



FREE Online Promotional Opportunities and MORE

Membership with the Saginaw County Chamber of Commerce includes FREE web promotion of your business and services. The following pages list the various promotional opportunities available to your company, including step-by-step instructions.

LivingLocal COUPONS/OFFERS

LivingLocal Coupons/Offers are money saving discounts for goods and services provided by our member companies. The member determines the terms and conditions of each offer. Offers can be added at any time during the year and a member may have multiple offers.

These offers are listed on the Chamber website on the Coupons/Offers page and in a link on your personalized online directory page. Each week an offer is chosen, at random, and promoted as a "LivingLocal Offer of the Week." This offer is highlighted on the home page of our website and in our weekly e-newsletter *At a Glance* (see examples below).





Following are instructions to post a LivingLocal Coupon/Offer:


1. Visit www.saginawchamber.org and click "Login" in the upper right corner.
2. Enter your login credentials. To obtain your username and password, email info@saginawchamber.org.
3. Click the "Submit A Coupon" button on the right
4. Click the "New Coupon" button
5. Fill in the form with the details of your special offer. Much of the information will be pre-entered for you.
6. Click Save.
7. Your offer will automatically appear on the Coupons/Offers page on our website.

IMPORTANT: Be sure to inform your staff about the Living Local program. Patrons will redeem your offer by presenting a printed coupon (from the website) or by displaying the offer from the Chamber's site on their phone.

At a Glance:

Sample offer:



Delta College LifeLong Learning
1951 Delta Rd.
University Center, MI 48710
(989) 686-9444
www.delta.edu

Lifelong Learning Tuition Discount
Delta College is a leading regional provider of affordable, high quality business training and professional development. Chamber membership has its rewards! All Saginaw County Chamber of Commerce members receive discounted pricing on hundreds of online, instructor-led courses that are perfect for the small business professional or those wanting to enhance their skills. Online learning delivers results at an affordable price! Click the logo for a full on-line course catalog.

Reference Number: **Benefit**
Expires: **12/31/2016**

DISCLAIMER:
LivingLocal is a program of the Saginaw County Chamber of Commerce. To redeem this offer from our participating member, print this coupon or visit www.saginawchamber.org/coupons, find this offer, and display the offer on your smartphone.

[Events](#) [New Members](#) [Offer of the Week](#) [Community Events](#) [Member News](#)



Welcome to the Chamber - New Members

Asset Protection Specialists 6096 Hackett Rd. Freeland, MI 48623 989-695-1922 www.asspsa.com	Moon Marketing 4574 Crutchfield Dr. Saginaw, MI 48638 989-992-1497 www.moonmarketingssystem.com
Bridgeport Charter Township 6206 Duse Highway Bridgeport, MI 48722 989-777-0940 www.bridgeportmi.org	P.F. Markley, Inc. 2880 Universal Dr. Saginaw, MI 48603 989-793-0900 www.pfmarkley.com

Events
Click the title for more information or registration details:
03/18/16 - LSCAA Night Out with Alumni
03/22/16 - Big Strategies for Small Business: Strategic Selling
03/23/16 - Influencing Others to Impact Results
03/31/16 - YPM After 5
04/06/16 - Ribbon Cutting at Kehres Health & Chiropractic
04/07/16 - Perc Breakfast
04/14/16 - April Business After Hours
04/22/16 - 153rd Annual Meeting
04/25/16 - YPM 2016 Michigan Statewide Conference

Member Announcements
Amigo Mobility to Feature Folding Travelmate on QVC on Wednesday, March 16th
Security Credit Union Welcomes Joseph Regan as New Vice President, Information Technology
Behrmann Financial Named to PLANADVISER Top 100 Retirement Plan Advisers List
Farwell Retires, Schrupp Elected and Smith Appointed to **Wildfire Credit Union** Board

Offer of the Week

10% Off Red Wings Package
All Night Affair Inc.
318 S. Hamilton St., Saginaw
989-642-2999
[current offers](#) [post an offer](#) [instructions](#)
Sponsored by Blue Cross Blue Shield of Michigan

Offer of the Week

100% Off Red Wings Package

SaginawChamber.org Members>Coupons/Offers page



LivingLocal Coupons/Offers are provided by members of the Saginaw County Chamber of Commerce. Some restrictions may apply. Please direct any questions to the coupon provider.

