

SouthHadleyGranbyChamber.com How-To...

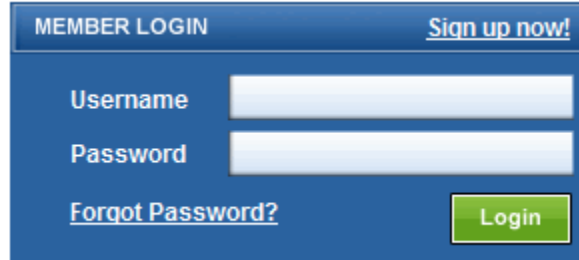
WE HAVE MADE THIS TO BE PRINTED OUT FOR YOU TO REVIEW WHILE USING THE WEBSITE

Sign Up for a free account:

By signing up for a free account you are able to get email Chamber Newsletters, Invitations, Special Offers, Discounts, and important announcements. Also, once you have signed up you can choose to join the chamber and ADVERTISE your business on the Chamber website.

To get started...

Go to <http://www.southhadleygranbychamber.com> and on the top right you'll see a login box and at the top of it is a link to "SIGN UP NOW"



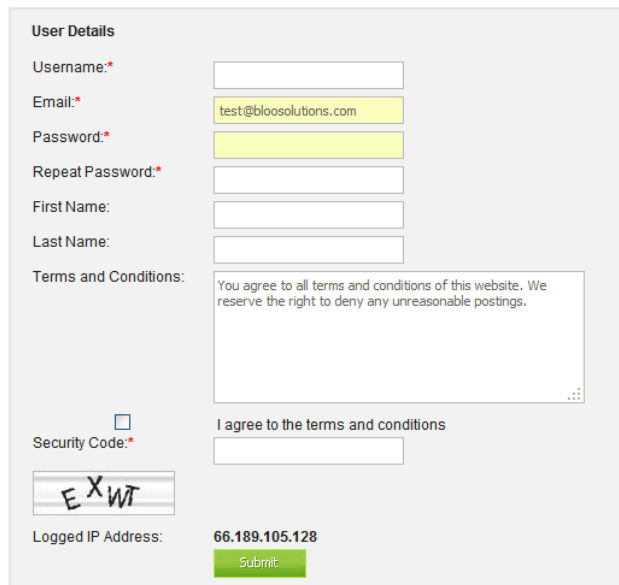
MEMBER LOGIN [Sign up now!](#)

Username

Password

[Forgot Password?](#)

You will be brought to a page where you will create a username, password, and fill in you first and last name. You must agree to the terms and conditions and enter the security code, and then you are done!



User Details

Username:*

Email:*

Password:*

Repeat Password:*

First Name:

Last Name:

Terms and Conditions: You agree to all terms and conditions of this website. We reserve the right to deny any unreasonable postings.

I agree to the terms and conditions

Security Code:*

Logged IP Address: 66.189.105.128

Advertise Your Business:

To begin you must have already completed the steps to **Sign Up for a free account**. Once this step is completed, sign into the website at <http://www.southhadleygranbychamber.com> using the box on the front page that looks like this:

Then at the top of the screen you'll see a message greeting you

Welcome **Tester** - Logout?
Tuesday, January 6th 2009.

The quickest option once you have signed in is to click the banner that looks like this



You'll be brought to a page that breaks down the differences between memberships and price levels (also choose based on whether you have MORE than or LESS than 100 employees) as this affects your pricing and benefits as well.

Features	Basic (<100 employees)	Basic (+100 employees)	Plus (<100 employees)	Plus (+100 employees)	Premier (<100 employees)	Premier (+100 employees)
Category Limit:	1	1	4	4	20	20
Featured:	-	-	✓	✓	✓	✓
Address:	✓	✓	✓	✓	✓	✓
Zip Code:	✓	✓	✓	✓	✓	✓
Email:	✓	✓	✓	✓	✓	✓
Website:	-	-	✓	✓	✓	✓
Map:	-	-	✓	✓	✓	✓
Description Size:	250	250	500	500	1000	1000
Logo:	-	-	✓	✓	✓	✓
Offer Images:	-	-	✓	✓	✓	✓
Number of Offers:	0	0	2	2	15	15
Number of Images:	1	1	5	5	15	15
Number of Documents:	1	1	5	5	15	15
Phone:	✓	✓	✓	✓	✓	✓
Top Runners LAIR® (468px X 60 px):	0	0	0	0	2	2
Side Banners SMALL (150px X 150px):	0	0	1	1	2	2
Pricing:	Option 1 Term: 1 years Setup: \$0.00 Price: \$150.00	Option 1 Term: 1 years Setup: \$0.00 Price: \$300.00	Option 1 Term: 1 years Setup: \$0.00 Price: \$200.00	Option 1 Term: 1 years Setup: \$0.00 Price: \$350.00	Option 1 Term: 1 years Setup: \$0.00 Price: \$500.00	Option 1 Term: 1 years Setup: \$0.00 Price: \$750.00
	Submit	Submit	Submit	Submit	Submit	Submit

Please note, not all membership benefits are included on this chart, only the website features. For full membership information please call 413-532-6451

At the bottom you click the button for the Membership Level you want to pay annually for Chamber dues & Website Advertising (YES! annual chamber dues are included in this fee)

After clicking that button, you will be brought to a drop-down menu to choose your PRIMARY classification for your business type. When you click submit you will now be entering your BUSINESS DETAILS.

