



## Member Information Center

**Welcome!** As a new member there are a few things to do to create your Stoneham Chamber profile and maximize your listing in our online directory. The information below are some key areas to focus on first to get you started.

### LOGGING IN

- Visit [stonehamchamber.org](http://stonehamchamber.org)
- On the top right hand corner you can find the “Member Login” link and enter your username (email) and password.
  - If you have not created your member login yet, click on “No login created? Sign up now.”
  - Enter the email you used to sign up as a member and click “Continue” and you will receive detailed instructions on how to finish creating an account.
- You can also log in by downloading the MemberPlus application from the app store on your Android or Apple device.

### POPULATING YOUR PAGE

#### Personal Information

From the home screen you will see a set of tabbed options on the left hand side. The first tab that you will see is labeled Personal Information. It is recommended to update your personal information first.

The My Profile sub-tab under the Personal tab will allow you to update personal information including name, contact information/preferences, and you can even include a personal bio to help everyone get to know you better. When you have completed your profile, don't forget to click save changes down on the left hand side of the page.

Below the Profile tab you will see the Groups/Interests tab where you as a new member can select what groups you would like to be a part of.

Directly below the Groups/Interests tab you can find the Social Networks tab where you can link your LinkedIn and Facebook accounts to your business profile.

The Display Preferences tab directly below the Groups/Interests tab allows you to select which items you wish to be displayed for the public and for the other members.

It is important to check the options that include full name, job title, contact information, and address information so the public/other members know who you are and how to contact you. Don't forget to click the save changes button on the bottom left hand side to successfully save your changes.

### **Company Information**

The Profile Summary sub-tab under the Company tab will allow you to see the overall completion of your profile. We encourage you to have as much as possible completed in these categories listed. The Profile Summary tab is a good area to come back to as you continue completing and updating your profile so you are aware of what you need to focus on and complete.

Under the Profile Summary tab there are additional important categories that include organization information, employees, website information, videos and logos that can be filled out to better complete your company profile.

### **Billing**

The last tab on the left hand side under the account settings is the Billing tab where you can view transaction history and conveniently make a payment to renew your membership.

### **Directory**

At the top of the page you will see the Directory tab where you can search for a business that you already wish to view or you can go through the list of businesses that are categorized alpha-numerically.

### **Events**

The Events tab to the right of the Directory tab is where you can see everything that is going on, in and around the Stoneham Chamber.

As a member you can add an event by clicking the Add Event button on the top right hand side of the page.

You can also manage events by clicking the Manage Events tab that is located to the right of the Add Event tab.

## **News**

The News tab located at the top of the page next to the Resources tab informs you of what is going on in the community.

Under the News tab you can view local deals, member to member deals, news releases, and job postings.

As a member you can add news releases by clicking the News tab and job postings by clicking the Job Postings tab and going through the prompts.

## **Local Deals**

The Local Deals tab is where you can view local deals that have been posted and even add a local deal yourself.

When adding a deal, we suggest posting the deal under the Local Deals tab so everyone including the fellow members and public can view and take advantage of the deal that you are posting.

Local deals, job postings, news releases, and events will be posted to the Stoneham Chamber Facebook page.

Job postings, news releases, and local deals post to Facebook immediately. While events post to the Facebook page one week out.

## **Thank you for joining the Stoneham Chamber of Commerce!**

The Chamber team and Board of Directors are here for you. If you need any assistance or have questions, please call the Chamber at 781-438-0001 or email [info@stonehamchamber.org](mailto:info@stonehamchamber.org).