



Glenwood Chamber Members ChamberMaster Tutorial

This is a short tutorial for Glenwood Chamber of Commerce members who want to get the most out of our ChamberMaster membership. Many of the options are free, while a few are paid.

Free: <ul style="list-style-type: none">• Adding Events to the Calendar• Adding Photos to Calendar Events• Updating or adding Descriptive Text, Hours of Operation, Driving Directions, or Keywords to Web Page in Directory	Paid: <ul style="list-style-type: none">• Adding “Hot Deals” (aka discounts)• Adding Job Postings• Adding Photos to Member Web Pages within the directory
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With that said, let's get started!

The first thing you will have to do if you want to add or change any of the items listed above is login to <http://www.chamberlogin.com>. You will need to call us at 634-3636 or email us at chamber@glenwood-lakes-area.info or use the contact form on our website at <http://www.glenwoodlakesarea.info/pages/contact-us.php>. There are still a few members who used Akeva.com for their email, and so we will need to update that, so those members may want to call or use the website instead.

One other thing you may want to do before starting is look at the directory listing page at <http://www.glenwoodlakesarea.info/pages/directory.php> and browse through using keyword, search, alphabetical, or the categories or sub-categories to see how you are listed and if you want to change or add another category for your business (we'll cover that later). Some categories, such as legal, do not have any subcategories.

Business Directory Search

1. Enter any of the following

Search by Category:

Search by Keyword:

List Alphabetically: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Category Quick-Links

Advertising & Media

[Advertising](#) [Media](#) [Marketing](#)

Business & Professional Services

[Service](#) [Photography](#) [Professional](#)

Construction Equipment & Contractors

[Construction](#)

Government, Education & Individuals

[Individual](#) [Non-Profit](#) [City](#) [Consulting](#)

Industrial Supplies & Services

[Industrial](#)

Lodging & Travel

[Resort](#) [Lodging](#)

Public Utilities & Environment

[Utilities](#)

Religious Organizations

[Church](#)

Shopping & Specialty Retail

[Retail](#) [Convenience](#)

Agriculture, Fishing & Forestry

[Agriculture](#)

Computers & Telecommunications

[Communication](#) [Software](#)

Finance & Insurance

[Financial](#) [Insurance](#)

Health Care

Legal

Personal Services & Care

[Long Term Care](#)

Real Estate, Moving & Storage

[Real Estate](#) [Housing](#)

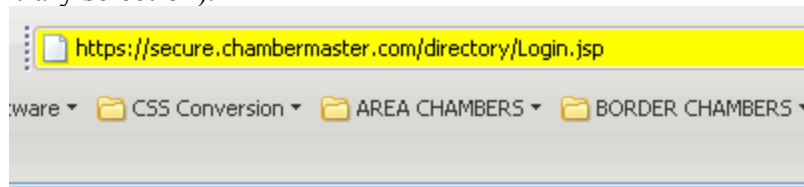
Restaurants, Food & Beverages

[Restaurant](#)

Sports & Recreation

[Recreation](#)

Here is the login page, at chamberlogin.com, and for these examples we'll use Pope County Tribune (and that was an arbitrary selection).

A screenshot of a web form titled "Chamber Login". The form has a header that says "This login is for Chamber Members Only". Below the header, there are two input fields: "login:" with the text "Pope County Tribune" and "password:" with five dots. Below the password field is a checked checkbox labeled "remember my password". At the bottom of the form is a blue button labeled "Continue".

[Forgot Your Password?](#)

This site lets you update your company information.
You must have a login name and password to enter this secure area.



One thing that is important to note is that the login name is case-sensitive (that is, uppercase and lowercase), and the spaces are also needed, so popecountytribune or Pope county tribune would not work to login.

So now we're logged in. Notice the menus are on the left side, and we'll go through most of these step by step. A few are so similar only one example will be used.



ChamberMaster™
Glenwood Area Chamber of Commerce - Pope County Tribune

- ▶ Home
- ▶ Find Members
- ▶ Member Info
 - Business Info
 - Bus. Categories
 - Employees/Reps
 - Login/Password
- ▶ Webpage Info
 - Webpage Info
 - Photos & Logos
 - Links
 - View Homepage
- ▶ Advertising
 - Hot Deals
 - Job Postings
 - Events
- ▶ Reports
 - Hot Deal Hits
 - Job Posting Hits
 - Profile
- ▶ User Manuals

Welcome Pope County Tribune

ChamberMaster is your direct connection to the Glenwood business to consumers visiting <http://www.glenwoodlak.com> keywords to help consumers find you when they run se

Whether at work, at home, or traveling, anywhere that you have questions regarding this site please contact your Chamber Manager.