To suggest a new business category email webmaster@shchamber.com or call 413-532-6451

Title

your business name

Categories

If your business falls into multiple categories and you chose a membership advertising level that allows MULTIPLE categories, you can select as many categories as your membership allows (1 for Basic Members, 4 for Plus Members, 20 for Premier members) by holding down the CTRL button while selecting multiple categories with your mouse.

Short Description

Short space to convey a little information about your business. Character limit set based on the membership level you chose (please refer to <http://www.southhadleygranbychamber.com/compare.php> for details)

Description

A longer more detailed description for you to give information and background about your business, who can benefit from your services, and any other beneficial information about your business. This section uses a processor a lot like Microsoft Word and you can make words bold, italic, list format, and more!

Keywords

Here is where you'll enter words that you think customers would be searching for to find your business. This keyword limit is also set based on the membership level you chose (please refer to <http://www.southhadleygranbychamber.com/compare.php> for details)

Address Line 1

Street Addresses Only – if you put a PO box or apartment #, your google maps feature will not work properly. That is what the next box is for!

Address Line 2

Do you have a PO box where you prefer to receive mail, or an apartment or suite # for your office? This is the right place to put it

City

what city is your business located in?

State

Everyone is from Massachusetts in this Chamber currently. If there must be an exception we will deal with it case by case, email webmaster@shchamber.com or call 413-532-6451 for assistance

Zip Code

enter your business zip code

Website

Enter your business website URL in the format <http://www.yourcompany.com>

Email

enter the person's email who you want to be the main contact for this business. Or enter your own if you are the contact

Phone

your business Phone #

Logo

Upload your business logo if your membership level is higher than Basic

Edit a listing (including uploading banners, product offers, company photos, documents):

To start you must have completed **Sign Up for a free account** and **Advertise Your Business**. Once you have SIGNED in to the website, you can click “My Account” on the Home Page (bottom of list)

- PAGES
- Home/Business Directory
- News & Events
- Visitor Info
- Chamber Photos
- About Us
- Contact
- Compare Memberships
- My Account

Home » My Account

- Account Summary
- View/Edit Account
- Favorites
- Listings
- Orders
- Invoices
- Advertise
- Logout

Welcome!

Click the “Listings” Button to view all of your advertised businesses.

On this page you manage everything about your business advertising using the icons as indicated

283	Arts Unlimited (View Public Listing)	Active	Edit Listing	Edit Images	Edit Documents	Edit Offers	Edit Banners	View Statistics
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Edit Listing

You can change any business information, address, phone number, website, email, description, categories, etc.

Edit Images

If your membership level allows you can upload photos of your staff, products, portfolio of work examples, your place of work, or anything else appropriate. Inappropriate items WILL be removed without notification and possibly a membership ban without refund.

Edit Documents

If your membership level allows, you can upload documents that pertain to your business. For example, mission statements, coupons, PDF documents, product descriptions, catalogs, etc.

Edit Offers

Do you have specific promotions you'd like to advertise? If your membership level allows you can load a photo of a specific product and load a price, promotion details and include a link that takes people to your website or a link to purchase. Whichever one you choose!

Offers generally can look something like this on the main page

Edit Banners

If you chose Plus membership level, you get to load one small banner on the side that will appear as 200 pixels height by 200 pixels width. It can be in JPG, GIF, PNG, or SWF format

These ads look something like:

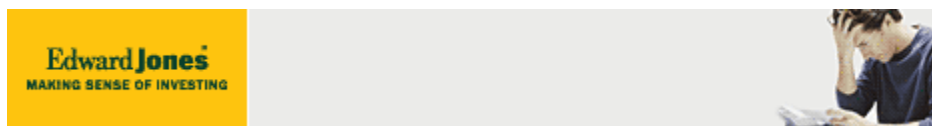


200 pixels X 200 pixels

If you chose Premier membership level, you get to load **two small banners on the side** that will appear as 200 pixels height by 200 pixels width. It can be in JPG, GIF, PNG, or SWF format

You also get to load **two large banners on the top** that will appear as 468 pixels width by 60 pixels height. It can be in JPG, GIF, PNG, or SWF format

These ads look something like:



468 pixels wide by 60 pixels high

FEATURED PRODUCTS



New Computer \$599

Do you need a fast new computer? Get it loaded with all the software you need to be productive (Microsoft Windows XP Professional and a basic office Productivity suite) Fly through web pages, and enjoy enough memory to download videos, music, share photos with family and friends, and be productive with everyday work and email. Includes monitor, mouse, and keyboard. Speakers, printer are extra. Call for details 413-536-5044