

NORTH EAST CHAMBER OF COMMERCE MEMBER GUIDE



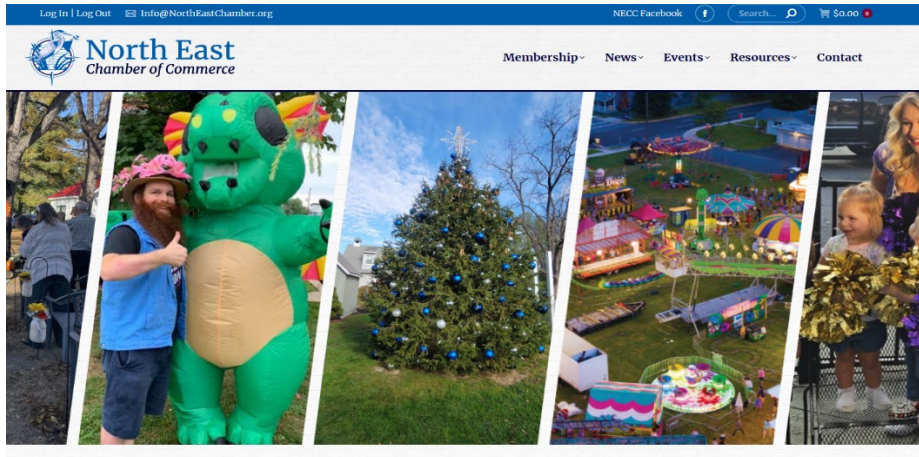
OVERVIEW

This guide details how members of the North East Chamber of Commerce can interact with the website. There are three different functions that chamber members will learn how to do within the guide, which includes the following:

- 1) Registering a user account on the North East Chamber of Commerce website.
- 2) Submitting a Membership Application form on the website for the North East Chamber of Commerce to approve and upload to the website.
- 3) Log into the website to edit your business information that is displayed on the Membership Directory page of the North East Chamber of Commerce website.
- 4) The process to submit an event for approval through the website.
- 5) The option of viewing purchased items and ordered items while logged into the website. As well as changing personal information on the account, looking for downloads you made from the website, and other account information.

REGISTERING AN ACCOUNT

- 1) Open your internet browser and go to the following address:
www.northeastchamber.org.
- 2) To the top left of the website, users will see a “Log In | Log Out” button. Click on this to navigate to the login screen.



- 3) On the following screen at the bottom of the Username and Password prompt, click on the white text/link that says “**Register**”.

A screenshot of the login page for the North East Chamber of Commerce. The page has a blue background. At the top is the logo. Below it is a message: "Any issues logging in, please contact Info@GrungeMuffinDesigns.com for help." The main section contains a white box with two input fields: "Username or Email Address" and "Password". Below the password field is a "Remember Me" checkbox and a red "Log In" button. At the bottom of the white box are links for "Register" and "Lost your password?". Below the white box is a link: "← Go to North East Chamber of Commerce".

