



# CHAMBERMASTER ACCOUNT



**GET THE MOST FROM OUR WEBSITE**

**MAXIMIZE  
YOUR CHAMBER LISTING**

*Western DuPage*



*Chamber of Commerce*

Western DuPage Chamber of Commerce  
306 Main St. West Chicago IL 60185  
630.231.3003 [WesternDuPageChamber.com](http://WesternDuPageChamber.com)



# GETTING STARTED

## 1 Logging In

Go to [westerndupagechamber.com](http://westerndupagechamber.com) and click on Member Login to begin

## 2 Enter Login Info

Your username is created using your work email. If you don't know your username and/or password, click the Forgot your username/password? link below the fields. You will be asked your email and a reset link will be sent to you.

## 3 The Dashboard

Once you're logged in, you will be brought to the member dashboard. You can search for businesses or representatives using the search field at the top of the page, begin editing your information, register for events, or post an update to the message board.

Your Member Dashboard is your portal where you can update your company and employee information, search for other Chamber members and businesses, register easily for events, and most importantly, build your online presence. [Let's get started!](#)

1

Member Login | Contact Us

2

Western DuPage Chamber

Login

Username:

Password:

[Forgot your username/password?](#)

[No login created? Sign up now.](#)

Submit

3

Western DuPage Chamber of Commerce

Search

Logged in as [Profile Picture] Account Settings

Home | Directory | Events | Resources | Reports | News | Settings

Shortcuts

- Personal Information
- Company Information
- Hot Deals
- Member To Member Deals
- News Releases
- Job Postings

Welcome Message

ChamberMaster is your direct connection to the Western DuPage Chamber of Commerce. As a member of the South Shore Chamber of Commerce you have the opportunity to market your business to consumers visiting <http://www.southshorechamber.org> by enhancing your informational home page with pictures and text. You can also post hot deals, job openings and events, add keywords to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items.

Upcoming Events

09 SEPTEMBER 2016

Economic Forecast with Eric Rosengren

Hear from Federal Reserve President & CEO Eric Rosengren at our annual

REGISTER NOW

Member Profile

Your Company Profile is 85%   
 [Progress Bar]

UPDATE

Refer a Business for Membership



## Trouble Logging In

If you enter your information and you receive a message that your email is not recognized, we either a) don't have you listed as a representative for your company or b) your login hasn't been set up. You can set-up your own login by clicking [No Login Created?](#) If you still have trouble logging in, email us at [team@westerndupagechamber.com](mailto:team@westerndupagechamber.com) or call 630.231.3003.



# YOUR PROFILE

## Updating Your Profile

To edit your information, click **Personal Information** on the left hand tab under Shortcuts.

Here you can:

- Check your profile info to ensure that it is correct
- Change your username and password (if you wish)
- Upload your headshot
- Add your social network information (NOTE that this is YOUR personal social info. If you don't want it public, leave this section blank)

## Display Preferences

In this section, you can choose what information is made public to our membership and to those that visit our website. The default is to display relevant information. However if you do not want some information on our website, this is where you would change that preference.

Updating your profile information is very easy and beneficial! To ensure that you are receiving the kind of communications that you want and that other members (and those that search our website) can find you, be sure to keep your profile up-to-date. [Here's how.](#)

**Welcome Message**

ChamberMaster is your direct connection to the Western DuPage Chamber of Commerce. As a member of the South Shore Chamber of Commerce you have the opportunity to market your business to consumers visiting <http://westerndupagechamber.com/> by enhancing your informational **home page** with **pictures** and **text**. You can also post **hot deals**, **job openings** and **events**, add **keywords** to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items.

Whether at work, at home, or traveling, anywhere that you have access to the internet you will be able to edit your information by logging into the ChamberMaster website. If you have any questions regarding this site please contact your South Shore Chamber of Commerce.