Pope County Tribune


Membership Package - Basic

- 0 [Hot Deals](#) currently active
- 0 [Events](#) currently active or pending
- 0 [Job Postings](#) currently active

We'll start with the Member Info, which you'll want to check if you have a new email or website address, or 800 number, etc.:

Member Business Information Pope County Tribune

Contact Information

Company Name:	Pope County Tribune			
Primary Phone:	(320) 634-4571	Fax:		<input type="checkbox"/> Call First
Alternate Phone:		Email:	tdouglass@pctribune.com	
Toll-Free Phone:		Website:		
Cell Phone:		<input checked="" type="checkbox"/> Use Physical Address as the Mailing Address		
Physical Address:	14 1st Ave SE		Mailing Address: 14 1st Ave SE	
City/State/Zip:	Glenwood	MN	56334	City/State/Zip: Glenwood MN 56334
Country:				Country:
<input checked="" type="checkbox"/> Use this information on your Chamber Webpage.				

Additional Information

Full-Time Employees: 0

Part-Time Employees: 0

Member Representatives				
Rep Name	Title	Primary	Phone	Email
Tim Douglass		Yes	(320) 634-4571	tdouglass@pctribune.com
▶ Edit Employees/Reps				

Save

Cancel

Note the check box underneath Country (circled in red) which lets you choose to display the information on your business directory web page listing. Also, underneath Additional Information, you may add or change employee contact information and preferences:

Member Employees/Reps Pope County Tribune

List of Representatives

Member Representatives					
check all clear all	Rep Name	Title	Primary	Phone	Email
▶ <input type="checkbox"/>	Tim Douglass		Yes	(320) 634-4571	tdouglass@pctribune.com
▶ Remove/Inactivate Reps					Add a New Rep

Personal Information for Tim Douglass

[copy business information](#)

Prefix: <input type="text"/>	Greeting: <input type="text"/>
First Name:* <input type="text" value="Tim"/>	Job Title: <input type="text"/>
Middle Name: <input type="text"/>	<input checked="" type="checkbox"/> Rep is currently active with this member.
Last Name:* <input type="text" value="Douglass"/>	<input checked="" type="checkbox"/> Primary Contact
Suffix: <input type="text"/>	
Contact Preference:* <input type="text"/>	Phone Preference:* <input type="text" value="Work Phone"/>
Address: <input type="text" value="14 1st Ave SE"/>	Work Phone: <input type="text" value="(320) 634-4571"/>
	Home Phone: <input type="text"/>
City/State/Zip: <input type="text" value="Glenwood"/> <input type="text" value="MN"/> <input type="text" value="56334"/>	Cell Phone: <input type="text"/>
Country: <input type="text"/>	Alt. Phone: <input type="text"/>
eMail: <input type="text" value="tdouglass@pctribune.com"/>	Fax: <input type="text"/>

*Required Field

Web Display Options for Tim Douglass

- | | |
|---|---|
| <input type="checkbox"/> Display on the member web page. | <input checked="" type="checkbox"/> Display this rep's work phone number. |
| <input checked="" type="checkbox"/> Display this rep's job title. | <input checked="" type="checkbox"/> Display this rep's fax number. |
| <input checked="" type="checkbox"/> Display this rep's email address. | |

Save

Cancel

Simply click the blue box “Add a New Rep” to add another employee, or click Remove/Inactivate Reps (over to the left) if you have had staffing changes. The rest of the form is fairly standard, so fill in the contact information you want. Fields in red are required. Lastly, on the bottom, you can choose how much of this information is available on your member web page. Next, we'll take a quick look at Categories.

Member Business Categories Pope County Tribune

Assigned Business Categories		
Category	Primary	QuickLink
Advertising	No	Advertising & Media
Communication	Yes	Computers & Telecommunications
Media	No	Advertising & Media

You cannot edit any category settings, but if you see a category missing that you think you should be listed in, contact us and we'll add you to it. We added the PopeCounty Tribune to the categories Advertising and to Media after they emailed us.

