

For Site Members



Membership Directory Setup Guide

A wide banner image showing a night scene of trees decorated with warm white string lights. In the background, a modern building with large windows is visible. The text "SUGAR HOUSE CHAMBER OF COMMERCE" is overlaid in large, white, bold, sans-serif capital letters.

**SUGAR HOUSE CHAMBER
OF COMMERCE**

Board of Directors
Sugar House Chamber of Commerce
April 2017
sugarhousechamber@gmail.com

Sugar House Chamber of Commerce Membership Directory

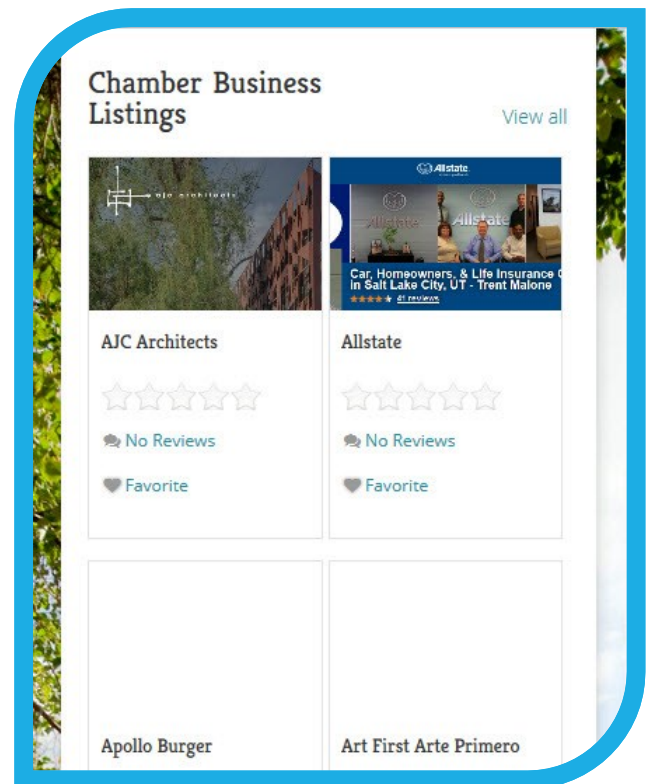
This how-to guide is provided to current chamber members to assist in the setup of member profiles on our website. Please read and follow the steps in the guide before sending questions or requesting assistance.

Chamber members can claim their business listing or set up a new listing. The listing will appear in the directory while chamber membership is current. Memberships that lapse will result in listings being removed from the directory. Please be sure to act on notification messages for renewals in a timely manner.

Please contact the chamber assistant or executive director if you have any questions.

You are responsible for keeping your listing up to date and making any changes to contact details as needed. You can upload your logo and a set of images to better feature your business. You can also post member to member special offers, and those with special offers will receive added visibility in the directory.

Version Date: April 2017



Contents

Sugar House Chamber of Commerce Membership Directory 1

Welcome to Our Website..... 3

Get Started 4

Step 1: Update Your User Profile and Reset Your Password 5

Step 2: Claim and Update Your Business Listing 8



Welcome to Our Website

You can find the Sugar House Chamber of Commerce directory at <https://sugarhousechamber.org/gd-home/>.