**Account Settings**

**Personal**

- Profile
- Username / Password
- Photo

**Groups/Interests**

**Social Networks**

**Display Preferences**

**Linked Accounts**

**Company**

**Billing**

**Account Settings**

**Personal**

- Profile
- Username / Password
- Photo
- Groups/Interests
- Social Networks
- Display Preferences
- Linked Accounts

**My Preferences**

Select which items should display for the public and which items should display to other members.

**Public**   **Members**

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Allow my information to be displayed (displays First and Last name)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Full Name (prefix, middle, suffix)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Job Title
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Email Address
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Phone
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cell Phone
<input type="checkbox"/>	<input type="checkbox"/>	Fax number
<input type="checkbox"/>	<input type="checkbox"/>	Social Networks
<input type="checkbox"/>	<input type="checkbox"/>	Address Information

**Save Changes**   **Clear Changes**

## Updating your company's information

In order to update an organization's profile, you must be designated as the primary representative. If sections are grayed out and you are not able to make changes and you should be authorized to do so, let us know.





# COMPANY PROFILE

## Company Overview

REMEMBER you must be the primary representative to make changes to the company profile.

In this section, you can:

- Check company info to ensure that it is correct
- Update all employee information
- Add or remove employees
- Confirm that your website listing is up-to-date
- Utilize the Enhancement options for a more dynamic listing on our website which includes adding your logos, photos, video, and more. Ask how to take advantage of this feature.

## Profile Summary

Wondering what information hasn't been completed yet? Go to your Profile Summary and quickly see what information you need to add.

Making sure your company's information is correct is extremely important. The more information you provide and the more current that information is the better this will help others to find you through SEO (*search engine optimization*). **Time to get noticed.**

**Account Settings**

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

**Profile**

As a member of the Western DuPage Chamber of Commerce you have the opportunity to market your organization by enhancing your member page - ensuring that your profile is complete will result in better visibility for fellow members.

Overall Profile Completion: 85%

**Organization Information**

100% Complete [▶ view]

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

**Website Information**

90% Complete [▶ update]

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

**MapPin Information**

0% Complete [▶ update]

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

**Photos & Logos**

100% Complete [▶ view]

- Logo
- Photos
- Search Logo

**Employees (6)**

Rep Name	Title	Primary	Phone	Email
Gary Bubb		No		
Mike Kraynak	Billing	No		
Susan Nevins		No		
Brendan C. Recupero		No		
David Robinson	Attorney	Yes		
Susan Tenaglia	Asst. to Atty. Robinson	No		

[Deactivate Selected Reps](#) [Add Employee/Rep](#)



## I want to add additional categories

We recommend picking the best primary category that fits your business and using our keywords section for the best search options. If you would still like to add additional categories, please contact the Chamber at 630.231.3003.



# UPDATING EMPLOYEES

## Updating Roster

Select Employees on the company drop-down menu.

You will see a listing of your employees. Remember: To edit any profile information, you must be the primary representative.

To make edits, click on the representatives name (each name is an active link). When clicked, their information will appear and can be edited. Changes will take immediate effect.

To deactivate a rep, click on the box next to the person's name and select Deactive Selected Reps.

To add an employee, click Add Employee/Rep and complete the contact information. At the bottom of the page, you will see Login Access which should be set-up in order to access the Dashboard.

We understand changes happen at an organization. We want to be sure that the right people are getting Chamber information and those that have moved on from your company are not on the email list. **Updating your roster online is very easy.**

Employees (6)		
Rep Name	Title	Primary
<input checked="" type="checkbox"/> Gary Bubb		No
<input type="checkbox"/> Mike Kraynak	Billing	No
<input type="checkbox"/> Susan Nevins		No
<input type="checkbox"/> Brendan C. Recupero		No
<input type="checkbox"/> David Robinson	Attorney	Yes
<input type="checkbox"/> Susan Tenaglia	Asst. to Atty. Robinson	No

[Deactivate Selected Reps](#) [Add Employee/Rep](#)

i

Account Settings

Employee Profile

Edit Employee Profile

Add Employee/Representative

Login Access



## Preferences for representatives

You can have as many representatives for your company added to your profile as you would like. However, you may not want all of them to appear on your directory listing on the website. You are able to determine what information is shared in the Preferences. There are two options: Public and Members. You can determine what information is shared on the Chamber website and what is shared inside the Dashboard.



