership businesses
- **LEFT SIDEBAR MENU – Search Filter**

Events: Events listed in chronological order (linked to the website events calendar)

- Add Event and Manage Event buttons for you to post
- Left side margin includes events you have registered for or attended and a search function
- Right Side margin allows you to register for a new event
- **LEFT SIDEBAR MENU – Search Filter**

Resources: Not currently in use (linked to the website)

Reports: Important tab to check frequently

- Total views of your member in the last twelve months
- Total search result displays
- Total member page views
- Total banner advertising views
- Total hot deals
- Total job postings
- **LEFT SIDEBAR MENU – Search Filters for each report category**

News: “One stop shop” page—see all deals and job postings

- Total views of your member in the last twelve months
- Total search result displays
- **LEFT SIDEBAR MENU – Shortcuts Tab**

Quick Link Buttons: Quickly access hot deals, member to member deals, job postings, messages

Settings: Same icon as the drop down box in top right corner under your name

- **LEFT SIDEBAR MENU – Personal Tab**

Profile: Your individual information under your business

Username/Password: Page where changes can be made

Photo: Upload a photo OR a logo (similar to website or Facebook function)

Groups/Interests: Choose information to receive

Social Networks: Set, update, and preview the link for your Facebook

Display Preferences: Set which personal information the public may view

Linked Accounts: Link your other providers to your chamber page (Google, Facebook, Twitter, LinkedIn) and sign in through these

- **LEFT SIDEBAR MENU – Company Tab**

Profile Summary: Opportunity to upgrade membership package, organization, website, map, and photo/logo

Organization Information: Basic business information (name, address, phone, web, email, billing info)

Employees: Add reps for your company

Website Information: Add, update, and preview web content, including:

Website and Facebook URL

Web Search Description

Keywords

Categories: Lists the directory category your business is under (changes must be made through Chamber Office)

Logos: Member page header and logo uploads

Photos: Additional photos (available through enhanced membership packages)

Videos: Add videos to your page (available through enhanced membership packages)

Map Pin Information: Show your location on pinned map

Membership Badge: Place a Chamber membership badge on your website

- **LEFT SIDEBAR MENU – Billing Tab**

Make a Payment: Pay dues and event fees; see if a balance remains

Transaction History: View your payments

Shopping Cart: Used when registering or purchasing items

Chamber Benefits Tips

1. Use your benefits to the full potential. Review your involvement every six months.
2. Chamber Member Good Practice: Use other Chamber members first!
3. Updated information, logos/photos, and membership badge are important! By using these through Chamber master, you lend credibility to your business.
4. Bookmark or add muskego.org to your favorites.
5. Choose your business category wisely for best exposure.
6. Set a monthly reminder to check out the member center.
7. Add new representatives. Delete past representatives. Every rep in your business can use the dashboard. Make sure your Personal Tab is updated regularly.
8. Post your hot deals and member to member deals to gain marketing exposure.
9. Use the 'Submit New Event' Button. Let other members know what is happening at your business.
10. Volunteer for a committee or get involved in a group. Encourage and support your employees' involvement, also.
11. Review your reports monthly to see membership benefits at work for your business.

Chamber Dashboard Shortcut Manual

To update your information:

- Chamber website: www.muskego.org
- Click on **Member Center** on top tabs
- Click on **Member Login** on drop down menu
- Sign in with your email address and password (forgot password link is available)

To upload a photo:

- **Login** to your dashboard
- Click on **Home** icon at top of screen
- Click on **Personal Information** tab in Left Sidebar
- Click on **Photo** and use the + box to upload a photo from computer
- Click **Save Changes** button
- Note: To display this photo to other members, go to **Display Preferences** tab and select **Allow my information to be displayed**.

To add keywords:

- **Login** to your dashboard
- Click on **Home** icon at top of screen
- Click on **Company information** tab in Left Sidebar; click on **Website Information** in Left Sidebar
- Scroll to bottom of page. Under **Keywords**, enter search words with a space between each word.
- Click **Save Changes** button

To add hot deals, member to member deals, or job posting:

- **Login** to your dashboard
- Click on **Home** icon at top of screen
- Click on **Hot Deals, Member to Member Deals, or Job Posting** tab in Left Sidebar
- Click **Add _____ Button** in Right Sidebar
- Complete all information boxes
- Click on **Submit for Approval Button** at bottom of screen

To add an event:

- **Login** to your dashboard
- Click on **Events** icon at top of screen
- Click **Add Event Button** in Right Sidebar
- Complete all information boxes
- Click on **Submit for Approval Button** at bottom of screen