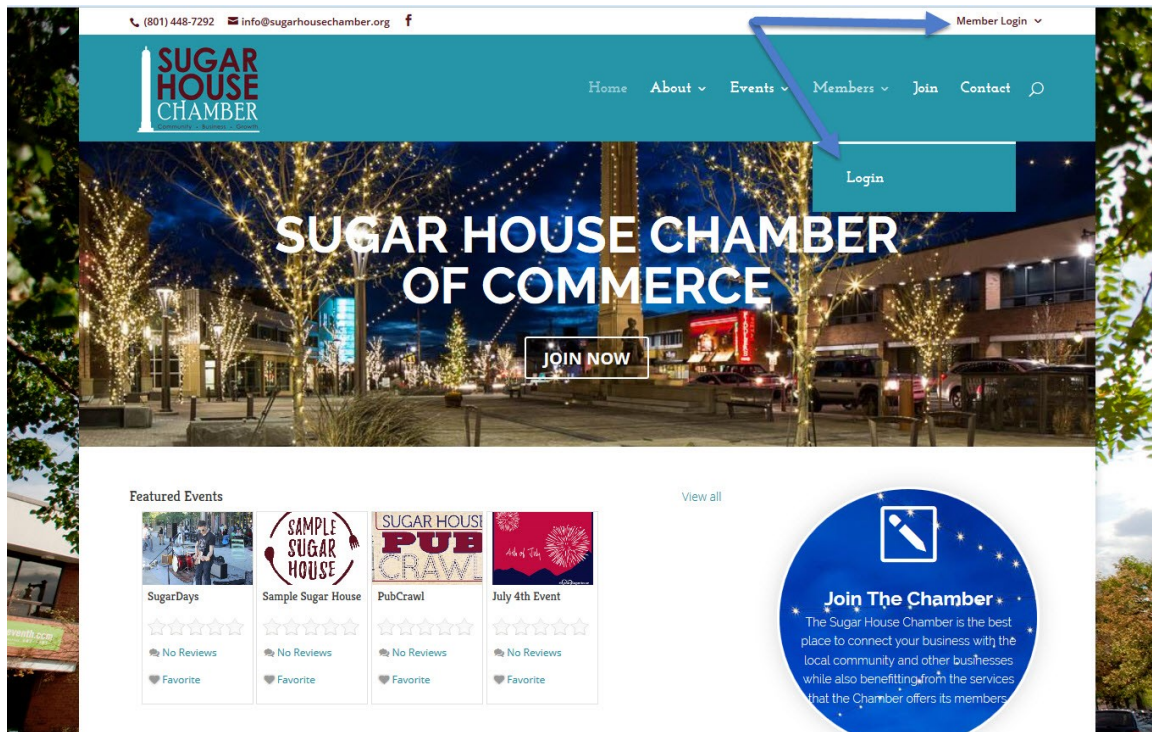
We maintain a directory of current chamber members for the benefit of our community and to provide opportunities to support and promote each other's businesses. Chamber sponsors and partners receive extra visibility on our site, contact our executive directory today if you would like to become a sponsor. This guide will walk you through the steps of updating your user profile and business listing on our website. We will set up basic information in our directory, but we rely on our members to add specific details and enhance their profiles with logos, business images, hours of operation, website and social media links, and special member to member offers.



The following steps are for chamber members.

Get Started

To get started, you will first need to visit the website and log in. You can use the Member Login link in the drop down menus at the top of the page. If you have not logged out since your last visit, WordPress may have kept you logged in and this step won't be needed.

