



HOW TO UTILIZE YOUR MIC

MEMBERSHIP INFORMATION CENTER
CONWAY CHAMBER



MEMBERSHIP INFORMATION CENTER



Create your Account

Login Name*: brookeholden87@gmail.com

Password*:

Repeat Password*:

Password recommendations:

- Contain at least 12 alphanumeric characters
- Contain both upper and lower case letters
- Contain at least one number
- Contain at least one special character
- Never use a password from the previous 4 passwords

Continue



YOU'RE IN!



Success

Your account has been created. [Login to the Member Information Center now.](#)

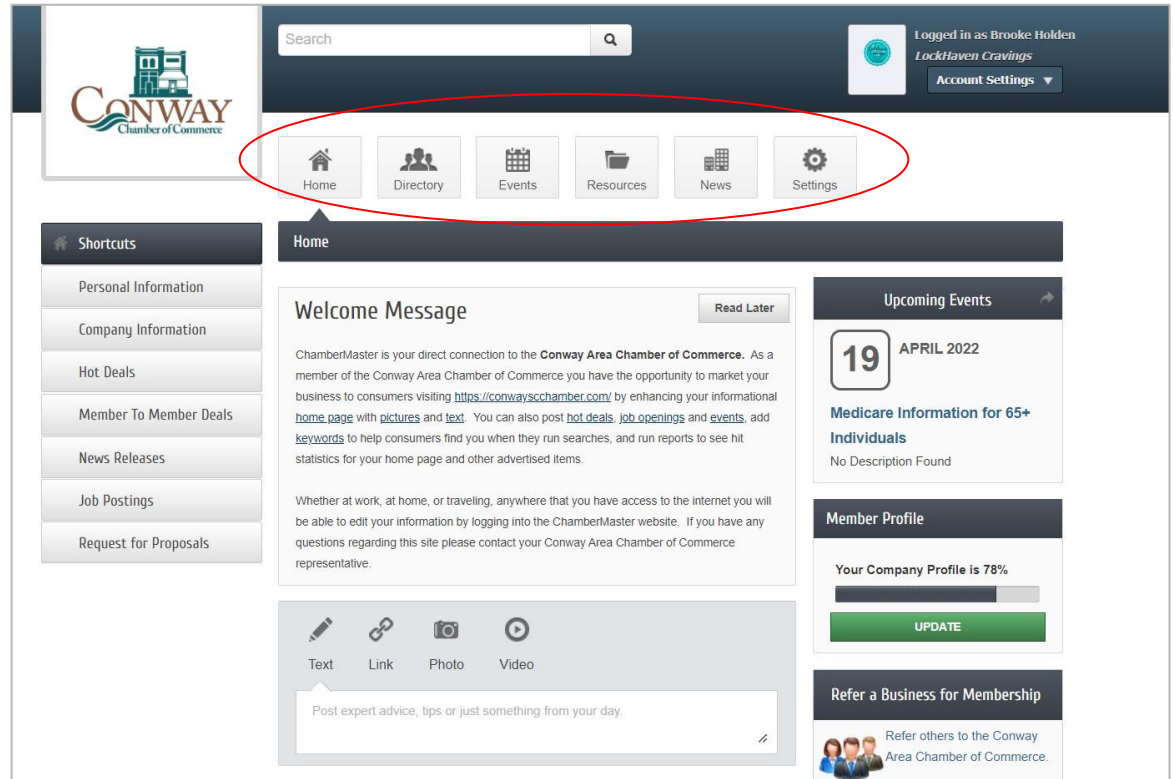


[Privacy Policy](#)

LET'S GET STARTED

Six Buttons

- Home
- Directory
- Events
- Resources
- News
- Settings



HOME BUTTON

Click the Home button to return to the Main Menu or Dashboard.