# YOUR "MINI" WEBSITE

We want you to use your Chamber web listing as an extension of your own website. The more information you provide with keywords, descriptions, and logos, the better your SEO. This enhanced listing is complimentary with your Chamber membership! [Tell people what you do.](#)

## The Basics

Under the Company section, you will see all the tools you will need to build your “mini” website! Check that your organization’s information is correct - including the categories you want to be listed under.

## Web Page Content

To get the most from your website listing, as well as outside SEO, be sure to:

Add your company's social network feeds. You must check off the box next to each network for it to be displayed on the website.

Add an “About Us” long description to let people know what your company is about.

Highlights are a great opportunity to show visitors what you offer. They don't have to link to a website - it could be a document (like a menu or price list).

Keywords are very important to reaching visitors to the Chamber website, as well as outside searches. There is no limit to the number of keywords that can be added, however, you should not duplicate words (i.e.: financial planner, financial advisor should be financial planner, advisor)

We also recommend adding representative names in order to be found quickly through the website.

Website Information

### Web Page Content

Use Organization Information (?)

Company Name:

Local Phone:

Toll-Free Phone:

Address Line 1:

Address Line 2:

City:

State:

Postal Code:

Fax:

Website URL Text: (?)

Website URL:  [> Verify URL]

Email:

### Social Network Services

Social Network Services with a check-mark will be displayed on your public member page.

LinkedIn [> Verify URL]

Twitter [> Verify URL]

Facebook [> Verify URL]

### Web Description / Text Content

Description: 405 chars remaining.  
Displayed on the **About** section of your public directory page.

Humanscale is the premier designer and manufacturer of sustainable, high-performance ergonomic products for the workplace. Our award-winning solutions improve the health, efficiency and quality of work life.

Since its founding in 1983, Humanscale has held the belief that design based on functionality and ease of use results in honest and enduring forms. Humanscale's simple, elegant solutions stand the test of time—both functionally and aesthetically—while consuming as little of the Earth's limited resources as possible. Nearly every Humanscale product can contribute to the achievement of LEED-CL, NC and EB credits.

In addition to manufacturing premier ergonomic work tools, Humanscale's team of certified ergonomists is available to help organizations further improve and maintain their work environments through assessments, trainings, and resource development.

Search Results Description: 172 chars remaining.  
A summary description that displays beneath your business name in the public directory.

Ergonomics in your workspace.

Hours of Operation: 68 chars remaining.  
Contact for showroom appointment.

Driving Directions: 200 chars remaining.

### Highlights

Bullet points that display in the **Highlights** section of your public directory page; 120 characters max each bullet text; Enter an optional website URL that the bullet item would link to.

Bullet Text <input type="text" value="Ergonomic Seating"/>	Bullet Url <input type="text" value="https://www.humanscale.com/products/category_detail.cfm?category_id=1"/> <small>[&gt; Verify URL]</small>
Bullet Text <input type="text" value="Sit-Stand Work Stations"/>	Bullet Url <input type="text" value="https://www.humanscale.com/products/category_detail.cfm?category_id=2"/> <small>[&gt; Verify URL]</small>
Bullet Text <input type="text" value="Keyboard Systems"/>	Bullet Url <input type="text" value="https://www.humanscale.com/products/category_detail.cfm?category_id=3"/> <small>[&gt; Verify URL]</small>
Bullet Text <input type="text" value="Office Products"/>	Bullet Url <input type="text" value="https://www.humanscale.com/index.cfm"/> <small>[&gt; Verify URL]</small>
Bullet Text <input type="text" value="Ergonomic Consulting"/>	Bullet Url <input type="text" value="https://www.humanscale.com/ergonomics/"/> <small>[&gt; Verify URL]</small>

### Keywords

Enter unlimited keywords with a space between each word; common search terms that would be used to find your listing.

