



STONEY CREEK
CHAMBER OF COMMERCE
GROWING BUSINESS TOGETHER

Enhanced Membership User Guide

The Enhanced Membership is an add-on product for members of the Stoney Creek Chamber of Commerce. It has an expiry of 1 year from purchase and has many benefits including:

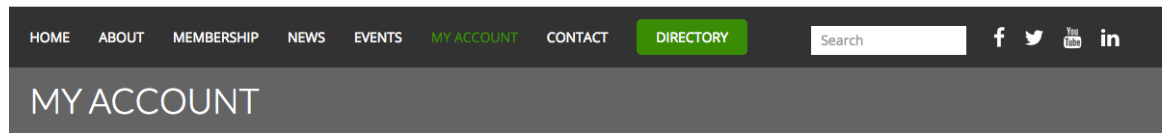
- 1) Have your business name and link to it's listing appear in the Featured Members section of the Stoney Creek Chamber website homepage
- 2) The ability to upload a graphic logo file that appears alongside the listing in the Directory
- 3) The ability to update the business description using a WYSIWYG editor to enhance the listing with customizable text and other rich content like images and links.
- 4) Ability to add social media links that display under the business listing with logos for the appropriate social media site linked to.

The features of the Enhanced Membership are controlled and can be updated by the business through My Account (once logged in) in the Edit Profile screen.

Logging in to My Account

In order to access the enhanced membership features the member of the Stoney Creek Chamber of Commerce must log in to their account:

- 1) From the homepage click My Account in the main menu. Input your username or business e-mail, password and click Login.



Login

Username or email address *

Password *

Remember me


[Lost your password?](#)

note: Use Lost your password to reset your password. If you don't know your username or business e-mail that was used to set up your account, please contact the Chamber.

Editing your Business Profile

- 1) Once logged in, click on My Business Profile to see your current business profile.

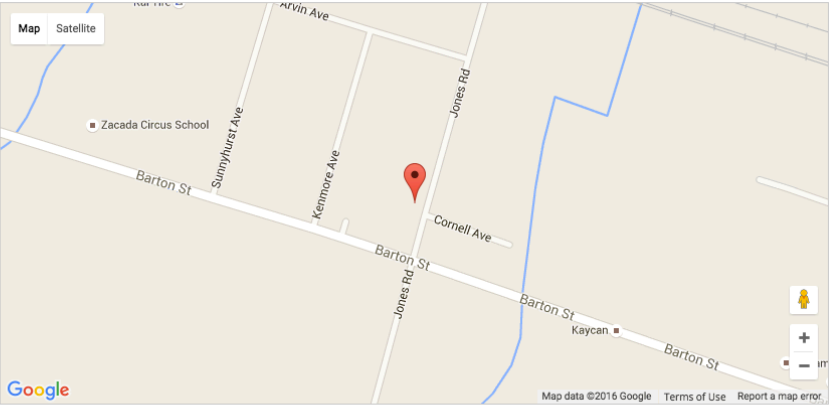
Welcome **Kubes Media Design**. [My Account & Memberships](#) **My Business Profile** [Edit Password](#) [Advertisements](#) [Sign out](#)



Kubes Media Design

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[EDIT PROFILE](#)

- 2) To update the profile, click EDIT Profile below the map. The Edit Profile View displays

Welcome **Kubes Media Design**. [My Account & Memberships](#) **My Business Profile** [Edit Password](#) [Advertisements](#) [Sign out](#)

Editing Kubes Media Design

Business Name

Logo


Business Description
[Add Media](#)

Rich Text Editor: B I ADE [bulleted list] [numbered list] [quote] [link] [image] [table]

Uploading & Updating the Logo

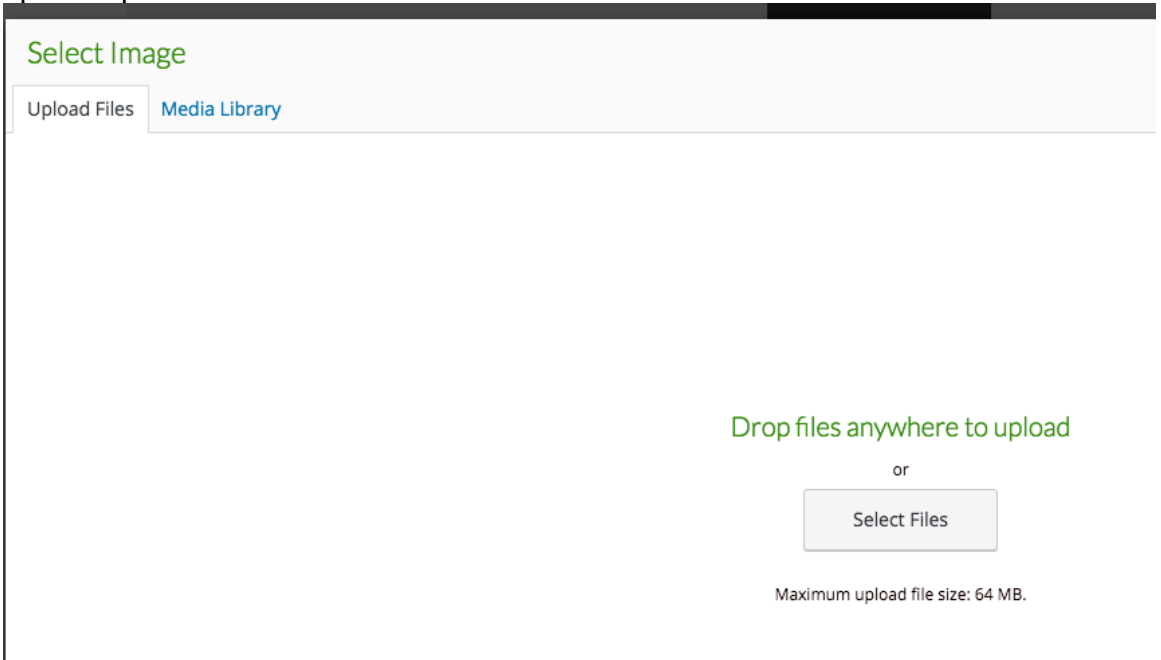
- 1) If no logo is uploaded, click Add Image to upload a logo.