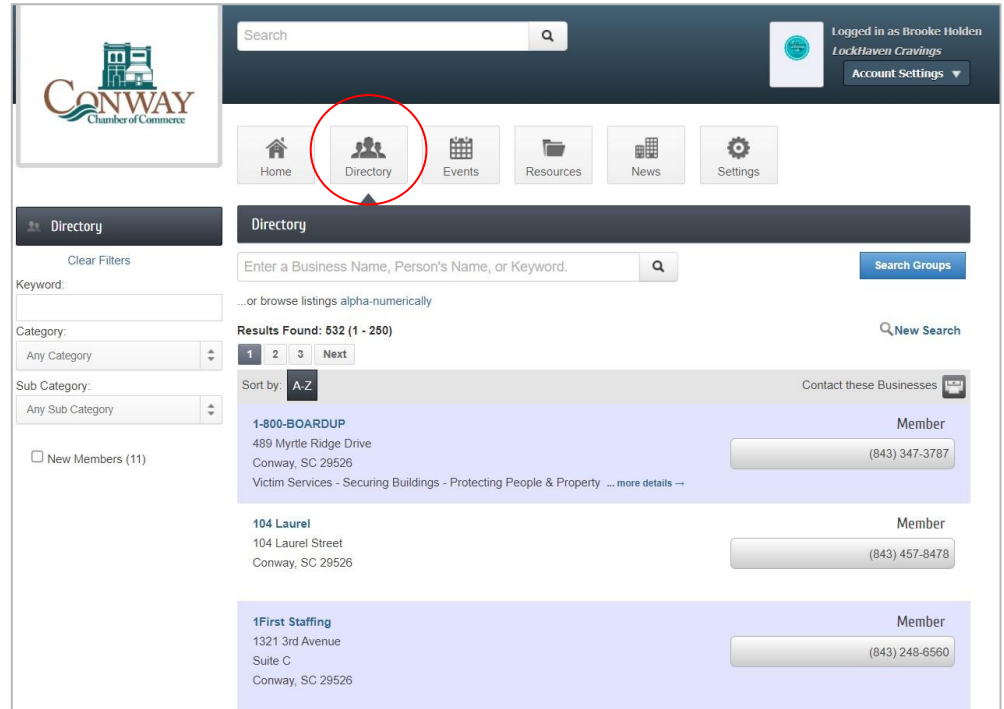
- Shortcuts
- Directory
- Events
- Resources
- News
- Settings
- And more!

The screenshot shows the Conway Area Chamber of Commerce website dashboard. At the top, there is a search bar and a user profile for Brooke Holden. Below the search bar is a navigation bar with buttons for Home, Directory, Events, Resources, News, and Settings. The 'Home' button is circled in red. To the left of the navigation bar is a 'Shortcuts' menu with links to Personal Information, Company Information, Hot Deals, Member To Member Deals, News Releases, Job Postings, and Request for Proposals. The main content area features a 'Welcome Message' section with a 'Read Later' button. Below the welcome message is a section for 'Upcoming Events' showing the date 19 APRIL 2022 and a link to 'Medicare Information for 65+ Individuals'. There is also a 'Member Profile' section showing a company profile completion status of 78% and an 'UPDATE' button. At the bottom, there is a 'Refer a Business for Membership' section with a link to 'Refer others to the Conway Area Chamber of Commerce'.

DIRECTORY

Member Directory

- Alphabetical Order
- Use keywords or categories to aid in your search



EVENTS

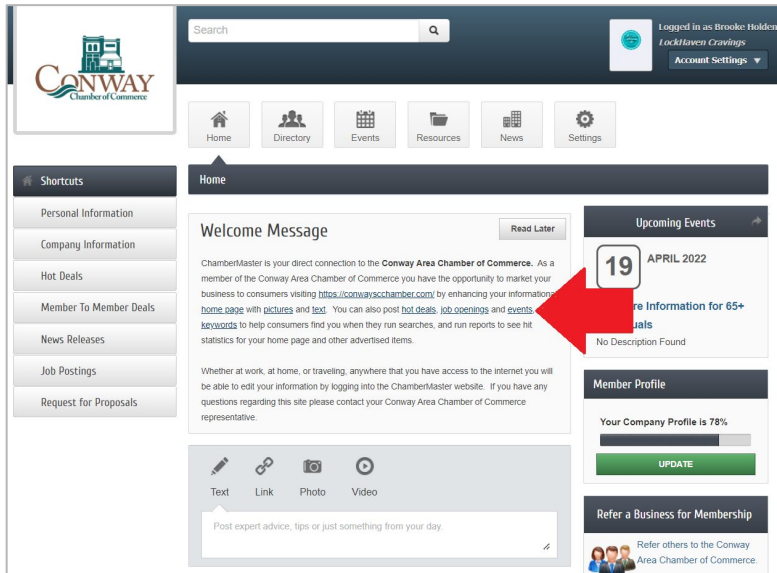
EVENTS

- View Member events
- Add an Event
- Manage your events
- Register for events
- Search for events