Ergonomics, SitStand Desk, Office Products, Ergonomic Consulting, Ergonomic Tools, Office Furniture



# ENHANCING YOUR LISTING

## Multimedia

Enhanced feature allows members to include a video and your logo into the online business directory, and also provides preferred search engine results in addition to other highlights. This feature is ONLY \$149 a year!

**LOGOS:** You can add a Header, Logo, and Search Logo. We provide the correct dimensions for each of these and encourage following the guidelines.

**PHOTOS:** You can have as many photos as you would like. We strongly recommend that you edit photos to be 200x200.

**VIDEO:** You can share a video that has been previously uploaded to YOUTUBE. Only one video can be featured at a time but can be updated as often as you would like.

To the right are completed member profiles. The first is an overall view of a profile with the header, logo, and photos. The second is the Highlights section, and the third is a search result, as well as a completed Media section.

As a Western DuPage Chamber member, you have the ability to make your listing POP with logos, photos, video, and more. In the last section, we showed you how to update the content. Now it's time to give a visual. **SHOW people what you do!**



## Tips for Enhancing Your Listing

If you would like to add copyright free images and don't have access to software, we recommend using FREE online resources like picmonkey.com or canva.com. Your chamber also provides members the opportunity to purchase banner ads for even greater visibility through the website. All banners will have links to any URL (website) address you wish in addition, having multiple placement locations on our website (\$249 a year).



# ADDITIONAL BENEFITS

## Adding Even More

To begin, go to Home and view the Shortcuts menu on the left.

**Hot Deals** are any discount or product offering you want to make to the general public. Anyone who visits our website or your business listing, will be able to participate in your deal.

**Member to Member Deals** are for fellow chamber members.

**News Releases** will be placed on the front page website scroll for about 2 weeks. It will also show in your web listing.

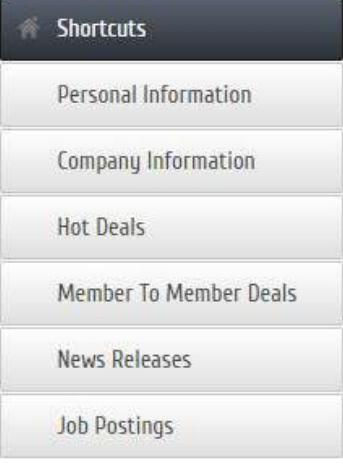
Any job opening you have can be posted to the **Job Postings**. Jobs are also highlighted on our navigation bar and website.

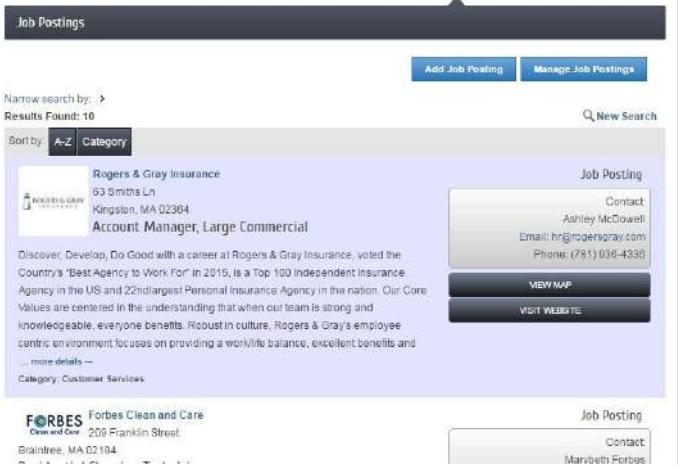
Having an **Event** or participating in one? Add it to our **Community Calendar**!

All submissions are sent to the Chamber and are posted after review.