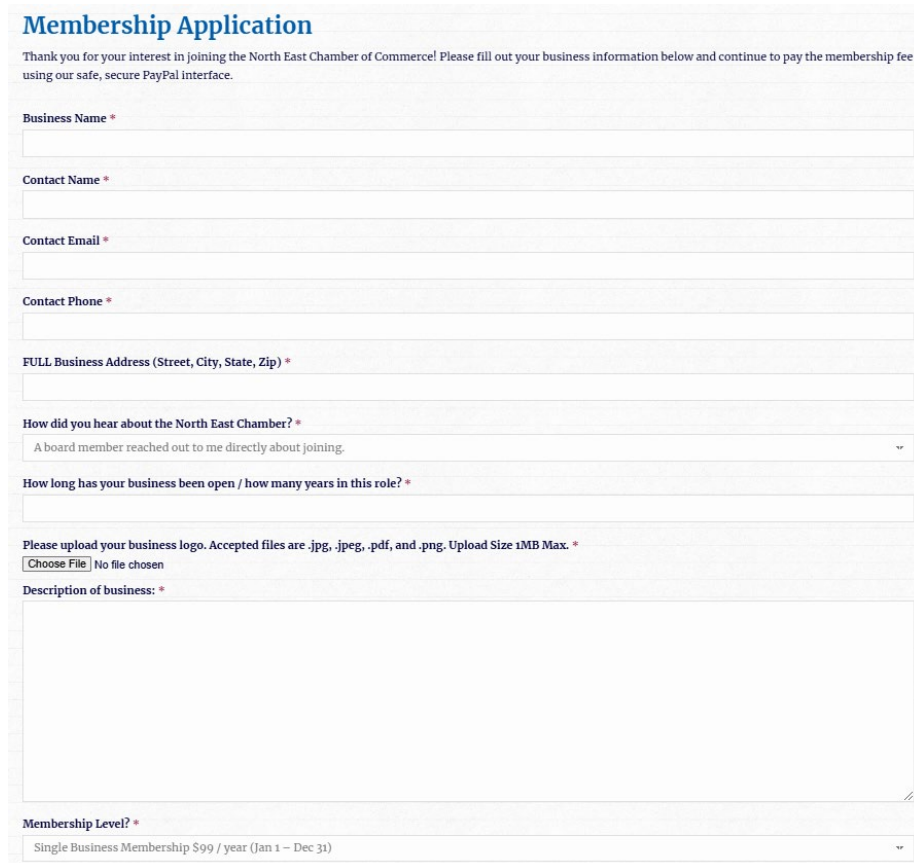
- 4) Enter the **Username** and **Business Email** you want associated with your business through the Chamber's website.

Note: The email you choose in this section should be the one you fill out in the membership registration step.

- 5) Once you submit the information, the next page will ask you to visit your email to verify your registration. Browse your email application and look for an email from the chamber to click on the verify link which will accept your credentials.

REGISTERING BUSINESS WITH NORTH EAST CHAMBER OF COMMERCE

- 1) Visit the Membership Application Page: <https://northeastchamber.org/membership-application/>.
- 2) Fill out the form fields within the **Membership Application**. Once these fields are filled out, you can hit the **Submit** button to go to the payment screen.
- 3) When you reach the payment screen, fill out the necessary billing information and submit it. You will get a confirmation email for your receipt and the Chamber will be emailed with your membership application.



The screenshot shows a web form titled "Membership Application" with a light blue header. Below the title is a thank-you message: "Thank you for your interest in joining the North East Chamber of Commerce! Please fill out your business information below and continue to pay the membership fee using our safe, secure PayPal interface." The form contains several input fields, each with a red asterisk indicating it is required. The fields are: "Business Name", "Contact Name", "Contact Email", "Contact Phone", "FULL Business Address (Street, City, State, Zip)", "How did you hear about the North East Chamber?" (with a dropdown menu showing "A board member reached out to me directly about joining."), "How long has your business been open / how many years in this role?" (with a dropdown menu), "Please upload your business logo. Accepted files are .jpg, .jpeg, .pdf, and .png. Upload Size 1MB Max." (with a "Choose File" button and "No file chosen" text), "Description of business:" (with a large text area), and "Membership Level?" (with a dropdown menu showing "Single Business Membership \$99 / year (Jan 1 – Dec 31)").

EDITING YOUR BUSINESS ENTRY

- 1) Once your membership application is approved, a Board Member will officially add you to the Chamber's Membership page and assign your email address to the login that you registered with. This will allow you to log into the website and change your entry.
- 2) To edit your business entry, open your internet browser go to the following address: www.northeastchamber.org/wp-admin, and log in with your user credentials.
- 3) Once this is completed, you will be on the back end of the Website with a few options you can choose from to the left. Hover over the **Profile** option and follow that action

by selecting **Your Directory Entry**.