Logo

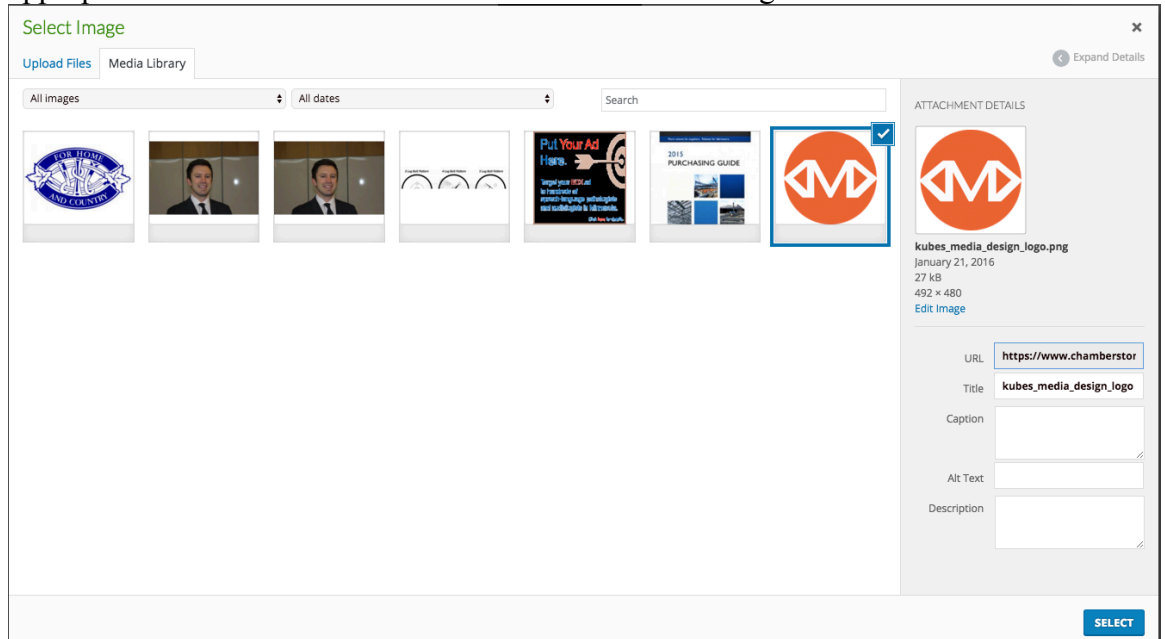
No image selected [Add Image](#)

Business Description

- a. The Select Image view displays. Click Select files to open the file browser to upload a photo.



- b. The Image will upload and display in the Media Library. A blue check box indicates which file in the library will be used as the logo. Select the appropriate file and then click Select to choose it for the logo.



- c. The logo will now display as the logo in the edit profile screen.



- d. To remove the logo hover over the logo and click on the X
Logo



Building the Business Description with the WYSIWYG editor.

Enhanced Members get access to a What You See is What You Get (WYSIWYG) editor to build their business description using a full palette of tools to enhance and make their content stand out.

Upload media (like an image) to the Business Description

Make Text Bold

Change the text type (Paragraph / Heading 1-6 etc.)

Business Description

Add Media

Row 1 in order of appearance: make text italic, make text strike through, bulleted list, numbered list, block quote text, hardline, left justify text, centre text, right justify text, link, unlink, more line, full screen, toggle row two of WYSIWYG tools

Row 2 in order of appearance: change text type, underline text, justify text, text colour, paste as text (remove formatting from copied text), clear formatting (remove all formatting from text), special characters, decrease indent, increase indent, undo, redo, display keyboard shortcuts

3 Lug Bolt Pattern 4 Lug Bolt Pattern 5 Lug Bolt Pattern

Bold Text

Italic Text

~~Strikethrough Text~~

- Bulleted List Item 1

1. Numbered List Item 1

Text blockquoted

Text Aligned Left

Text Aligned Centre

Text Aligned Right

[Link](#)

----- MORE -----

Heading 6

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Adding in Social Media Account Links

- 1) Scroll down to the bottom third of the page in Edit Business Profile to the Social Media Accounts section.

Social Media Accounts

Social URL	
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ADD LINK

- 2) Click Add Link – a new field displays

Social Media Accounts

Social URL	
1	<input type="text"/>

ADD LINK

- 3) Type in the full URL for the Social Media Link

Social Media Accounts

Social URL	
1	<input type="text" value="http://twitter.com/kubesincanada"/>

ADD LINK

Business Category

Saving Changes

Before any changes can be saved, the fields Postal Code & Number of Employees must be updated.

- 1) Scroll down to the bottom of the page, click UPDATE PROFILE

Number of Employees *

1

UPDATE PROFILE