



## Chamber 101: Member Profile How-To's



### Adding Details About Your Business

(Once on member only section) Click Profile Update > Edit My Profile > Directory Listing (Add to your description [what's on your profile] and short description [what people see when searching businesses (ADD Current Sign Up Location, here)]) > Save and Submit. In this same section add Keywords, think like your consumers-- popsicles, popsicle sticks, strawberry, banana, etc. Like hashtags, think of alternate terms some people may use to find you. Separate each keyword by a comma.



### Adding Social Media Links

(Once on member only section) Click Profile Update > Edit My Profile > Social Media (copy and paste URL) > Save and Submit



### Adding a Logo and Photos

(Once on member only section) Click Media Update > Upload Photos > Save Changes (at bottom of page) Here you can also embed a video onto your page.



### Adding News Items

(Once on member only section) Click Submit News Item > Fill in text (Upload an image if it would help!) > Submit (at bottom of page)



### Adding Coupons

(Once on member only section) Click Submit Coupon > New Coupon > Fill in text > Save (at bottom of page)



### Adding Job Listings

(Once on member only section) Click Submit Job Posting > Fill in text > Submit (at bottom of page)

Have questions? Email membership manager Anna Coates at [anna.coates@dekalb.org](mailto:anna.coates@dekalb.org)