

CHAMBER MEMBER PROFILE

HOW TO EDIT & UPDATE YOUR
MEMBER PROFILE



McCall
AREA CHAMBER OF COMMERCE
& VISITORS BUREAU

Visit
McCALL

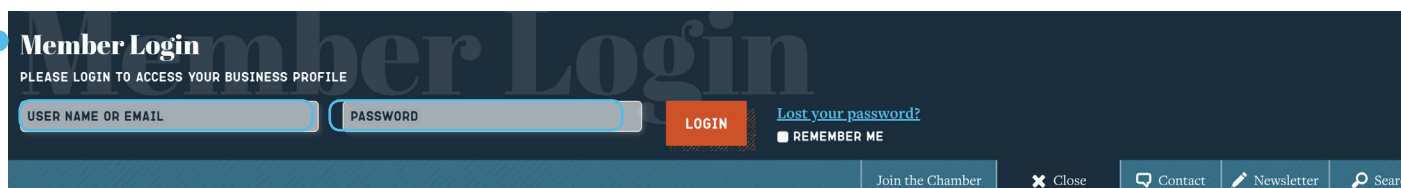
Edit Your Member Profile

Thank you for being part of the McCall Chamber. This guide will help you update and manage your business profile.

STEP 1 - Click the **"Member Center"** button at the top of our website



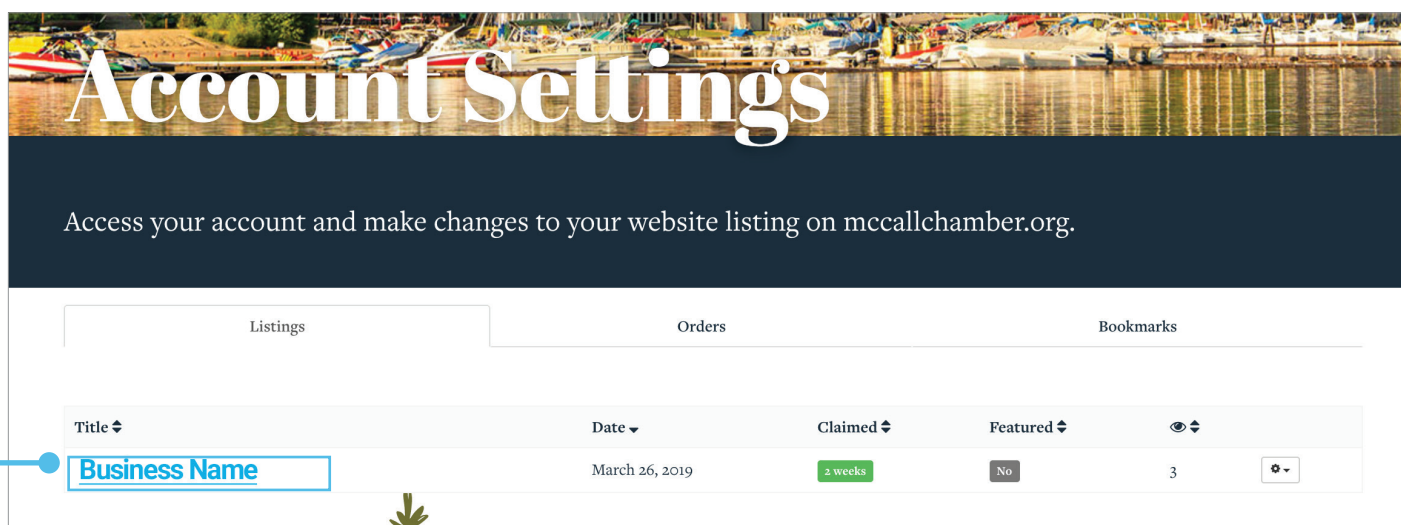
STEP 2 - Enter your **"Username"** and **"Password"** then login



STEP 3 - Once you are inside the member center click on the **"Account Settings"** tile



STEP 4 - On the account settings page you will see your business name under the listings tab. Click on your **"Business Name"**



After you choose your business name you will be taken to edit or update your profile.

Edit Your Member Listing

STEP 5 - Add your “**Business/Organization**” Name

Business/Organization Name

Company Name

STEP 6 - Enter your “**Contact Information**” (Phone number, Email, Website)

Contact Information

Phone Number

(208) 555-5555

E-mail * **You are required to have an email address**

email@address.com

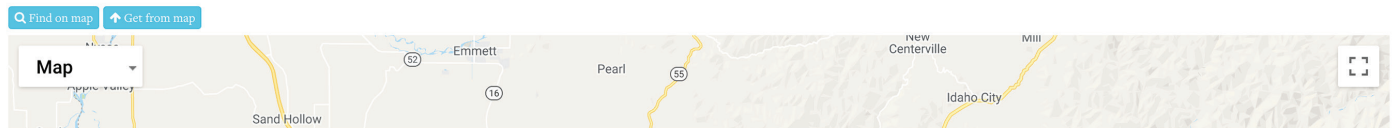
Website

https://www.website.com

STEP 7 - Add your “**Business Address**” on the map

Business Address

Address Goes Here



STEP 8 - Update your “**About Your Business**” content

About Your Business

This section is where you can add an overview of your business/profile. Please keep your overview to 2,500 characters or less.

B *I*

NOTE - KEEP YOUR OVERVIEW TO 2,500 CHARACTERS OR LESS
YOUR PROFILE WILL NOT UPDATE IF YOU HAVE MORE THEN 2,500 CHARACTERS

STEP 9 - Select your “**Categories**” for your business

Business Directory Categories

Please select any relevant categories for your business or organization. (No More Than 5 Categories)

Category #1

Category #2

Category #3

NOTE - THE AMOUNT OF CATEGORIES YOU CAN SELECT IS BASED ON WHAT PLAN YOU HAVE.
YOUR PROFILE WILL NOT UPDATE IF YOU HAVE TOO MANY CATEGORIES

Edit Your Member Listing (Continued)

STEP 10 - You can add company "Social Media Accounts"

Social Accounts

 Twitter

@twitter

 Facebook URL

http://www.facebook.com/yourprofile

 Google+ URL

http://www.googleplus.com

STEP 11 - Upload any "Images" that go with your business profile

Profile Images

Please upload any images or media for your profile.

	File Name	Size
☒	 sample-image-1.jpg	47.7KB
☒	 sample-image-2.jpg	33.6KB

Maximum number of files 4, maximum file size 1.5MB.

No file chosen

Supported file formats: gif jpeg jpg png

IMAGES CAN NOT BE LARGER THEN 1.5MB PER IMAGE (IMAGE TYPE: GIF, JPEG, JPG, PNG)

Images will not upload if they are larger then 1.5MB

NOTE - THE AMOUNT OF IMAGES YOU CAN ADD TO YOUR ACCOUNT IS BASED ON WHAT PLAN YOU HAVE.
YOUR PROFILE WILL NOT UPDATE IF YOU HAVE TOO MANY IMAGES

STEP 12 - When you are finished select "SAVE CHANGES"

Online Orders / Payment Information

You can view your payment info, see when your profile will renew and change your plan by clicking the "Orders" tab.

Listings			Orders			Bookmarks	
All (0)							
Order ID	Order Date	Plan	Listing	Items	Price	Status	

Questions?

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