- When clicked upon, the Directory Entry will open, allowing you to edit anything that anyone visiting your business entry will see through the membership directory. Take the time to review the several options you can choose and alter, as the more information that is put into this member directory page, the better and easier it is for new and old customers to find out information about your business for contact purposes, checking out your storefront, and many other great benefits!

Connections : Edit My Directory Entry

Name

Organization
Grunge Muffin Designs

Department
Professional Services

Contact First Name
Meredith

Contact Last Name
Boas

Image

Choose File | No file chosen

Maximum upload file size: 32 MB

Display | Not Displayed | Remove

Logo

Choose File | No file chosen

Maximum upload file size: 32 MB

Publish

Individual
Organization
Public
Private
Unlisted

Categories

Accommodations
Churches
Design Services
Education
Financial Services
Government
Health & Wellness
Insurance

Addresses

Address Type: Work Preferred
Visibility: Public

Address Line 1: 215 West Main Street
Address Line 2:
Address Line 3:
Address Line 4:
District:
City: Elkhon State: Maryland Zipcode: 21921
Country: United States
Latitude:
Longitude:
Geocode

Phone Numbers

Phone Type: Work Phone Preferred
Visibility: Public

Phone Number: 443-252-2600

SUBMIT AN EVENT

- Members will be able to submit events that can be shown on the website through the **Events** page after logging into the website. Make sure to log in to your account, then navigate to the following page: www.northeastchamber.org/submit-an-event
- When you visit this webpage, you will notice that you are now allowed to fill out information for an event that will show up in forms throughout the page. Please take the time to fill out the information precisely, so the general audience and viewers of the events will know everything they need to know about the event. Once you fill out all the content, you will be able to submit the event, and a board member will then be able to review and approve it to show up on the community calendar.
- To review your current **Event Submissions**, you can visit the following page: www.northeastchamber.org/my-event-submissions.

Submit An Event

Back to events list

Title

Description

Show More

Date And Time

Start Date: [Date Picker] End Date: [Date Picker]

Event Link

Event Link: [Text Field]

Event Description: [Text Field]

Event Cost

Event Cost: [Text Field]

Event Description: [Text Field]

Featured Image

Featured Image: [Image Upload]

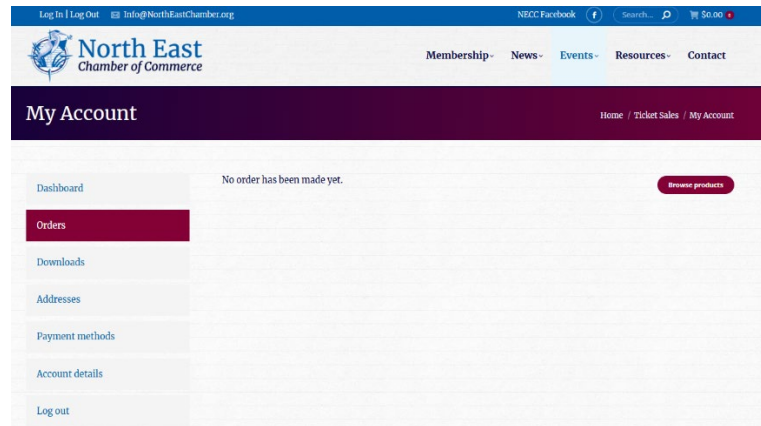
Caption: [Text Field]

Reporting

Event Reporting: [Checkbox]

REVIEW ORDERS/DOWNLOADS/PAYMENT METHODS.

- 1) After logging into the website, chamber members can visit the **My Account** page which can be found at the following link: www.northeastchamber.org/ticket-sales/my-account-orders



- 2) From this window, users will be allowed to click on any of the links to the left to review pertinent and important information. Reviewing **orders**, seeing which **downloads** you've made on the account, and changing and updating **payment methods**, among other personal information, are all accessible from this area.