The next section is Login information.

Member Login Credentials Pope County Tribune

Web Participation Options

Login Name: [use member name](#)
Login Password: [create a random password](#)

Save

Cancel

After you have logged in to chamberlogin.com, you do have the option to change both your member name and your login password, either by typing them in (for instance to a password you find easier to remember), or using the links to create random passwords.

The next section is Webpage Info:


Member Web Page Information Pope County Tribune

Web Page Content

Use Business Information [more information](#)

Company Name:
Local Phone:
Toll-Free Phone:
Fax:
Email:

Displayed Address:

City/State/Zip:
Country:
Website: 

Web Description / Text Content

Description:
200 chars available

Hours of Operation:
100 chars available

Driving Directions:
200 chars available

Keywords: (30 character max length)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

Cancel

[▶ Preview Web Page](#)

If you want to change business information, you need to uncheck the box circled in red to be able to type in the form. The rest is fairly self-explanatory. **Keywords are used for the search engines, such as Google or Yahoo, and help them to find your listing, so choose descriptive ones, preferable with two to three words.** In this example, we might pick “news media”, “newspaper”, “pope county mn”, “glenwood mn” “pope county news” and “local sports coverage”, “weather report”, and “news articles”. You may also preview how the page will look. Don't forget to click the blue Save box when you're done!

The next section covers photos and logos for your web page. We notify everyone when it is available.

Links are where you can add your own links to your member directory listing:

[Link Generator](#)

Pope County Tribune

From this page you can create URLs (links) that can be used to link from your website to your Member page on ChamberMaster. If you have an Availability Calendar you can also generate a link to the calendar from this page. If you do not have a website you can contact your Internet Service Provider to acquire a domain name and direct visitors to the Member Home Page URL provided below to use that page as your website home page.

User Guide: [▶ Create Your Own Web Page](#)

Generate an URL to link to my Member Home Page directly:

Use this feature to create a URL that you can cut & paste into your website.

Open the page in a new window (leaves your website in the background).

Generate Link

You can cut & paste the generated URL in the box above to link to your member home page from your business' website. Contact your webmaster for details on incorporating this URL into your website.

Adding a link from our web site to yours also helps in your search engine listings.

Under the Advertising section there are three choices: Hot Deals, Job Postings, and Events.

Hot Deals are coupons you can post on our website.

Hot Deals

Pope County Tribune

Sort Order: Hot Deal Title ▼

Hot Deals					
Action	Hot Deal Title	Category	Date Created	Status	Delete
No Hot Deals were found for Pope County Tribune.					

[▶ Add a Hot Deal](#)

This is the screen you'll see after clicking Add a Hot Deal:

Add a New Hot Deal Pope County Tribune

Hot Deal Information

Hot Deal Title:

Description:
1000 chars available

Category: Advertising

Expiration Date:

Contact Information

Phone: (320) 634-4571

Email Link Text: tdouglass@pctribune.com

Email Address: tdouglass@pctribune.com

Website Link Text:


Website Address: 

Active Dates

NOTE: Click on the dates you want your hot deal to run. All dates must be selected at this point, active dates cannot be changed once the hot deal has been purchased. Hot Deals are sold on a week by week basis, beginning on Sunday of each week

Select dates for this item to be run:

3/30/08 to 4/5/08	4/6/08 to 4/12/08	4/13/08 to 4/19/08	4/20/08 to 4/26/08	4/27/08 to 5/3/08	5/4/08 to 5/10/08	5/11/08 to 5/17/08	5/18/08 to 5/24/08	5/25/08 to 5/31/08	6/1/08 to 6/7/08	6/8/08 to 6/14/08	6/15/08 to 6/21/08	6/22/08 to 6/28/08	check all uncheck all
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

 **Change Dates** 

[Preview](#) [Save](#) [HotDeals List](#)


[Submit for Approval](#)

Again, at the top you just fill in all the applicable details, then at the bottom the dates you want your Hot Deal to run. Once it is approved, it will show up on our web site.

Job Postings work exactly the same way; the only difference is that you must select a category at the top for your job offer.

