The new 'Business Member Login' page saves time, provides convenient access, improves efficiency and streamlines communications for our members by allowing secure access to their chamber member data.

This newest version of the Member Information Center updates and enhances the functions and options over the previous version. Most of the functionality is the same, but it is presented in a more user-friendly fashion. As always, if you have any difficulty accomplishing your tasks, please contact Member Administration at (239) 472-8759 or support@sanibel-captiva.org.

Feature Overview

♦ Change your own business directory listing information

♦ Add, change, or delete your key staff members

♦ Post your events on the calendar (requires chamber approval)

♦ Advertise with Hot Deals (requires chamber approval)

♦ Post your current job openings (requires chamber approval)

♦ Access referral statistics and other reporting

♦ Create & maintain your Daily Vacancy availability (accommodation Member only)

♦ Access your marketing Lead List (Lead List Business Member Login)

♦ Download a copy of the current membership list (Excel file) for mailing. etc.

The 'MIC' web site page is a password protected web-based application that is accessed through an active Internet connection. Once successfully logged in, chamber members have access to these features by selecting the proper menu modules.
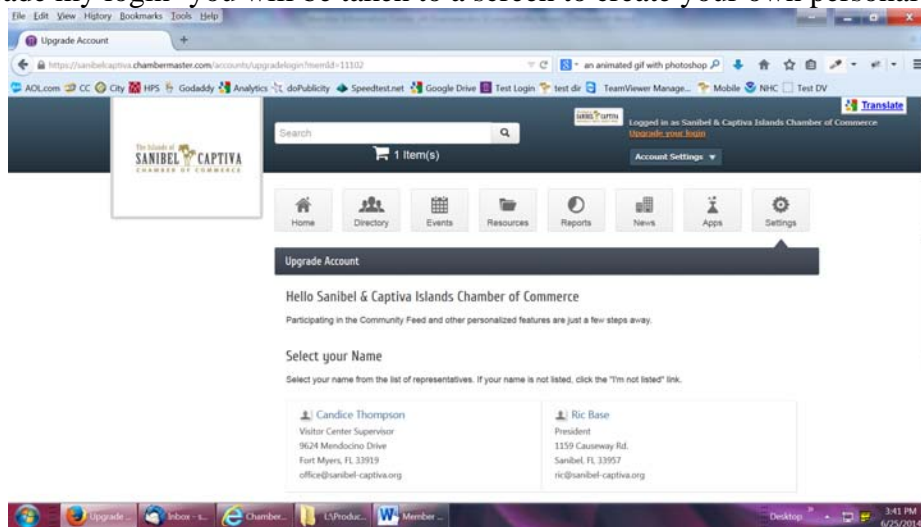
The first time you logon to MIC v4 you may see a message that suggests that you upgrade your login. Your choices are 'upgrade' or' remind me later'. If you select 'remind me later' you will continue to get this message every time you login.
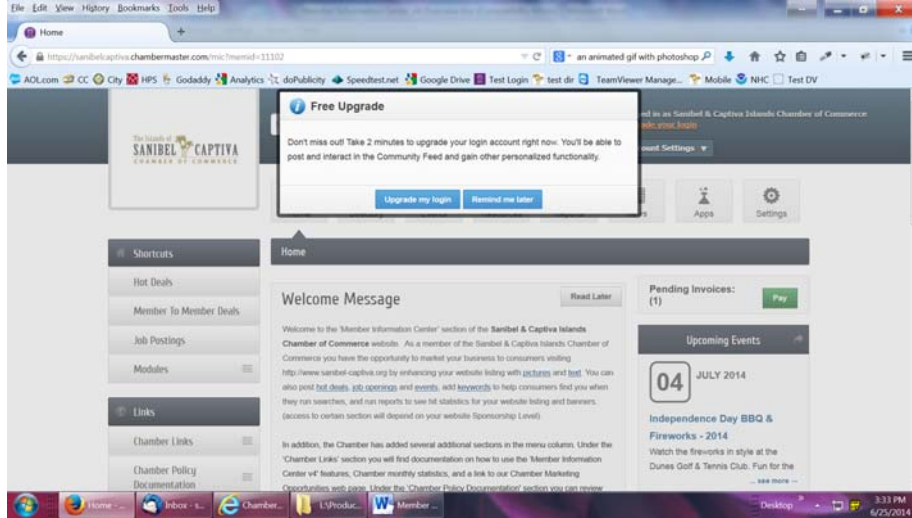
If you select 'Upgrade my login' you will be taken to a screen to create your own personal login.