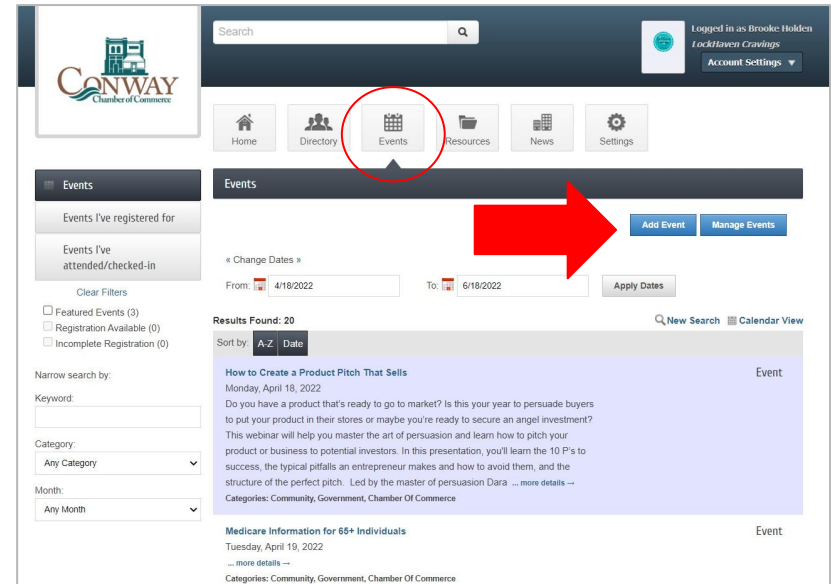
The screenshot shows the Conway Chamber of Commerce website. The top navigation bar includes a search bar, a user profile for Brooke Holden, and links to Home, Directory, Events (circled in red), Resources, News, and Settings. The main content area is titled 'Events' and features buttons for 'Add Event' and 'Manage Events'. Below this, there are date range filters (From: 4/18/2022, To: 6/18/2022) and an 'Apply Dates' button. The results section shows 'Results Found: 20' and offers sorting options (A-Z, Date). Two events are listed: 'How to Create a Product Pitch That Sells' on Monday, April 18, 2022, and 'Medicare Information for 65+ Individuals' on Tuesday, April 19, 2022. Both events include a brief description and a link to 'more details'.

HOW TO ADD AN EVENT

Click the Events link.



Click the Add An Event button.