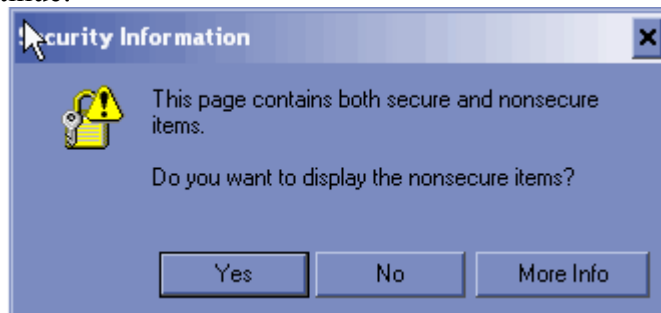
The Events section allows you to add an event to our community calendar. Start by clicking the plus sign on the top right corner of the date you want, or click next to change months:

Events March 2008

Calendar View: Month 

Calendar - March 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 <input data-bbox="316 493 332 514" type="button" value="+"/>	25 <input data-bbox="495 493 511 514" type="button" value="+"/>	26 <input data-bbox="673 493 690 514" type="button" value="+"/>	27 <input data-bbox="852 493 868 514" type="button" value="+"/>	28 <input data-bbox="1031 493 1047 514" type="button" value="+"/>	29 <input data-bbox="1209 493 1226 514" type="button" value="+"/>	1 <input data-bbox="1388 493 1404 514" type="button" value="+"/>
2 <input data-bbox="316 556 332 577" type="button" value="+"/>	3 <input data-bbox="495 556 511 577" type="button" value="+"/>	4 <input data-bbox="673 556 690 577" type="button" value="+"/>	5 <input data-bbox="852 556 868 577" type="button" value="+"/>	6 <input data-bbox="1031 556 1047 577" type="button" value="+"/>	7 <input data-bbox="1209 556 1226 577" type="button" value="+"/>	8 <input data-bbox="1388 556 1404 577" type="button" value="+"/>
9 <input data-bbox="316 619 332 640" type="button" value="+"/>	10 <input data-bbox="495 619 511 640" type="button" value="+"/>	11 <input data-bbox="673 619 690 640" type="button" value="+"/>	12 <input data-bbox="852 619 868 640" type="button" value="+"/>	13 <input data-bbox="1031 619 1047 640" type="button" value="+"/>	14 <input data-bbox="1209 619 1226 640" type="button" value="+"/>	15 <input data-bbox="1388 619 1404 640" type="button" value="+"/>
16 <input data-bbox="316 682 332 703" type="button" value="+"/>	17 <input data-bbox="495 682 511 703" type="button" value="+"/>	18 <input data-bbox="673 682 690 703" type="button" value="+"/>	19 <input data-bbox="852 682 868 703" type="button" value="+"/>	20 <input data-bbox="1031 682 1047 703" type="button" value="+"/>	21 <input data-bbox="1209 682 1226 703" type="button" value="+"/>	22 <input data-bbox="1388 682 1404 703" type="button" value="+"/>
23 <input data-bbox="316 745 332 766" type="button" value="+"/>	24 <input data-bbox="495 745 511 766" type="button" value="+"/>	25 <input data-bbox="673 745 690 766" type="button" value="+"/>	26 <input data-bbox="852 745 868 766" type="button" value="+"/>	27 <input data-bbox="1031 745 1047 766" type="button" value="+"/>	28 <input data-bbox="1209 745 1226 766" type="button" value="+"/>	29 <input data-bbox="1388 745 1404 766" type="button" value="+"/>
30 <input data-bbox="316 808 332 829" type="button" value="+"/>	31 <input data-bbox="495 808 511 829" type="button" value="+"/>	1 <input data-bbox="673 808 690 829" type="button" value="+"/>	2 <input data-bbox="852 808 868 829" type="button" value="+"/>	3 <input data-bbox="1031 808 1047 829" type="button" value="+"/>	4 <input data-bbox="1209 808 1226 829" type="button" value="+"/>	5 <input data-bbox="1388 808 1404 829" type="button" value="+"/>

You may get a warning box in Internet Explorer several times during the event submission process; simply click Yes and continue:

