

Member Portal Instructions

TAKE ADVANTAGE OF YOUR ENHANCED CHARLEVOIX.ORG BUSINESS LISTING

Build out your directory profile to include photos, videos, keywords, and direct links to your website, social media pages, and more.

STEP 1: SIGN IN

- Sign in to your account by going to ***business.charlevoix.org/login***
- If you do not have your log-in password or need help, call or email the Chamber

STEP 2: UPDATE

- Navigate through the tab options on the left to update your business information
 - TIP: track profile progress under the Member Profile box in the middle of the right-hand column; click UPDATE for quick access to your information
- **Personal**: this is your personal profile information for your user login; multiple employees can have login options and fill out their own personal information
- **Company**: this is where you will add information for the business, including where you will build out your displayed online profile
- **Website Information**: this is the content displayed on your business page on Charlevoix.org which includes contact information, business description, social media links, hours of operation, etc.
- **Logo/Photo/Video Upload**: all can be added to showcase your business!

STEP 3: INTERACT

- **Directory**: access to the member directory
 - TIP: contact members directly by selecting their listing and clicking the SEND EMAIL button
- **Job Postings**: publish your job postings that will be displayed on the *Members' Job Posting* page and in the *Biz Blast*
- **Member to Member Deals**: utilize your Chamber partnerships by offering deals or discounts to other Chamber members
- **Hot Deals**: promote any specials, deals, and discounts to the community

SPECIAL NOTE FOR EVENT SUBMISSIONS

- Select Events Calendar under the Links section on the left column
 - OR: go to ***charlevoix.org/events-calendar***
- Once on the Event Calendar webpage, select the Submit An Event button

DO NOT select the EVENTS tab on the top of the page; that calendar is no longer active