

## **Membership How To**

### **Log In to Member Page**

- Visit [www.steamboatchamber.com](http://www.steamboatchamber.com) and under the “Business Directory and Membership” tab on the top right side of the page select “Member Login”
- Enter your login and password
- If you do not have your login and password, call 970-875-7004 or email [shelly@steamboatchamber.com](mailto:shelly@steamboatchamber.com).

### **Post and Track a Hot Deal**

- Hot deals are like coupons for discounts and specials at chamber member businesses that are on [www.steamboatchamber.com](http://www.steamboatchamber.com) and can be emailed
- To post a hot deal log in to your member page (see how to Log In above)
- On the left side navigation menu, under Advertising select “hot deals”
- Enter the information and select the dates for the deal
- If you are a bronze member or above, hot deals are included in your membership package so simply hit the “save” button at the bottom of the page and we will approve the deal
- If you are a copper level member, hot deals are \$2/week so please hit continue and enter your credit card information or call 970-875-7004 for payment options and we will approve the hot deal

### **Post and Track a Job Posting**

- Job postings are free for members on [www.steamboatchamber.com](http://www.steamboatchamber.com)
- To post a job log in to your member page (see how to Log In above)
- On the left side navigation menu, under Advertising select “Job Postings”
- Enter the information and select the dates for the posting
- Save the information and we will approve the posting

### **Update Web Listing**

- Log in to your member page (see how to Log In above)
- From the left side navigation, under Webpage Info tab you can update your web info, change your location on the map, add photos/logos and add/change your search keywords
- Remember to save the information with the save button at the bottom of the page

### **Add Photos**

- Photos can be added to your web listing if you have an enhanced package or if you are silver level or above member. Not sure? Call 970-875-7004.
- To add a photo see “How to Update Web Listing”

### **Post an Event to the Event Calendar on [www.steamboatchamber.com](http://www.steamboatchamber.com)**

- Visit [www.steamboatchamber.com](http://www.steamboatchamber.com)
- Under the “Events and Arts” tab on the top of the page, select “Calendars”
- Click the red “Submit your event here” button
- Enter the information and we will approve the event

**Pay Dues Online, Add/Delete Employees, Change Login/Passwords**

- Log in to your member page (see how to Log In above)
- From the left-side navigation bar, under Member Info you can choose to pay your dues online, add/delete employees or change login/passwords in your account

**Request Mailing Labels**

- Mailing labels of the chamber member businesses are wonderful for direct mailing and marketing purposes
- Some packages include a set of mailing labels or more. To find out your member level and request labels (or an excel file of member addresses) call 970-875-7004 or email [shelly@steamboatchamber.com](mailto:shelly@steamboatchamber.com)

**Post a Member-to-Member Offer**

- If you wish to post a special discount or offer for other chamber members that will be listed on [www.steamboatchamber.com](http://www.steamboatchamber.com) and also distributed in new member packets, simply email [Meagan@steamboatchamber.com](mailto:Meagan@steamboatchamber.com) with the offer and we will post it for you.

**Schedule a Chamber mixer or Ribbon Cutting**

- Call 970-875-7003 or email [meagan@steamboatchamber.com](mailto:meagan@steamboatchamber.com) to schedule your celebration and learn more details

**Sponsor an Event**

- Call 970-875-7004 or email [shelly@steamboatchamber.com](mailto:shelly@steamboatchamber.com) to learn about the many options and benefits for sponsorship.

For any other questions about your membership benefits please contact Shelly at 970-875-7004 or visit [www.steamboatchamber.com](http://www.steamboatchamber.com).