Filter By: [refresh](#)

	Name	Title	Expires
DINING			
	Chuck E. Cheese's	15% Donation on All Sales Generated	6/30/2016
EDUCATION			
	Davenport University	\$1500 Community Leadership Scholarship	12/31/2016
	Delta College LifeLong Learning	Lifelong Learning Tuition Discount	12/31/2016

SaginawChamber.org Home Page



Free Office Space for April 2016
ACCESS Business Solution Center
989-327-1775

SaginawChamber.org Directory (Search Page)

McIntosh & Associates, Inc.
 122 S. Main St., Suite 2
 Freeland, MI 48623
 Mindy McIntosh
 (989) 692-2200
[Learn More](#) | [Visit Site](#) | [Show on Map](#)

SaginawChamber.org Directory (member page)

McIntosh & Associates, Inc.
 122 S. Main St., Suite 2
 Freeland, MI 48623 | [map](#) | [directions](#)
 Mindy McIntosh
 (989) 692-2200 | fax: (989) 692-2220
[Visit Site](#)

Coupons, Discounts, and Offers

[LivingLocal](#) [LivingLocal](#) [LivingLocal](#)
 Connect With Us



Proudly Providing Safety, Income, and Peace of Mind to Michigan Residents. Financial Products include: Annuities, Life and Long Term Care Insurance, Social Security Planning, Financial Protection, and College Planning. We also provide Individual & Group Insurance Plan Options



COMMUNITY EVENT

Many of our members host or sponsor informative, inspirational or just plain fun events. The Chamber is able to help promote your event through our website and in our At a Glance email Publication.

To post a community event:

1. Visit www.saginawchamber.org and click "Login" in the upper right corner.
2. Enter your login credentials. To obtain your username and password, email info@saginawchamber.org.
3. Click the "Submit an Event" button on the right
4. Fill in the form with the details of your event.
5. Click "Submit Event".

Events require Chamber staff approval. Your event will be approved within 3 business days of submission and will appear on the website until the end of the event. It will also appear in our weekly newsletter At A Glance for the month leading up to the event. Visit www.saginawchamber.org/events to view your event.

6. If you have an image or flyer with details of your event that you'd like to display on this event page, send a .jpg to lisa@saginawchamber.org.

Home page:

[New Members](#) [Member News](#) [Community Events](#)

Apr
01

SVSU 2016 Spring University-wide Employment & Networking Fair
12:00 PM - 3:00 PM Apr 01, 2016 - Apr 01, 2016

Apr
02

Go the Extra Mile for Covenant Kids Training Seminar
8:30 AM Apr 02, 2016 - Apr 02, 2016

Apr
02

King Of The Wings
5:00 PM Apr 02, 2016 - Apr 02, 2016

Apr
02

Women of Colors 23rd Anniversary Community Leadership Awards Banquet
6:00 PM - 11:00 PM Apr 02, 2016 - Apr 02, 2016

Apr
03

Grandparents Play Free at the MMCM!
12:00 PM - 5:00 PM Apr 03, 2016 - Apr 03, 2016

Community Events Page:

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

◀

CURRENT

▶

Event description:

Heart to Heart Ladies Night

Date: 4/6/2016
Time: 4:00 PM TO 6:30 PM

Independence Village of Frankenmuth
255 Mayer Rd.
Frankenmuth, MI 48734

Phone:
(989) 607-4809

Event Description:

Independence Village of Frankenmuth is celebrating life, health and women during American Heart Month! Join us for a special event to pamper yourself and your friends. Enjoy chair massages, cocktails, and appetizers, while shopping from several vendors offering products such as essential oils, jewelry, personal care items, handbags, Dove Chocolate Discoveries, and much, much more. Let us spoil you for the night!