You would then click on YOUR NAME, which will take you to this screen.
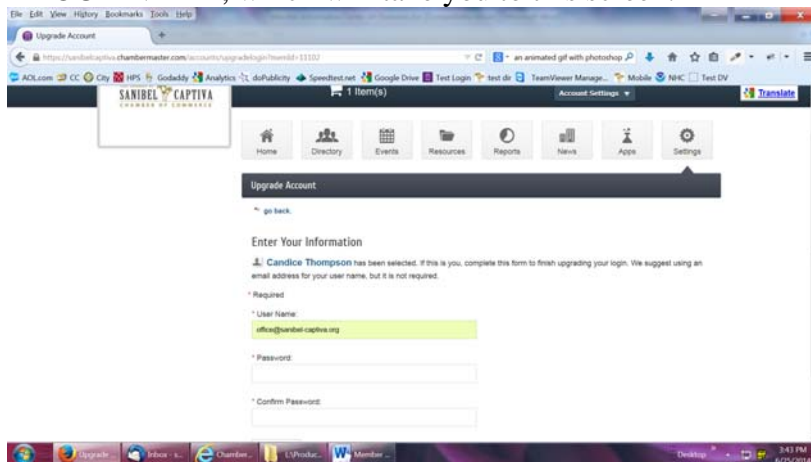
Here you will enter your 'User Name' (it may already have your email address which you can change to anything you like), and your own password. Enter the password again and then hit continue. You will get a confimation notice and then click contiue to use MIC.

Once you create your own personal login you should continue to use it.

A TIP for Management – should you promote the use of personal logins it will be your responsibility to change or delete the password or remove the person in your file should they no longer work for you. Also the Chamber does not have access to personal login passwords. If you don't remember your password the Chamber can only send you an email with a link for you to change the password.

When you logon from our website home page (Business Member Login) you will see this welcome page.
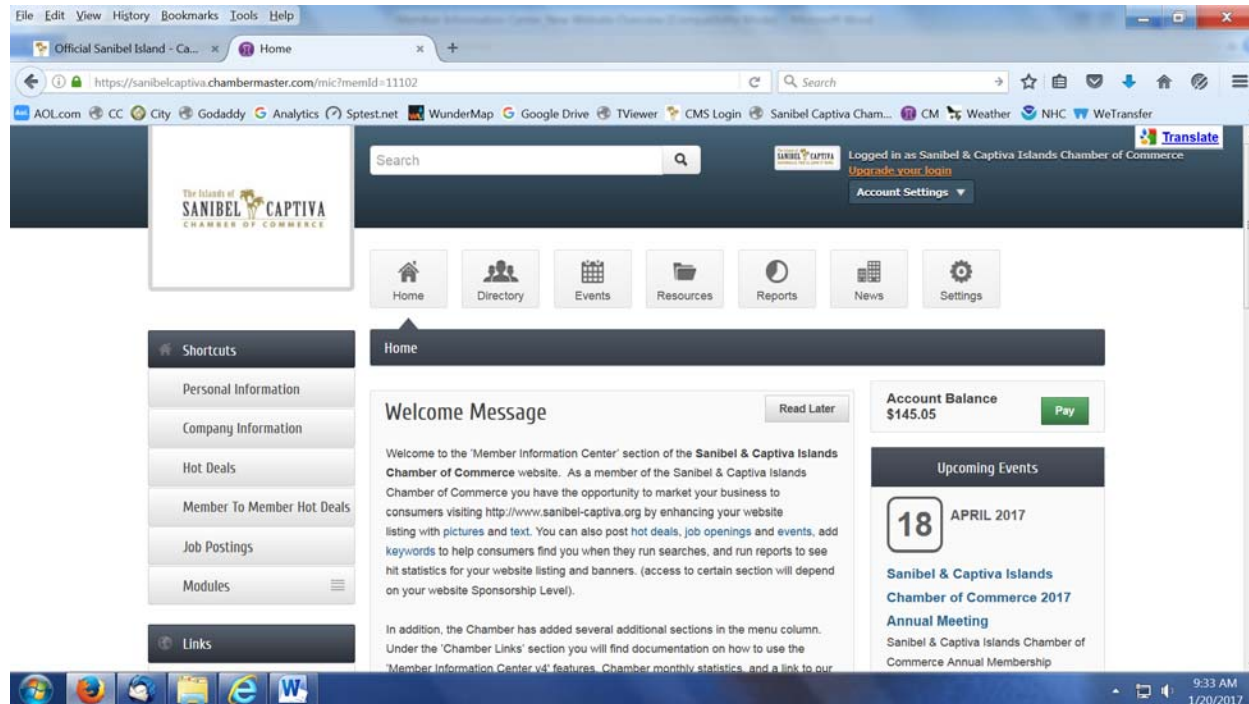
Menu items are listed both across the top and down the left side. Other relevant information is listed on the right side of the page.

