

What to Add to Your Chamber Profile

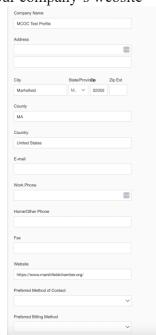
Important Information to Add to your Profile

• When you are logged into your profile and within the "Edit this Profile" tab (see How to update information in your profile), there are multiple tabs on the right side which can be selected





• On the "General Information" tab, it is important to input your company name, the address of your business, the main email address and phone number of your company, and your company's website



• If you have any other emails, addresses, or phone numbers that are relevant to add, you can use the "Additional Addresses", "Additional Emails", or the "Additional Phones" tabs

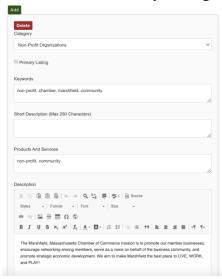
Additional Addresses

Additional Phones

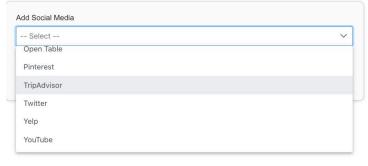
Additional Emails

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• In order to be found in our business directory, it is important to add keywords and a description under the "Directory Listing" tab



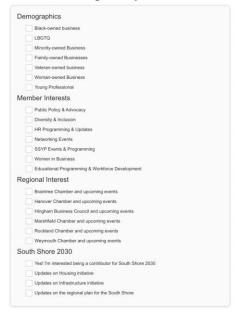
• Under the "Social Media" tab, you can link your company's Facebook, Instagram, or Youtube by selecting a form of social media from the drop-down menu and then inputting a link to your chosen social media page





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• If your company falls under a specific demographic, interest group, or region and you would like to be found through the directory via that category, you can input those interests under the "Update your Preferences" tab



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