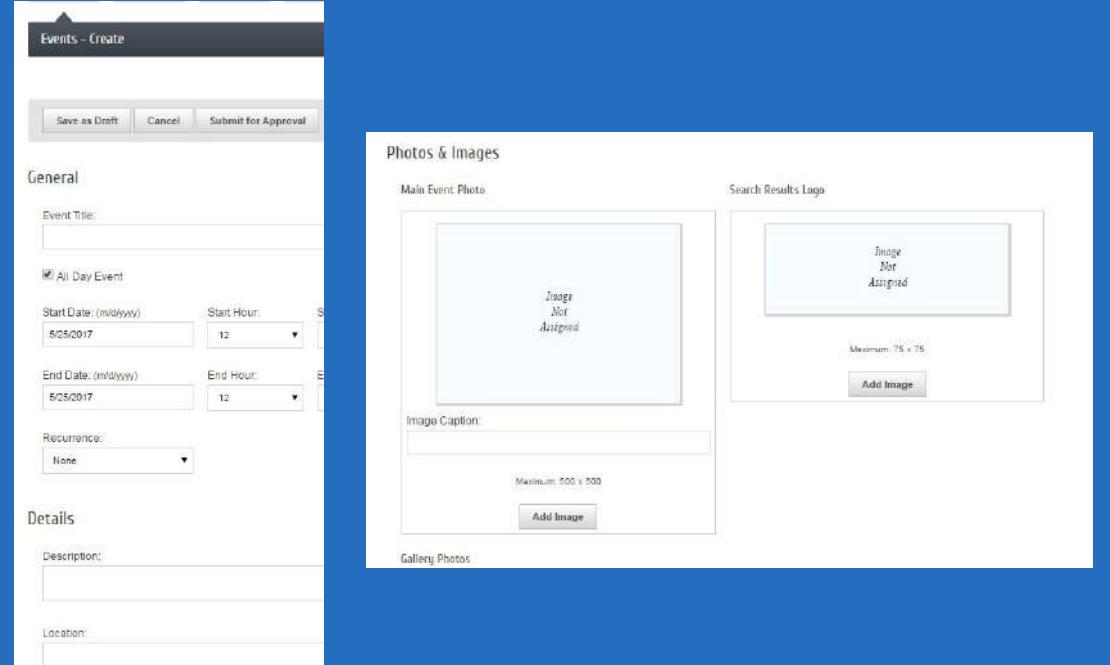
Creating your opportunity is simple! Each section is a text box. You can also add logos and photos.

Chamber members are able to post Jobs, Events, News Releases, Member to Member Discounts, and Hot Deals for visitors to the website. You must be the Primary Representative to post these opportunities. [Get out there.](#)











## We get a lot of hits

Did you know that our website received over 200,000 visitors? Our Member Directory was searched 79,000 times. 43 Jobs were posted with 3,000 views and 136 members posted events to the website calendar. Follow us on Facebook too!



# POSTING YOUR JOB

## 1 Logging In

Log in to the Member Information Center. Click on the Job Postings on the left hand shortcuts list.

## 2 Adding Your Job

Click the Add Job Posting button, located on the top right hand side. Place your job opening title in the Title section. This will appear on the website as written. The Description section offers many features to enhance your listing. These range from photos, links, and pre-formatted templates.

## 3 Category Listing

Choose the Category you would like the Job Posting to be found under. It's important to select a Category.

## 4 Contact/Description

Directly below the Category selection area is the job description area. This allows you to place details of the job opening and add contact information.

## 5 Active Date & Logo

Placing a activation date for your job has to be selected in order for it to be displayed. Incorporate your logo by uploading it directly to your post. Submit for approval by chamber staff.