Starting top right:
You should see your business name and a business logo or picture (if you have entered one).
Directly below your business name is a drop down button – **Account Settings.** The options here are:
- **Personal Information** – ability to edit your username and password.
- **Company Information** – This section contains your company profile and:
    o Organizational information – ability to update your organizations contact information.
    o Employee information – ability to update your employee list.
    o Website information – ability to update your website listing. If the 'use organization information' box is checked, then this section is not used, otherwise you can make changes to your listing on our website. Please note that the 'Social Network Services are NOT used and the 'Web Description' is not active unless you have purchased a web sponsorship.
    o Categories – shows the categories you are listed in on our website (contact the Chamber for any changes).
    o Logos & Photos – are only available to members who have purchased web sponsorship.
    o Videos - The video is used on our mobile site for everyone.
    o Membership Badge – For those members who have placed our logo and link on their website.
- **Billing** – Here is where you may pay your Chamber invoices.
- **Lodging** – Here is where accommodation members maintain their Daily Vacancy information (please see the specific documentation for managing Daily Vacancy).
- **Switch User** – currently not implemented
- **Logout** – log out of the Member Information Center.

Starting with the menu items across the top:

- **Directory** – This is Chamber website directory page, which you may scroll or search for other Chamber members.
- **Events** – This is a listing of the Chamber website calendar of events. In addition, this is where you would add or modify your events (please see the specific documentation for managing events).
- **Resources** – This section is for the Chamber to upload information for specific groups such as ambassadors or accommodations etc.
- **Reports** – The reports function provides the ability to report on many aspects of your membership. These include:
  - o **Lead List** reports for those members who have signed up for the Marketing Lead List / Wedding Package / Relo Package.
  - o **Member Page Views** reports provide data by selected date range on the number of times that visitors to the Chamber website have viewed and/or clicked on your listing and went to your website. This report has been updated to show these results for visitors using our Mobile Website. The two key columns that members should focus on are: "Links to Website" and "Mobile Links to Website".
  - o **Sponsor Ad Views** report on the number of times your Banner (for those members who are sponsorship members) has been displayed and the number of times visitors have clicked on your banner and went to your website.
  - o **Hot Deal Views** report on the number of times visitors viewed your Hot Deal. There is a cumulative report and a report for each active Hot Deal.
  - o **Job Posting Views** report on the number of times visitors viewed your Job posting. There is a cumulative report and a report for each active Job.
  - o **Profile** this is a report you can generate giving you a listing about your membership based on the information we have in our membership database.
- **News** – This section shows you a summary of all Hot Deals and Job postings in our system.
- **Apps** – For future use.
- **Settings** – Shows your Profile information and the ability to update your Profile.

Menu items down the left side:

SHORTCUTS

- **Hot Deals** – Add or manage your Hot Deals (please see the specific documentation for managing Hot Deals).
- **Member to Member Hot Deals** - Add or manage your Hot Deals (please see the specific documentation for managing Hot Deals).
- **Job Postings** - Add or manage your Job Postings (please see the specific documentation for managing Job Postings).
- **Modules** – Click on this item to see the drop down menu items. Currently, there is only one – Lodging. This Lodging section is for accommodation members to manage their Daily Vacancy availability. (please see the specific documentation for managing Daily Vacancy).

LINKS

- **<u>Chamber Links / Information for Chamber Members</u>** – This drop down contains documentation and information for our members. It includes a link to our Chamber statistics page, how to sign up for Chamber email blasts and a link to download our complete membership list, etc.
- **<u>Chamber Policy Documentation</u>** – This section contains appropriate policies for using the various functions and resources the Chamber provides.
- **<u>New MIC v4 Documentation</u>** – This section includes documentation about how to use your new MIC member portal features (such as this document).