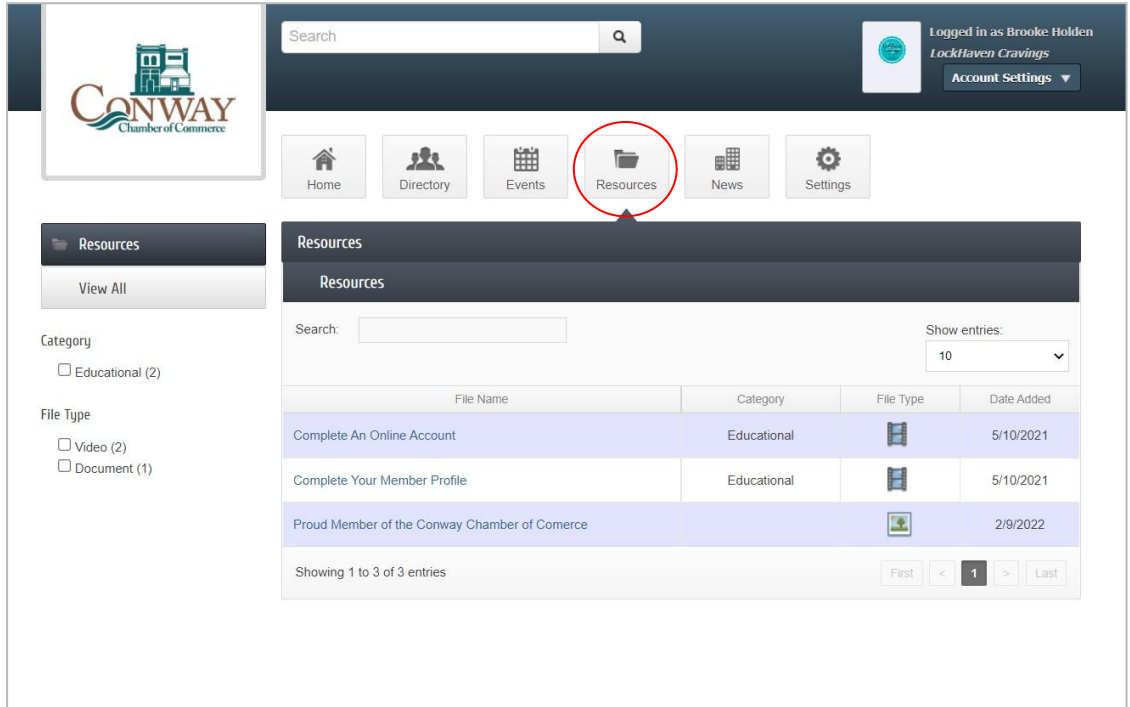
RESOURCES

RESOURCES

Resources provided by
Chamber staff.

Training videos, website
logos and more.

Offer feedback and
requests for information
you'd like to see in this
section.



The screenshot shows the Conway Chamber of Commerce website. The top navigation bar includes a search bar, a user profile for Brooke Holden, and a list of menu items: Home, Directory, Events, Resources (circled in red), News, and Settings. The Resources page is active, showing a list of resources. The left sidebar has a 'Resources' section with a 'View All' button and filters for Category (Educational (2)) and File Type (Video (2), Document (1)). The main content area displays a table of resources.

File Name	Category	File Type	Date Added
Complete An Online Account	Educational	Video	5/10/2021
Complete Your Member Profile	Educational	Video	5/10/2021
Proud Member of the Conway Chamber of Commerce		Image	2/9/2022

Showing 1 to 3 of 3 entries

First < 1 > Last

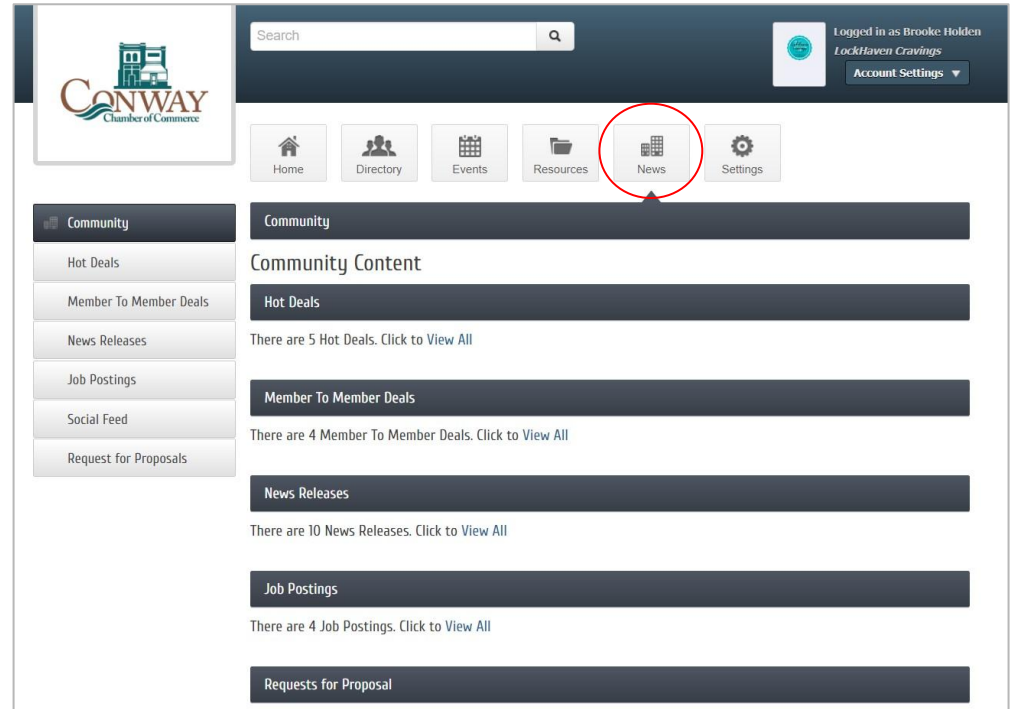
NEWS

NEWS

Chamber Members will see News you've created. In addition, you can view Content from your Chamber family.

