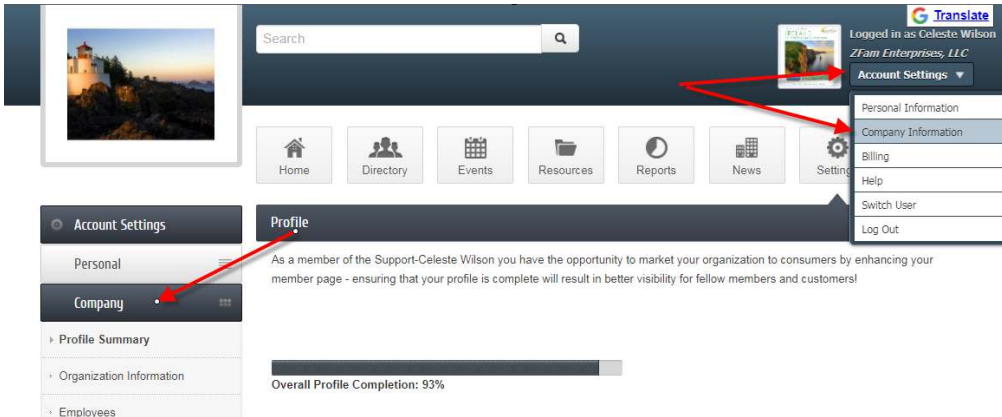
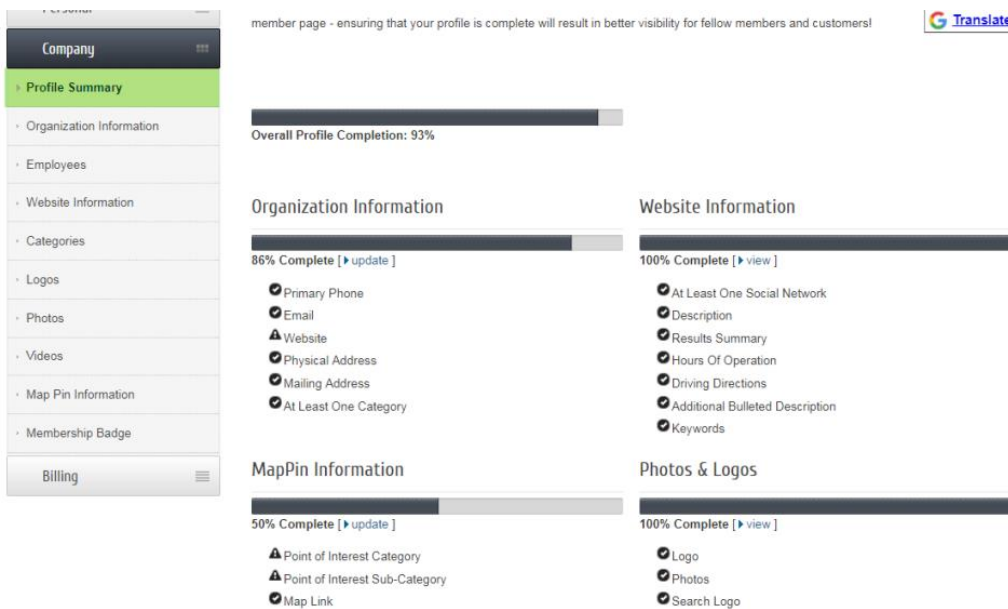


Update Company Information

You can either click on Account Settings or Company in the shortcuts on the left side.



Profile Summary shows what you have completed and have not completed.



Update your Organization Information

This screenshot shows the 'Update your Organization Information' form. It has a 'Save Changes' and 'Clear Changes' button at the top. The form is divided into two main sections: 'Contact Information' and 'Address Information'.

Contact Information:

- Company Name: ZFam Enterprises, LLC
- Primary Phone: (800) 655-1234
- Alternate Phone: [Empty]
- Toll Free Phone: [Empty]
- Website: [Empty]
- Fax: [Empty] (Call First)
- Email: celeste.wilson@micronetonline.com
- Cell Phone: [Empty]

Address Information:

- Physical Address: 2400 Mocking Bird Ln. NW, Ste. 4
- Mailing Address: Testing Business Address
- City: Blaine
- State: MN

If you are the primary rep, you can update employees

The screenshot shows a navigation menu at the top with options: Home, Directory, Events, Resources, Reports, News, and Settings. On the left, there is a sidebar for 'Account Settings' with sub-sections: Personal, Company, Profile Summary, Organization Information, Employees (highlighted), Website Information, Categories, Logos, Photos, Videos, and Map Pin Information. The main content area is titled 'Employees' and shows a table with 5 employees:

Rep Name	Title	Primary	Phone	Email
<input type="checkbox"/> Shaniqua Davis	Receptionist	No		[not set]
<input type="checkbox"/> Dave Kotzer	Laborer	No		celeste.wilson@micronetonline.com
<input type="checkbox"/> Jim Sawatzky		No	(800) 555-1234	celeste.wilson@micronetonline.com
<input type="checkbox"/> Travis Simpson	Co-Owner	No	(800) 555-1234	travis@mailinator.com
<input type="checkbox"/> Celeste Wilson	Owner	Yes	(800) 825-9171	celeste.wilson@growthzone.com

Below the table are two buttons: 'Deactivate Selected Reps' and 'Add Employee/Rep'.

You can update the employees by clicking on their name.

The screenshot shows the 'Employee Profile' page for Shaniqua Davis. At the top, there are buttons for 'Save Changes', 'Clear Changes', and 'Employee/Rep List'. Below the name, there are tabs for Profile, Photo, Groups/Interests, Social Networks, Preferences, and Custom Fields. The 'Edit Employee Profile' section contains the following fields:

- Prefix: [Dropdown]
- Greeting: [Text]
- First Name: [Text] (Shaniqua)
- Job Title: [Text] (Receptionist)
- Middle Name: [Text]
- Contact Preference: [Dropdown] (Email)
- Last Name: [Text] (Davis)
- Phone Preference: [Dropdown] (Work Phone)
- Suffix: [Dropdown]
- Work Phone: [Text]
- Address Line 1: [Text] (with 'Copy Organization Information' checkbox)
- Home Phone: [Text]

Upload Photo

The screenshot shows the 'Employee Photo' section for Shaniqua Davis. It includes buttons for 'Save Changes', 'Clear Changes', and 'Employee/Rep List'. Below the name, there are tabs for Profile, Photo (highlighted), Groups/Interests, Social Networks, Preferences, and Custom Fields.

Edit Employee Photo

This photo may be displayed publicly based on the settings of your organization. Common uses would be to display your photo when listing group or committee members on your organization's website.



+

Note: After clicking the '+' and selecting a new picture, the original picture will be deleted and no longer be available.

To display this photo to other members in the Member Information Center, make sure to choose "Allow my information to be displayed" in your Display Preferences.

Subscribe to groups/interests

Profile Photo **Groups/Interests** Social Networks Preferences
Custom Fields

Edit Employee Groups/Interests

Groups

- Select All
- Car Show
 Lakeside Car Show
- Relocation
 Realtors - Realtors that are part of the Chamber

Interests

- Select All
- Mailing Lists
 Relocation

Save Changes Clear Changes Employee/Rep List

Add your social networks

Employee Social Networks
Save Changes Clear Changes Employee/Rep List

Shaniqua Davis

Profile Photo Groups/Interests **Social Networks** Preferences
Custom Fields

Edit Employee Social Networks

LinkedIn:

Facebook:

Twitter:

Save Changes Clear Changes Employee/Rep List

Update directory preferences

Employee Preferences
Save Changes Clear Changes Employee/Rep List

Shaniqua Davis

Profile Photo Groups/Interests Social Networks **Preferences**
Custom Fields

Edit Employee Preferences

Online public directory
Select which items should display for the public and which items should display to other members.

Public	Members	
<input type="checkbox"/>	<input type="checkbox"/>	Allow Shaniqua Davis information to be displayed (displays First and Last name)
<input type="checkbox"/>	<input type="checkbox"/>	Full Name (prefix, middle, suffix)
<input type="checkbox"/>	<input type="checkbox"/>	Job Title
<input type="checkbox"/>	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	<input type="checkbox"/>	Work Phone
<input type="checkbox"/>	<input type="checkbox"/>	Cell Phone
<input type="checkbox"/>	<input type="checkbox"/>	Fax number
<input type="checkbox"/>	<input type="checkbox"/>	Social Networks
<input type="checkbox"/>	<input type="checkbox"/>	Address Information

Save Changes Clear Changes Employee/Rep List

If there are custom fields you can choose them here

The screenshot shows the 'Employee Custom Fields' interface for a user named Shaniqua Davis. At the top, there are buttons for 'Save Changes', 'Clear Changes', and 'Employee/Rep List'. Below the user name, there are several tabs: Profile, Photo, Groups/Interests, Social Networks, Preferences, and Custom Fields (which is highlighted in green). Under the Custom Fields tab, there is a section titled 'Edit Employee Custom Fields' with a sub-section '1 Directory Listing' and a checkbox labeled 'Yes / No'. At the bottom, there are 'Save Changes' and 'Clear Changes' buttons.