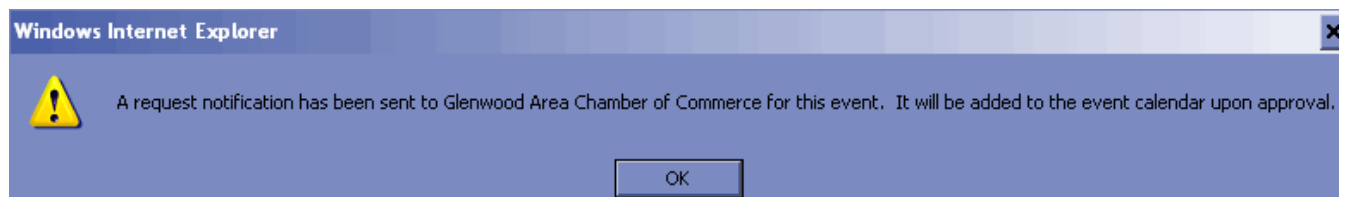


The next step is to add details of the event; once again, fill in all the relevant information. If you have a website address, make sure you enter it with www. or <http://www.yourwebsite.com>; don't just put in yourwebsite.com. Use the drop down boxes next to the Start Date/Time to select the time and AM or PM. Don't forget to select a category at the bottom.

Request To Add A New Event Glenwood Area Chamber of Commerce

Event Title:	<input type="text" value="Event at Pope County Tribune"/>					
Start Date/Time:	<input type="text" value="03/30/2008"/>	<input type="text"/>	:	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> All Day Event
End Date/Time:	<input type="text" value="03/30/2008"/>	<input type="text"/>	:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> same as start date
Description:	<input type="text"/>					
Location:	<input type="text"/>					
Date/Time:	<input type="text"/>					
Fees/Admission:	<input type="text"/>					
Contact Information:	<input type="text"/>					
Contact Email:	<input type="text" value="tdouglass@pctribune.com"/>					
Website URL:	<input type="text"/>					
Visibility:	<input checked="" type="checkbox"/> Display on Public Events Calendar					
	<input checked="" type="checkbox"/> Display on Members Only Calendar					
Event Category:	<input type="checkbox"/> Arts & Culture					
	<input type="checkbox"/> Chamber Of Commerce					
	<input type="checkbox"/> Clubs/Organizations					
	<input type="checkbox"/> Community Services					
	<input type="checkbox"/> Continuing Education					
	<input type="checkbox"/> Festivals & Celebrations					
	<input type="checkbox"/> Government					
	<input type="checkbox"/> Holiday					
	<input type="checkbox"/> Recreation & Sports					
	<input type="checkbox"/> Schools					
<input type="button" value="Submit for Approval"/>		<input type="button" value="Cancel"/>				

After you submit, you will see this notification:



If you want to add photos to your listing, there is an extra step. You must first submit the event, then go back to your event listing, which will now show photos beneath the Event Category. You have the option to add photos or maps.

Photos & Images

Image Type	Image	Size	Action
Main Event Photo			▶ Add Image
New Gallery Photo			▶ Add Image
Map Image <input type="radio"/> Google Maps <input type="radio"/> MapQuest <input type="radio"/> Uploaded Image <input checked="" type="radio"/> None	DISABLED		

Save

Back to Calendar

To upload a photo, click Add Image on the right, and upload from your computer:

Load Image

Main Event Photo

max image size: 500 x 500 pixels

Image File Path*:

Caption:

*only image files of type *jpg* and *gif* are allowed for placement in this location.

You may also add a map by specifying the address:

Map Image

- Google Maps
- MapQuest
- Uploaded Image
- None

Street Addr:

City/State/Zip:

The next section is reports, and they all work the same way, so we will only cover one. Click whichever report is relevant if you have Hot Deals or Job Postings.

Hot Deals

Pope County Tribune

You have no Hot Deals active on the website.

Become a Website Sponsor Member

- For more information please contact a ChamberMaster representative at (800) 825-9171.
- Use the [Hot Deals](#) link under Advertising at the left side of the screen to post Hot Deals.

Clicking profile will allow you to format your report with the options below:

Member Profile

- Include Category Pick-List
- Include Locations Pick-List
- Include List of Representatives
- Include Lodging-Specific Information
- Include a Page-Break between Sections

[View/Print Report](#)

The last section is User Manuals, which are the official ChamberMaster versions and are more in-depth and detailed than this one.

User Manuals

- [User Guide](#)
- [Create Your Own Web Page](#)

They are available as PDF files. If you need a PDF reader, go to [Adobe](#) or [Foxit](#) (I prefer Foxit because it's a much smaller download, less frequent updates, and much shorter installation times).

We plan to have a workshop in the near future to explain the system in more detail for those members who wish to make changes on their section of the website.