Please RSVP by February 22nd to (989) 607-4809

Upcoming Events

[RSS](#)

Event Date	Appt	Event Name
4/1/2016		SVSU 2016 Spring University-wide Employment & Networking Fair
4/2/2016		Go the Extra Mile for Covenant Kids Training Seminar
4/2/2016		King Of The Wings

MEMBER NEWS

Member News is a great way to tell those in our community and anyone on the web about the great things going on at your organization. From employee promotions, to accolades and awards, to new products, let the Chamber help get your word out.

A link to your story will appear on the home page, the Member News tab of our website, and in the Member News section of our weekly e-newsletter *At a Glance*, sent to over 3,200 business leaders.

To post a member announcement:

1. Send your news release, and picture, by email to lisa@saginawchamber.org.
2. Member News will be posted within one week of submission. Once posted, the news will appear on the website for one month from the date it was published and in one issue of the *At a Glance* e-newsletter.

Home page:

New Members Member News Community Events

-  **Gerhart, Wilson Join Wolgast Corporation**
Mar 24, 2016
-  **Yeo & Yeo Recognized Among West Michigan's 101 Best and Brightest Companies to Work For**
Mar 23, 2016
-  **500 Youth Anticipated at YMCA of Saginaw for Say Something Night on March 24th**
Mar 22, 2016
-  **Bavarian Inn Lodge's Judy Zehnder Keller Honored as a "Woman of Achievement" by Great Lakes Bay YWCA**
Mar 22, 2016

Member News page:

Member News

Saginaw County Chamber of Commerce News Newswire

[Gerhart, Wilson Join Wolgast Corporation](#)

Wolgast Corporation is happy to announce recent staff additions. Luke Gerhart of Lachine, Michigan has accepted a p...

[Yeo & Yeo Recognized Among West Michigan's 101 Best and Brightest Companies to Work For](#)

Yeo & Yeo CPAs & Business Consultants, a leading Michigan accounting firm, has been named one of West Michi...

[500 Youth Anticipated at YMCA of Saginaw for Say Something Night on March 24th](#)


Rock the Island, Mid Michigan's largest one day Christian music festival, is sponsoring school assemblies in ...

[Bavarian Inn Lodge's Judy Zehnder Keller Honored as a "Woman of Achievement" by Great Lakes Bay YWCA](#)

Judy Zehnder Keller, president of the Bavarian Inn Lodge, received a 2016 Women of Achievement Award from the Great...

At a Glance:

Events
Click the title for more information or registration details:
03/31/16 - YPN After 5
04/06/16 - Ribbon Cutting at Kehres Health & Chiropractic
04/07/16 - Perc Breakfast
04/14/16 - April Business After Hours
04/22/16 - 153rd Annual Meeting
04/25/16 - YPN 2016 Michigan Statewide Conference

Leadership Saginaw County Applications
 The Leadership Saginaw County Program is entering its 30th year, having graduated nearly 1,000 emerging leaders in the Saginaw County Region. This 10-month community awareness and personal leadership development program puts participants face-to-face with some of the Great Lakes Bay Region's leading decision makers, elected officials and business leaders each month.
[2017 Class applications](#) are due April 30th. Apply today!

YPN Wants YOU!
The Saginaw Valley Young Professionals Network (YPN) was initiated to support the attraction and retention of young talent to the Saginaw Valley and Great Lakes Bay region while developing the next generation of leaders. To fulfill this mission the YPN aims to make the area an attractive place for young professionals to live, work, learn and play. A variety of events and services are offered to help young professionals grow personally and professionally, network and enjoy the quality of life our region has to offer.
Are you (or know someone) between the ages of 21 and 40? We invite you [visit our web page](#) and consider joining this group of over 500 young professionals. One-time membership fee...

