MYCHAMBERAPP

USER'S MANUAL
Member Quick Reference

Using the Password Protected Portal

MyChamberApp.com/Admin is the Password Protected Portal that powers MyChamberApp.

NOTE: If your chamber uses ChamberMaster software you will <u>Not</u> need to use our Admin system. All of your member data in MyChamberApp will automatically be pulled from your ChamberMaster software. If you have questions with your ChamberMaster software or linking it to MyChamberApp, contact your ChamberMaster rep at: 800.825.9171. You can skip to the Marketing section of this guide.

To access Admin we will need to assign you a username and password from MyChamberApp. We will assign you a username and password once the agreement has been signed. If you do not receive this information, contact us: 800-431-5015, or support@mychamberapp.com.

Logging into Admin:

Go to: admin.mychamberapp.com
Enter your Username and Password in these places:
Note: If you forget your password you can reset it at the login screen.

Partner & Chamber Login

Username

Password

☐ Remember Me   **Log In**

Register | Lost your password? | E-mail for Help

Once logged into Admin you will see the following tabs at the top of the screen:

Listings: This is all of your members' listings. They're placed in alphabetical order. You will see the options listed below for filtering listings at the top of your page:

Listing view: <u>All</u> | (Premium | Featured | Standard) | Active | Inactive | Uncategorized

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support@mychamberapp.com

My Chamber App

Events: Shows a calendar view of all of your chamber's events

Reports: Data on your chamber's usage of the app: – Chamber Report allows you to view day by day, and Category Report allows you to view graphs of usage according to primary categories.

Loading Your Members
Adding members to MyChamberApp:

Click the "listings" tab in Admin,
Click the "add a listing" link found towards the top left of the page
This will take you to business listing window:

Note: Primary Categories are the home page on the app. Selecting this will determine where this member will appear in search results. Sub Categories are recommended, but not required.

Images: All images need to be JPEG, highest quality possible, and have no spaces or unusual characters in the images file name.

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Loading Your Members Discounts

Member Discounts are one of the primary reasons consumers and members download the app! Try to push your members for exciting and deep discounts that would drive a consumer to take action! We recommend discounts above 25%.

At the bottom of the Members Listing Form you will see our Hot Deals & Discounts:

Hot Deals & Discounts

Discount Name: 50% off
Description: 50% off everything in our store
Member Discount: 0.00
Consumer Discount: 0.00
Expiration: 1/13/13

A d d

Complete this form and your members' discounts will show in the app!
Note: Please allow up to 20 minutes for it to process

Loading Chamber Events

All Events need to be attached to a business. If it is a chamber event, you can attach the event to the chambers listing within the app. We recommend that Events be limited to chamber only, or chamber-sponsored Events.

Select the business listing that you want to attach the event to
At the top of the listing page select the link "Add an Event to this Business"

Business Listing | **Add an Event to this Business** | **Manage Login** | **Email Password**
Listing Level: Standard: ⦿ Featured: ○ Premium: ○
Active or Inactive? Active: ⦿ Inactive: ○
Business Name:
Contact:
Business Email:
Primary Category: -- Select Category --

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"Add an Event to this Business" link takes you to this form:

Event Name: This will be the name of the event displayed in the app.

Details: Add details about the event that make it easy for an app user to know everything they need to prepare, register, and attend the event.

Latitude and Longitude: You do NOT need to put anything here; our system will do it for you automatically.

Enter info for all of the Time and Date fields, this will allow the app to show the Event on the appropriate date and remove the Event once the date has passed.

Save: After pressing "Save" the Event should show live on the app within 20 minutes.

NOTE: With all Admin additions and edits we highly recommend looking at the app on a phone 20 minutes after you have made the changes to ensure that all info and images appear correctly. Please contact us if you are not 110% satisfied.

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Customer Support

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You are very important to us. In fact, you are our top priority. Please contact us with any questions, comments, suggestions, or just to say hi (our favorite).

Built for Chambers By Chamber Professionals

MyChamberApp was developed with extensive input from many chamber professionals and consultants who asked: "How can we use mobile technology to help chambers the most?" We are constantly working to improve the app with the introduction of new features that will make it easier to use and more intuitive. We frequently interview chamber members and chamber consultants to see what we can do next to make MyChamberApp better. We are committed to continuous innovation.

Referral Program

Nothing Says Thank You like a Referral:

As we grow and gain new chambers, we are able to receive more input and make the app more robust for all of our chambers.

Think about chamber staff you know at other chambers. Would they benefit from using MyChamberApp? We hope that you will share our product with colleagues and other chamber professionals.

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