HOME PAGE

Access quick links to all of the major features of this account.

Left Panel-

Shortcuts to Hot Deals, Member to Member Deals, News Releases, MarketSpace and Message Center

Links to Chamber Website, “Find Key Words for the Business Directory,” advocacy resource links, Chamber social media links and helpful articles.
HOME PAGE

Access quick links to all of the major features of this account.

Center Panel-

This introduction provides you a snap shot explaining the purpose of the Chamber Member Account and details on how to take advantage of the features.

Below is a list of updates made by Chamber Members and notifications regarding upcoming events, news releases, job listings and more.
HOME PAGE

Access quick links to all of the major features of this account.

Right Panel-

Upcoming Chamber events and opportunities are featured directly on the homepage for easy registration.

The “Company Profile” completion rate appears to notify you of missing information and updates that may need to be done to keep your Business Directory performance strong.

“Refer a Business for Membership” is a feature to share information about the Greater Cheyenne Chamber of Commerce and to confirm they will be contacted directly.
HOME PAGE

Access quick links to all of the major features of this account.

Header Panel-
Access all of the features of the Chamber Member Account:
- Home
- Directory
- Events
- Resources
- Reports
- News
- Apps
- Settings
DIRECTORY PAGE

Access a full list of businesses who are partners of the Greater Cheyenne Chamber of Commerce and their contact information.

Search contacts quickly by “Keyword,” “Category” or “New Members.”

*Tell your Chamber Representative your Category requests.
EVENT PAGE

View a full list of events that are currently posted to the community calendar.

OPPORTUNITY:

Have the option to “ADD EVENT” or “MANAGE EVENTS” with the top left buttons in the center panel. Then follow the steps to post an event or to update existing event listings.

HELPFUL TIPS:

• Save posters as a photo file format like a jpeg or png to upload directly to your event listing.

• Feature YouTube videos on your event listing directly. If you do not have a YouTube video but a video on another webpage, feature a hyperlink to the video in the body of your “Event Description.”
EVENT PAGE

Access personal activity regarding event participation on the left panel.

• See “Events I’ve Registered For,” “Events I’ve Attended/Checked-In”

• Sort events by “keyword,” “Category,” “Month,” and see quick data

• View quick data regarding event registrations and filter quickly with “Featured Events,” “Registration Available,” and “Incomplete Registration”
RESOURCE PAGE

Access Archived Chamber newsletters, Member Benefit Guides, helpful articles, documents, forms and website resources.

OPPORTUNITY:
If you would like to contribute Resource Content to this page, contact the Chamber by calling (307) 638-3388
RESOURCE PAGE

Sort through the content using the side panel and select the BLUE links to either download documents or to open websites.
REPORrts page

The center panel featuring the "Membership Visibility" is crucial to Chamber Member Account users. This provides a snap shot of overall online activity.

On the left panel, navigate through more detailed reports for each category of activity.
REPORTS PAGE

Report Options:

• Lead List
• Member Page Views
• Sponsor Ad Views*
• Hot Deals Views
• Job Posting Views
• Profile

*Additional Fees Apply. Contact Stephanie Meisner, stephaniem@cheyennechamber.org for more information.
NEWS PAGE

Select from a variety of “News” categories to stay informed and active in what other Chamber Partners are posting from Hot Deals to News Releases and so much more.

The center panel features an overview of categories. See a more detailed list select “View All.”

OPPORTUNITY:

When any of the categories are selected, there is an option to “ADD” content. Post news releases, job listings and more. Upon submission approval, the information will be dispersed through all Chamber communication outlets.
Settings

This section is critical because it populates the Business Directory and for the best profile performance each section needs to reach 100% completion.

Select under each section “VIEW” or “UPDATE.” Then fill in or update your business’ information and save those changes. This updates the Chamber Website, Mobile App and Social Media upon submission.

NOTE:

• Adding more visuals to a profile will increase directory engagement. Upload photos and logos to make the directory listing more appealing.

• Remember to view the directory listing at www.cheyennechamber.org and confirm the categories the business is allocated to. Call the Chamber to make any updates to the directory categories.
Settings

Now you can pay invoices online through the Chamber Member Account, and access full account details by viewing the “Transaction History.” Filter your billing by date and pay for any outstanding balances in one transaction by adding items to the shopping cart.

NOTE:

• The shopping cart feature requires a credit card transaction.

• All billing information is accessible from this account whether it is paid with cash, check or credit card.

• If payment is made at the time of event leave a week’s time for outstanding balances to be noted as paid in the account.
CheyenneChamber.org
(307) 638-3388 |   |   |   |