News is listed containing your Hot Deals, Member to Member Deals, News Releases, Job Postings and More.

Members are able to easily access the content you created.



SETTINGS

SETTINGS

- Update your Profile
- Access your Credentials
- Upload Photos
- Add your Social Media accounts
- And more!

Conway Chamber of Commerce

Search

Logged in as Brooke Holden
LockHaven Cravings
Account Settings

Home Directory Events Resources News Settings

Account Settings

Personal

Profile

Save Changes Clear Changes

My Profile

Prefix: [Dropdown]
Greeting: [Text]
First Name: Brooke
Job Title: [Text]
Middle Name: [Text]
Contact Preference: Email
Last Name: Holden
Phone Preference: Work Phone
Suffix: [Dropdown]
Work Phone: [Text]
Address Line 1: 3680 Lockhaven Drive
Home Phone: [Text]
☐ Copy Organization Information

COMPLETE YOUR PROFILE

Insert information. Save changes.

Conway Chamber of Commerce

Search

Logged in as Brooke Holden

Account Settings

Home Directory Events Resources News Settings

Account Settings

Personal

My Profile

Save Changes Clear Changes

Complete your profile. Save changes after every step.

Prefix: Greeting:

First Name: Job Title:

Middle Name: Contact Preference:

Last Name: Phone Preference:

Suffix: Work Phone:

THE MORE, THE MERRIER

- PHOTO
- SOCIAL NETWORKS
- DISPLAY PREFERENCES
- USERNAME/PASSWORD

The screenshot shows the 'Account Settings' page for a member of the Conway Chamber of Commerce. The user is logged in as Brooke Holden. The page has a dark blue header with a search bar and navigation icons for Home, Directory, Events, Resources, News, and Settings. The left sidebar contains a list of settings categories: Personal, Profile, Username / Password, Photo, Groups/Interests, Social Networks, Display Preferences, Company, and Billing. Red arrows point to the 'Photo', 'Social Networks', and 'Display Preferences' categories. The main content area is titled 'Photo' and includes 'Save Changes' and 'Clear Changes' buttons. Below this is a section titled 'My Photo' with a placeholder image and a '+' icon. A note states: 'Note: After clicking the '+' and selecting a new picture, the original picture will be deleted and no longer be available.' Another note at the bottom says: 'To display this photo to other members in the Member Information Center, make sure to choose "Allow my information to be displayed" in your Display Preferences.'

Conway Chamber of Commerce

Search

Logged in as Brooke Holden
LockHaven Cravings
Account Settings

Home Directory Events Resources News Settings

Account Settings

Personal

Profile

Username / Password

Photo

Groups/Interests

Social Networks

Display Preferences

Company

Billing

Photo

Save Changes Clear Changes

My Photo

This photo may be displayed publicly based on the settings of your organization. Common uses would be to display your photo when listing group or committee members on your organization's website.

Note: After clicking the '+' and selecting a new picture, the original picture will be deleted and no longer be available.

To display this photo to other members in the Member Information Center, make sure to choose "Allow my information to be displayed" in your Display Preferences.

ADD CONTENT TO YOUR PAGE

- JOB OPENINGS
- EVENTS
- NEWS RELEASES
- HOT DEALS
- AND MORE!

The screenshot displays the ChamberMaster website interface for the Conway Area Chamber of Commerce. At the top, there is a search bar and a user login status indicating 'Logged in as Brooke Holden' with an 'Account Settings' dropdown. Below this is a navigation bar with icons for Home, Directory, Events, Resources, News, and Settings. A left sidebar titled 'Shortcuts' lists: Personal Information, Company Information, Hot Deals, Member To Member Deals, News Releases, Job Postings, and Request for Proposals. The main content area is titled 'Home' and features a 'Welcome Message' section. This section contains text about the ChamberMaster service, with a red circle highlighting the phrase 'post hot deals, job openings and events, and keywords'. Below the welcome message is a rich text editor with icons for Text, Link, Photo, and Video, and a placeholder text 'Post expert advice, tips or just something from your day.' To the right of the main content, there are three additional sections: 'Upcoming Events' showing '19 APRIL 2022' with a link to 'Medicare Information for 65+ Individuals', 'Member Profile' showing a 78% completion bar and an 'UPDATE' button, and 'Refer a Business for Membership' with a link to refer others to the chamber.



Questions | Feedback | Requests
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