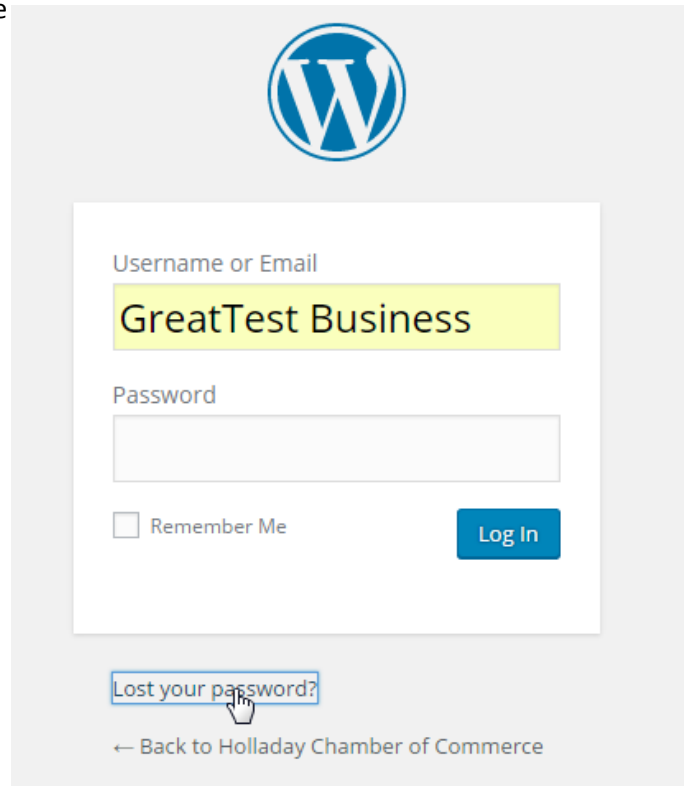


Step 1: Update Your User Profile and Reset Your Password

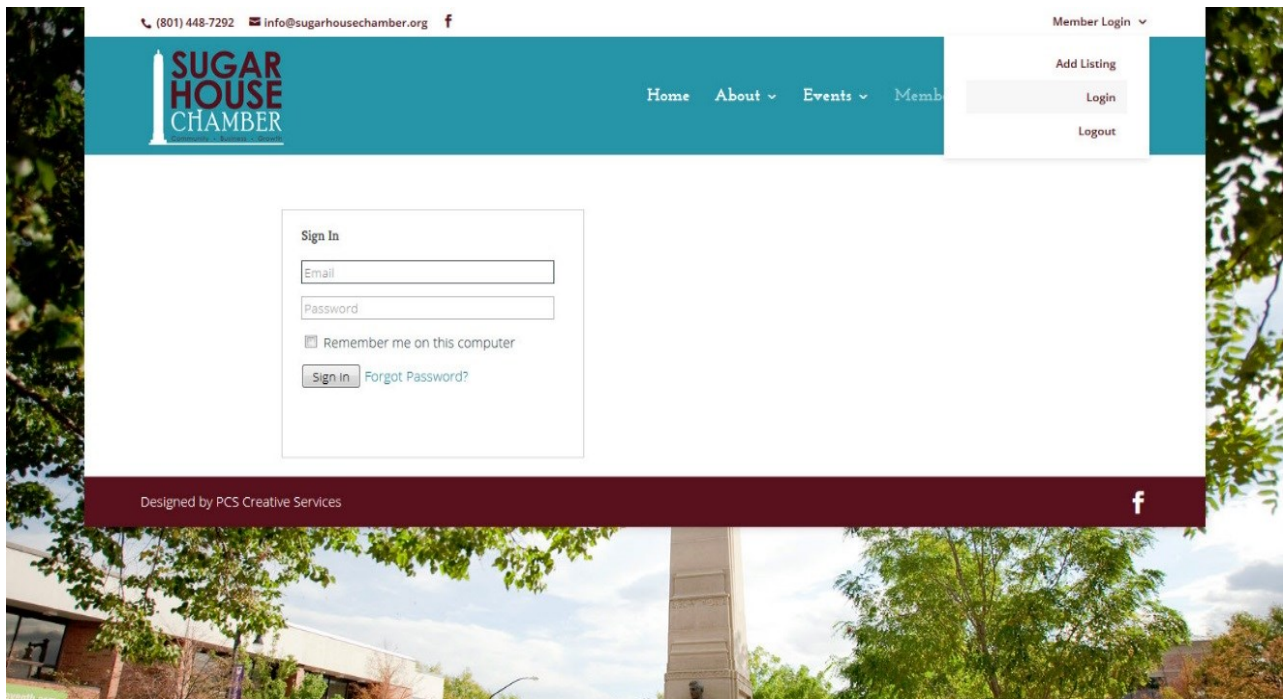
You received this guide in an email message at the contact email we have set up for your chamber membership. This is the email account that was used to set up your initial user profile on the chamber website. In order to log in, you will need to request a password reset. From the Login screen, put in your business name or email address and click the “[Lost Your Password](#)” link. This will generate an email message from which you can reset your password and pick what you want to use.