Update your directory information. If your website listing is the same as your company information, you can leave this checkmark checked so you don't have to type it in again. If your listing is different, uncheck the box and make the desired edits.

The screenshot shows the 'Website Information' form. On the left is a sidebar with 'Account Settings' and 'Company' sections. The 'Company' section includes links for Profile Summary, Organization Information, Employees, Website Information (highlighted), Categories, Logos, Photos, Videos, Map Pin Information, and Membership Badge. The 'Billing' section is also visible. The main content area is titled 'Website Information' and has 'Save Changes' and 'Clear Changes' buttons. Below this is the 'Web Page Content' section, which includes a checked checkbox for 'Use Organization Information' and a 'Preview Web Page' link. The form contains several input fields: Company Name (ZFam Enterprises, LLC), Local Phone ((800) 555-1234), Toll-Free Phone, Address Line 1 (2400 Mocking Bird Ln, NW, Ste. 4), Address Line 2, City (Blaine), State (MN), Postal Code (01001), Fax, Website URL Text, and Website URL. An Email field (celeste.wilson@micrometonline.com) is also present. Below the form is the 'Social Network Services' section.

If permissions are granted, update your categories

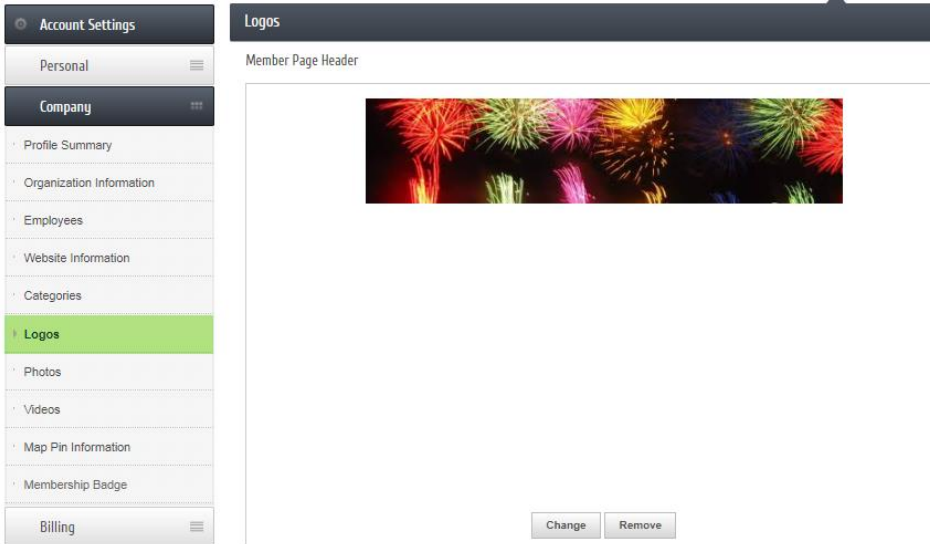
The screenshot shows the 'Categories' management interface. On the left is a sidebar with 'Account Settings' and 'Company' sections. The 'Company' section includes links for Profile Summary, Organization Information, Employees, Website Information, Categories (highlighted), Logos, Photos, Videos, Map Pin Information, and Membership Badge. The 'Billing' section is also visible. The main content area is titled 'Categories' and has an 'Edit Category Tags' button. Below this is the 'Current Categories' table:

Category	QuickLink	Primary
Automotive	Automotive & Marine	Yes
Computer, Consulting	Computers & Telecommunications	No
Finance & Insurance	Finance & Insurance	No
Government & Education	Government, Education & Individuals	No

Below the table is the 'Available Categories' section, which includes a list of categories with checkboxes: Automotive (checked), Computer, Consulting, Crafts, and Finance & Insurance.

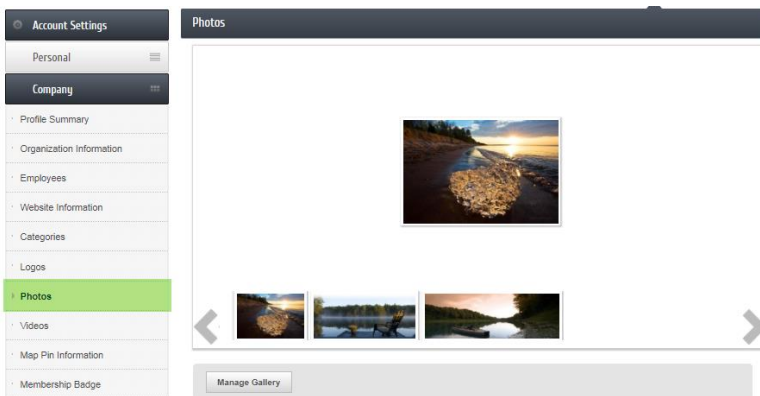
Next 4 items are Enhanced Listing items:

Add a logo



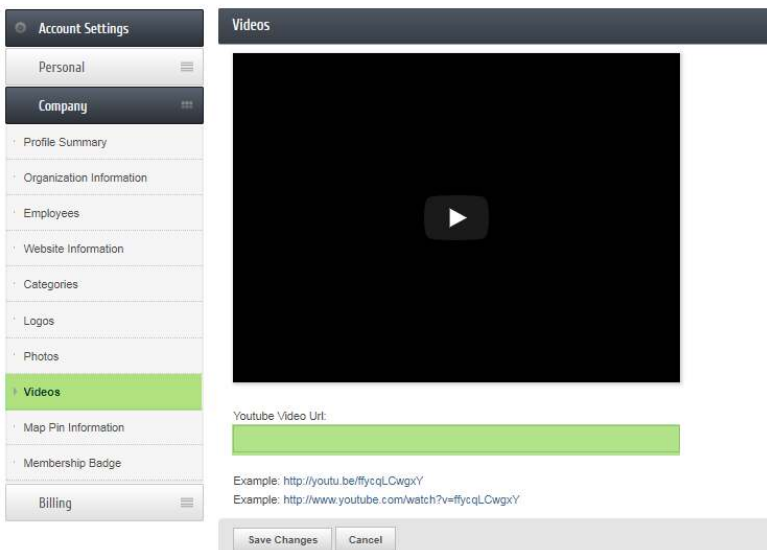
The screenshot shows the 'Logos' section of the account settings. On the left is a sidebar menu with 'Logos' highlighted. The main area is titled 'Logos' and contains a 'Member Page Header' section. A large image of colorful fireworks is displayed in the header. Below the image are two buttons: 'Change' and 'Remove'.

Add a photo gallery



The screenshot shows the 'Photos' section of the account settings. On the left is a sidebar menu with 'Photos' highlighted. The main area is titled 'Photos' and contains a photo gallery. A large image of a sunset over a beach is displayed. Below it is a horizontal strip of three smaller photos. At the bottom of the gallery are navigation arrows and a 'Manage Gallery' button.

Add a YouTube video – upload the video to YouTube and copy the shared link and place it here



The screenshot shows the 'Videos' section of the account settings. On the left is a sidebar menu with 'Videos' highlighted. The main area is titled 'Videos' and contains a large black video player with a play button. Below the player is a text input field labeled 'Youtube Video Url:'. Below the input field are two example URLs: 'Example: http://youtu.be/fyqcLCwgxY' and 'Example: http://www.youtube.com/watch?v=fyqcLCwgxY'. At the bottom are two buttons: 'Save Changes' and 'Cancel'.

Map information

Account Settings

- Personal
- Company**
- Profile Summary
- Organization Information
- Employees
- Website Information
- Categories
- Logos
- Photos
- Videos
- Map Pin Information**
- Membership Badge
- Billing

Map Pin Information

Map Service

- None
- Google Maps
- Uploaded Image

Allow my marker and map to display on my member page and in all map search results.

Search Results Pin Placement

- Show on Organization Directory

Based on the selected map service, the map pin information below is eligible to display on the map on your member page and in any map search results.

Drag the marker to refine your position.

Generate a code to add a Membership Badge on your website

Account Settings

- Personal
- Company**
- Profile Summary
- Organization Information
- Employees
- Website Information
- Categories
- Logos
- Photos
- Videos
- Map Pin Information
- Membership Badge**
- Billing

Membership Badge

Membership Badge for ZFam Enterprises, LLC

Proudly display your association with Support-Celeste Wilson by placing this membership badge on your website. Specify your desired HTML Element ID or use the default-value that is provided, then click "Generate" to create HTML that you can copy and paste into your website.

ZFam Enterprises, LLC
Proud Member of

HTML Element ID:

Generated HTML for Website:

```
<div id="mni-membership-638520915214440900"><div>
<script src="http://s2.chambermaster.com/Content/Script/Member.js" type="text/javascript"></script>
<script type="text/javascript">
new MNI.Widgets.Member("mni-membership-638520915214440900", {member: 220, styleTemplate: "mni@id;text-align:center;position:relative">#@id .mni-widget-member-name{font-weight:700;#@id .mni-widget-member-logo(max-width:100%)});create();
</script>
```