Once on the Job Posting page you can see the current Job Postings, Add Job Posting and Manage Job Posting buttons. The ability to add or manage a Job Posting is managed by your Western DuPage Chamber of Commerce. [Have a job opening?](#)

1

Shortcuts

- Personal Information
- Company Information
- Hot Deals
- Member To Member Deals
- News Releases
- Job Postings

2

Add Job Posting

Manage Job Postings

3

Category:

Select a Category

4

Description:

5

Active Dates

Select dates for this item to be run:  
NOTE: All dates must be selected at this point, active dates cannot be changed once the Job Posting has been submitted. Job Postings are run on a week by week basis, beginning on Sunday of each week.

Active Dates

-None Selected-

Clear Dates

January 2016						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6



# CREATING HOT DEALS

## 1 Shortcuts

Log in to the Member Information Center. Click on the Hot Deals on the left hand shortcuts list.

## 2 Adding & Managing

Click the Add Hot Deal button located on the top right hand side. Also located to the right is the Manage Hot Deals button where you can remove, correct, and track current and prior hot deals.

## 3 General & Category

Create a catchy and unique title to attract potential customers. Follow with an attractive tagline. Be sure to select the Category listing associated with your type of business.

## 4 Description

Directly below the Category selection is the Description section to modify, import, design, and create a Hot Deal. You can also include hyper-links!

## 5 Active Date & Logo

You must select Active Dates in order for your Hot Deal to be properly displayed. It is always recommended to include your company logo for greater visibility. Finally, you must submit for approval.

Share special discounts or “Hot Deals” with other members and the community. Our website has a dedicated page highlighting all chamber member specials. [Create something HOT!](#)

1

Shortcuts

- Personal Information
- Company Information
- Hot Deals
- News Releases
- Job Postings

2

Add Hot Deal

Manage Hot Deals

3

General

Title:

Tagline:

Category:

4

Description:

Rich text editor toolbar with various styling options.

5

Active Dates

Publish Start Date: (m/d/yyyy)

Publish End Date: (m/d/yyyy)

Note: Enter the dates you want your Hot Deal to run (end date is inclusive). Dates must be chosen at this point. Active dates cannot be changed once the hot deal has been submitted.

Save as Draft Cancel Submit for Approval



# HIGHLIGHTING YOUR EVENT

## 1 Logging In

Log in to the Member Information Center. On the top/middle section click on the shortcuts Events.

## 2 Adding Your Event

Click the Add Event button, located on the top right hand side. Once you begin, make sure to provide a nice title, select dates, and times. From this area you can manage multiple open events.

## 3 Description

Be sure to include all your marketing materials, links, and contact information. You may include JPEG, PNG, and other picture files in this area.

## 4 Event Categories

Directly below the Description section area is the contact information as well as Event Categories. In order for your event to properly be displayed you **MUST** select "Community Events".

## 5 Video

This key option allows members to include a video on the event page. All videos must be a YouTube URL address. Take advantage of this amazing FREE marketing opportunity!

# CHAMBERMASTER ACCOUNT



chambermaster



As a Chamber member, you have access to incredible members-only benefits through ChamberMaster! The MIC (Member Information Center) is basically like a Facebook group, but exclusively for Chamber members. You can post events, updates or other cool things in the MIC.

We have invested in this industry leading technology for members to interact & communicate. ChamberMaster features a “Reports” tab that gives you the ability to create a report on various areas of your account! Hot deal click-throughs, how many people visited your online business listing; and even provides overall breakdown reports over a period of time.

## Rep. #1

Representative: \_\_\_\_\_

## Rep. #3

Representative: \_\_\_\_\_

Username: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Password: \_\_\_\_\_

## Rep. #2

Representative: \_\_\_\_\_

## Rep. #4

Representative: \_\_\_\_\_

Username: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Password: \_\_\_\_\_

## Member Resources Tab

Members also have access to a “Resources” tab, which highlights common business needs, such as signage, city permit applications, community demographics, ordinance information & compliance, and instructional videos on key areas of your account. If there is additional information you would like to be included in the “Resources” tab let us know.

If you are experiencing any problems logging in or have any questions regarding your account please contact us at 630-231-3003 or [team@westerndupagechamber.com](mailto:team@westerndupagechamber.com).