The email message will be identified as from “Sugar House” with a subject line stating “[Sugar House Chamber of Commerce] Notice of Password Reset.” Follow the links/instructions in the message.

You won’t need to sign up for a new account, so ignore that option. You can always use the “forgot or lost password” link on the sign in form to have your password reset to a temporary password and a link to set a new one will be emailed to you.

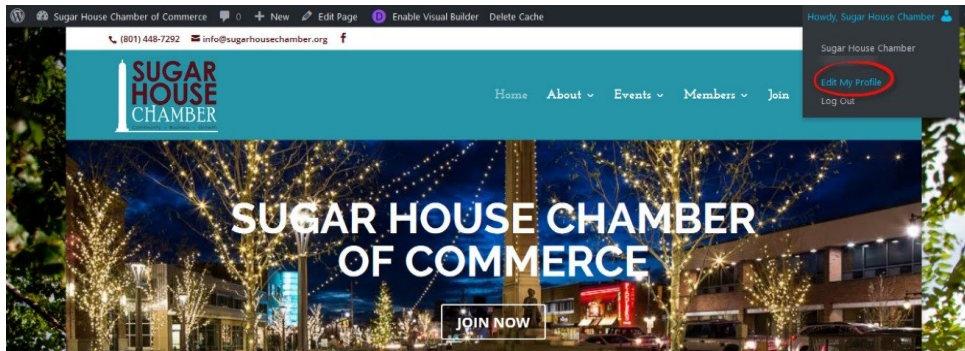


The image shows a WordPress login interface. At the top is the WordPress logo. Below it is a login form with two input fields: 'Username or Email' and 'Password'. The 'Username or Email' field contains the text 'GreatTest Business'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue 'Log In' button. Below the login form is a link that says 'Lost your password?' which is highlighted with a blue box and a mouse cursor. At the bottom of the form area is a link that says '← Back to Holladay Chamber of Commerce'.



The image shows the Sugar House Chamber website. The header is teal with the Sugar House Chamber logo on the left and navigation links (Home, About, Events, Members) in the center. On the right side of the header is a 'Member Login' dropdown menu with options for 'Add Listing', 'Login', and 'Logout'. Below the header is a white sign-in form with fields for 'Email' and 'Password'. There is a checkbox for 'Remember me on this computer' and a 'Sign In' button. Next to the 'Sign In' button is a link that says 'Forgot Password?'. The footer is dark red with the text 'Designed by PCS Creative Services' and a Facebook icon on the right. The background of the page features a large image of a building and trees.

Assuming you successfully reset your password and are now logged in to the chamber website, you should see a screen similar to the one below. Look for your username in the upper right corner in a black bar. Hover over that name to get the drop down menu option to “Edit My Profile” and click it.



You can't change your username, but you can change how your name appears on the site.

Profile

Personal Options

Admin Color Scheme

☒ Default
 ☐ Light
 ☐ Ectoplasm
 ☐ Midnight

Toolbar ☒ Show Toolbar when viewing site

Name

Username GreatTest Business Username cannot be changed.

First Name DisplayFN

Last Name DisplayLN

Nickname (required) Great Test Business

Display name publicly as

GreatTest Business

- GreatTest Business
- GreatTest
- Business
- Business GreatTest
- DisplayFN
- DisplayFN Business
- Business DisplayFN
- DisplayLN
- DisplayFN DisplayLN
- DisplayLN DisplayFN
- Great Test Business

Contact Info

Email (required)

Website

About Yourself

Biographical Info

You can add a first and last name for the main contact responsible for managing your profile.

Update your contact email if needed, add a website and other details on the form as desired. To set your own password, click the Generate Password button and type in your new password and confirm it. Then click the Update Profile button to save all of your changes.

