



MEMBER GUIDE FOR HARBORCOUNTRY.ORG WEBSITE

Introduction

Members of the Harbor Country Chamber of Commerce can maintain their online listing and contact information through the Members Only area of the Chamber's website (www.harborcountry.org). This system has been designed to give businesses complete management of their on line information including business profile, images, packages, coupons, events and leads. In addition to these areas, you also have access to your website listing's exposure reports and leads made available to you from the website administrator. Members are assigned their own unique User Id and Password to enter this section of the site.

User ID:

Password:

Members Only Section

This is the section of the website where you will make updates to and manage your business information online. Your business or organization has the ability to update profile information, add coupons to their member records, add events, view exposure reports and acquire leads made available to you by the site administrators. There are many areas within this section that, once you have updated them, will go into a "Pending" status, and will not be active on the site until the website administrators have approved the changes. The website administrators may also reject any changes that you have posted.

Edit Profile

Click on the **Edit Profile** link to get the details for your listing and make any changes. You will be presented with six different tabs:

1. **Member Info** – this is the main tab to edit your record.
2. **Photos** – upload photos to this section. NOTE: use only .jpg, .gif, or .png image file types for the image upload. (Available with *EXTRA* or *PREMIUM* package)
3. **Packages** – Add packages (e.g. travel, golf, vacation or family) to your business record.
4. **Amenities** – Check list of amenities that apply
5. **Files** – Upload a PDF, word or excel file to your record. (Available with *EXTRA* or *PREMIUM* Package)
6. **Contacts** – This is the area that you may add additional contacts for the business. When adding a new contact, check the Receive Mail box if you would like this person to receive the E-Newsletter from the Chamber. A quick at a glance view has been created for your convenience to see the contacts who will be receiving E-Newsletters from the website administrators.

A note on packages: Within this section, your package will appear in the **Hot Deals** section of the website. For each package, there are a couple of required fields:

- **Start Date** – this will automatically add the package to the website.
- **End Date** – this will automatically remove the package from the website.

Manage Coupons (Available with *EXTRA* or *PREMIUM* Package)

With this section, you may add coupons to the website for your business. To get started, click the **Your Coupons** link. You will then be presented with a screen displaying your existing coupons, and important information as to the status of each coupon. From here you may edit existing coupons or select **Add Your Coupons** to create a new coupon. Any updates to existing coupons or adding new coupons, will go into a pending review status and will not be posted to the website until the site administrator has approved them. Your coupons will appear in the **Hot Deals** section of the website.

Adding new coupons: Simply select the appropriate category, fill out the form and hit the Save button. A few notes on this form:

Start Date: This is the date in which the coupon has been set to appear on the Web site.

End Date: This is the date that the coupon will automatically be turned off of the Web site.

Expire Date: This date is set to output on the actual coupon for the expiration date of the offer.

Add Events

Add events that you are hosting or would like to announce on the website events calendar from your members only area. Just like the coupons area of the Web site, you may add, edit or delete an event. When adding new events or editing existing events, you will be presented with the fields that will define your parameters of that event, such as dates, times, description, etc. **NOTE:** Use the **Recurring Event** feature of the events database to save you time from having to maintain these recurring events on the events calendar.

Visitor Leads

With this system you can:

- Select a date range of our visitor leads by using the date fields or the pop up calendar. Only visitor leads that have accurate addresses are available for you to download.
- Check off the areas of "interest" and "how did you hear about us" fields - and they will be saved for you for your next query. You can update as often as you wish. Your visitor leads file will be reflective of all visitors that have shown interest in any of the fields you checked off.
- Save your file - when you select the "Export Contacts" button below, you will be presented with an "open file" or "save file" option. The file download is a CSV file which allows you to import directly into your mail merge program (Excel, Word, etc).