



How to use ChamberMaster as a key resource:

Step 1: Create your login

- Visit www.stonehamchamber.org
- In the top right-hand corner, click “Login”
- Click “No login created? Sign up now.”
- Enter your email that is on file with the Stoneham Chamber of Commerce and click “Continue”
- You will then receive an email with step by step instructions on how to finish creating an account

Step 2: Log In

- Return to the www.stonehamchamber.org login page
- Enter the email and password you chose and click submit

Step 3: Make the most of your profile page- Suggestions

- Update information within your account
 - o Focus specifically on company information tab (located on the left-hand side of the screen)
 - Organization information
 - Website information
 - o Why?
 - This is a place other than company website to promote/explain/describe who you are and what your business is
 - All information you add is displayed in the directory on chamber website
 - Adding numerous key words (choosing carefully, describing your business) gives you the advantage of showing up on a search within our directory
- Take advantage of the “Membership Badge”
 - o Copy and paste the HTML to your website to display “A Proud Member of the Stoneham Chamber of Commerce (image)”
 - Why? This is another way to show consumers you are a chamber member
- Post Updates
 - o Here is where you can post content
 - Text
 - Links
 - Photos
 - Videos
 - o Example: Post flyers for upcoming sales, programs, or events!
- Add a photo to your profile (professional headshot if available)
 - o This adds a personal touch to your profile
- Add links to all your social media pages(professional) to provide direct access for viewers
 - o Make sure to keep it professional! Do Not include personal Facebook/Instagram pages to this section

*Please do not hesitate to contact the Stoneham Chamber of Commerce with any questions you may have regarding ChamberMaster.

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