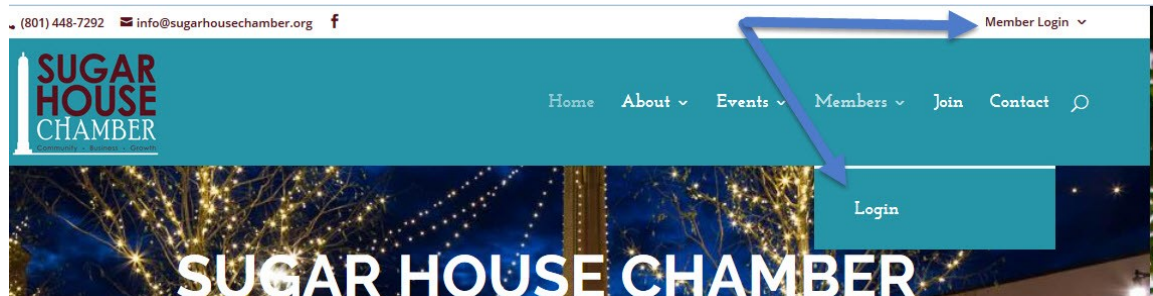
The screenshot shows a web form for updating a profile. It is divided into three main sections: 'Contact Info', 'About Yourself', and 'Account Management'.
1. 'Contact Info' section: Contains two input fields. The first is labeled 'Email (required)' and contains the text 'psageser@pcscreativesvcs.com'. The second is labeled 'Website' and contains the text 'www.pcscreativeservices.com'.
2. 'About Yourself' section: Contains a label 'Biographical Info' and a large text area. The text area has a placeholder text 'Can list alt contacts or other notes'. Below the text area is a note: 'Share a little biographical information to fill out your profile. This may be shown publicly.'
3. 'Account Management' section: Contains two buttons. The first is labeled 'Generate Password' and has a mouse cursor hovering over it. The second is labeled 'Log Out Everywhere Else'. Below these buttons is a note: 'You are only logged in at this location.'
At the bottom of the form is a blue button labeled 'Update Profile'.

This completes the steps to update your member login for the site. This is only the first phase of getting your business set up. The next phase is to claim your business listing so you can then edit it to add logos, images, social media accounts and other details.

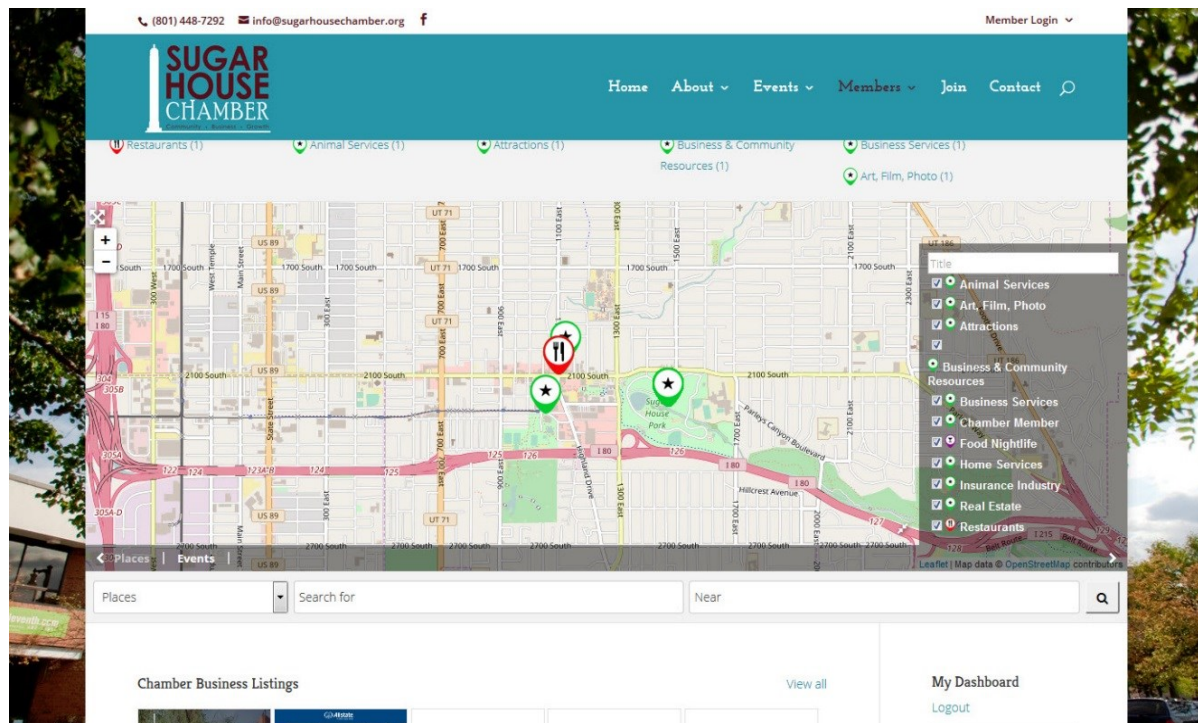
Step 2: Claim and Update Your Business Listing

The Membership Directory on the site has a list of all current chamber members. Existing chamber members at the time this guide was created have already been set up with a basic business profile on the website. New members can sign up for an account on the site and create listings for the membership directory themselves, or we can assist in the initial setup.

Members must log in to the site to claim business listings and make changes to existing business listings. The option to login or signup or to log out of the site can be found in a drop down menu at the top of the page under Member Login. Click on Members in the main menu to see the full alphabetical listing of chamber members.



You can search for your business name, or just scroll down the page to find your business. Click on the business name to open the listing details page.



Before you can edit the details of your business listing, you need to claim it. Listing claims must be reviewed by the chamber to ensure that the correct user account has claimed the correct business listing, so you won't see the "edit this post" option for you to update immediately.

Once you open your unclaimed listing, then look in the right sidebar for the link that shows "Business Owner?" and click it.

The screenshot shows the Sugar House Chamber website interface. At the top, there is a teal header with the Sugar House Chamber logo on the left and navigation links (Home, About, Events, Members, Join, Contact) on the right. Below the header, the breadcrumb trail reads "Home > Places > AJC Architects". The main content area displays the "AJC Architects" listing, which includes a large image of a modern building and a logo. To the right of the listing is a sidebar with several options: "Edit this Post", "Favorite", "Business Owner?" (highlighted with a red circle), "Category: Chamber Member", "Address: Salt Lake City", "Phone: 801-466-8818", "Send Enquiry | Send To Friend", and "Website". A blue callout arrow points from the text "Once you claim your listing and are confirmed, you'll see this 'edit this post' option to update/customize it." to the "Business Owner?" link.

Once you claim your listing and are confirmed, you'll see this "edit this post" option to update/customize it.

AJC Architects

Place Category: Chamber Member

Place Tags: Sugar House Chamber

Profile Photos Map Reviews Related Listing

Justin Heppler

Category: Chamber Member

Address: Salt Lake City

Phone: 801-466-8818

Send Enquiry | Send To Friend

Website

Fill in the fields matching the user name to your user profile for the site. Include a contact number in case there are questions about the claim. Click Send when ready to finalize.

Once you hit send, you will be returned to the listing details screen where you should see a message showing “Request sent successfully.” Please allow 1-2 business days for us to confirm your claim listing. You can log out of the site for now.

Home > Places > Holladay > Location > Great Test Business

Great Test Business

Place Category: Location Place Tags: listing, new listing, and testing

Profile Special Offers Map Reviews Related Listing

This is an example of a business listing. This is the place to put in a description.

Tweet Like 0

Share

Favorite

Business Owner?

Request sent successfully

Category: Location

You will receive confirmation email messages during the process.

Claim Listing Requested Inbox x



Membership Directory Holladay Chamber <kathryn@holladaychamberofcommerce.org>
to me ▾

Dear GreatTest,

You have requested to become the owner of the below listing.

[Great Test Business](#)

We may contact you to confirm your request is genuine.

You will receive a email once your request has been verified

Thank you,

Membership Directory Holladay Chamber.

Claim Listing Approved Inbox x



Membership Directory Holladay Chamber <kathryn@holladaychamberofcommerce.org>
to me ▾

Dear GreatTest,

Your request to become the owner of the below listing has been APPROVED.

[Great Test Business](#)

You may now login and edit your listing.

Thank you,

[Membership Directory Holladay Chamber.](#)

Once you have received the Claim Listing Approved email message, return to the Chamber website and log back in (if you are not still logged in from before). Either click the link included in the email confirmation message, or find your business listing from the main directory.

You will now see the option to “Edit this Post.” Click the option to update your listing.

Home > Places > Holladay > Location > Great Test Business

Great Test Business

Place Category: Location Place Tags: listing, new listing, and testing

Profile Special Offers Map Reviews Related Listing

This is an example of a business listing. This is the place to put in a description.

Previous Next

[Tweet](#)
[Like 0](#)
[G+1 0](#)

Share

[Edit this Post](#)
[Upgrade Listing](#)
[Favorite](#)
[Owner Verified Listing](#)

Category: Location

Address: Holladay
Holladay

There are several fields you can update or fill in with details about your business. Double-check your Category and pick a new default category or add multiple categories.

Edit Place

* Indicates mandatory fields

Enter Listing Details

Business Owner/Associate?* ☒ Yes ☐ No

Place Title*

Place Description*

Tag Keywords

Tags are short keywords, with no space within.(eg: tag1, tag2, tag3) Up to 40 characters only for this package.

Category*

☒ Add listing in Location category
☒ Set Location as default category

SELECT listing category FROM here. SELECT at least one CATEGORY

Address*

Please enter listing address. eg.: 230 Vine Street

Country*

Click on above field and type to filter list

Region*

Click on above field and type to filter list; or add a new region

If you have a special offer for other chamber members, be sure to list it so your business shows up in the section of the site where special offers are featured.

Select Map View ☒ Default Map ☐ Satellite Map ☐ Hybrid Map ☐ Terrain Map

Time
Enter Business or Listing Timing Information.
eg. : 10.00 am to 6 pm every day

Phone
You can enter phone number, cell phone number etc.

Email
You can enter your business or listing email.

Website
You can enter your business or listing website.

Special Offers
Note: List out any special offers (optional)

Twitter
You can enter your business or listing twitter url.

Facebook
You can enter your business or listing facebook url.

Add Images : (You can upload more than one images to create image gallery on detail page)
For Logo image, recommend 200px x 140px

Drop files to upload

If you want to include your business logo, you can upload it at the very bottom of the Edit Place form. You can add more than one image. Please optimize your images for web use if possible. The directory preview image size is 200 pixels by 140 pixels, so we recommend you match your logo to that size.

When you have filled in the fields and uploaded your logo and other business photos, click the “Review Your Listing” button at the bottom of the form.


A preview screen will show how your listing will appear in the directory. This is a good place to make sure your image file(s) looks right. Click the various tabs to see details and review the information in the right column. If it looks good, click the “Update Now” button.

This is a preview of your listing and it's not updated yet.
If there is something wrong then "Go Back and Edit" or if you want to update listing then click on "Update Now".

[Go Back and Edit](#) [Cancel](#) [Update Now](#)

Home > Great Test Business

Great Test Business



Place Category: Location Place Tags: listing, new listing, and testing

Profile Photo Special Offers Map

This is an example of a business listing. This is the place to put in a description.

Address: Holladay, Holladay, 84117

Time: 8 am to 5 pm everyday

Phone: 801-111-2222

Send Enquiry

Website

My Dashboard

Logout

Add Listing

My Listings

That's it, you now have a claimed and updated business listing that only you can edit. You can return to edit or update your listing any time by logging back in to the site.

Place Category: Location Place Tags: listing, new listing, and testing

Profile Photo Special Offers Map Reviews Related Listing

This is an example of a business listing. This is the place to put in a description.

Category: Location

Address: Holladay
Holladay
Utah
84117
United States

Time: 8 am to 5 pm everyday

Owner Verified Listing