Member News
[500 Youth Anticipated at YMCA of Saginaw for Say Something Night on March 24th](#)
[Bavarian Inn Lodge's Judy Zehnder Keller Honored as a "Woman of Achievement" by Great Lakes Bay YWCA](#)
[Tri-Star Trust Bank's Jon Pickelman Receives Certification](#)
[Gold Medal Martial Arts Teaches Tae Kwon Do skills to Youth at "Arrowquest"](#)
[Garber Nissan and Garber Chrysler Dodge Jeep Ram Receive Awards](#)

Member News article:

News

Date: 3/24/2016
ArticleType: Member News

Wolgast Corporation is happy to announce recent staff additions. Luke Gerhart of Lachine, Michigan has accepted a position as Project Manager in the firm's Construction Management Division. He is responsible for the overall schedule, budget and performance of subcontractors on education or Construction Management related construction projects. Gerhart earned his Bachelor of Science Degree in Construction Management from Ferris State University in 1992 and brings to Wolgast twenty-five years experience for retail, industrial, residential, healthcare, municipal and educational clients. His experience and skill level makes him proficient in managing multiple, large projects concurrently.

Greg Wilson of Hope, Michigan has accepted a position as Field Manager in the firm's Construction Management Division. He is responsible for on-site activities from start to finish, monitoring progress, and enforcing safety standards. Wilson earned his Bachelor of General Science degree from the U.S. Naval Academy. He comes to Wolgast after a 22 year career with the Marine Corp Reserve as a Lieutenant Colonel where he provided project and program management. Presently, he is in the Project Management Certification Program at Syracuse University.



Luke Gerhart



Greg Wilson

JOB BANK

The Chamber Job Bank is a great place for members to post job openings within their company on the Chamber site. The posting will appear in the Job Bank tab for the length of time you determine. Job seekers view a list of all postings by clicking on the “View available jobs!” link under the “Job Seekers” section of the Job Bank or from a link in the At a Glance newsletter.

1. Visit www.saginawchamber.org and choose “Job Bank” from the dropdown menu in the “Members” tab.
2. In the “Employers” column, click “Post a job, now!”
3. Enter your login credentials. To obtain your username and password, email info@saginawchamber.org.
4. Fill in the form with the pertinent information about the job and click “Submit”
5. Job postings must be approved by Chamber staff. Please allow 3 business days for your posting to appear on the website.

Company Name:	Northwood University, Richard DeVos Graduate School of Management
Phone:	989-837-4345
Email:	hr@northwood.edu
Address 1:	4000 Whiting Drive
Address 2:	
City:	Midland
State:	MI
Zip:	48840
Position Title:	Admissions Representative, Richard DeVos Graduate School of Management
Number of Openings:	1
Position Type:	Other
Position Type Other Description:	Admissions Representative
Start Date:	
Duties:	<p>Northwood University seeks a dynamic individual to fill the role of Admissions Representative, DeVos Graduate School of Management for the Troy, MI location. The Graduate Admissions Representative is responsible for establishing and maintaining effective partnerships with Corporations, Local Organizations, and Colleges in an effort to generate qualified inquiries and applicants to the DeVos Graduate School of Management. Admissions Representatives are responsible for working with a portfolio of students from inquiry to conversion. These responsibilities must be performed in an ethical manner consistent with the University's mission and vision. Specific Functions/Responsibilities</p> <ul style="list-style-type: none"> •Educate corporations, local organizations and colleges about Northwood University and the Northwood Idea •With Director, develop a local sales plan targeting organization and corporations •Generate inquiries throughout assigned territory •Participate in additional community functions as requested •Contact inquiries and any additional leads generated by the college to establish interest and set appointments with students. •Promote NU's programs and benefits as well as evaluating the candidate's interest, family support, financial need and academic background during the Professional College Advisory Session •When appropriate secure Application for Admissions paperwork and maintain communication with the college's support staff personnel to ensure the student is completing the necessary tasks to start classes •Submit accurate and timely information on activity and productivity to the Director of Enrollment on a daily basis •Attend meetings and training seminars as directed •Support other DeVos territories and representatives as needed or assigned by the Director of Admissions •Successfully complete required training programs •Achieve lead generation, application and start goals •Develop and maintain consistent referral generation activities •Other duties as assigned <p>Working Conditions</p> <ul style="list-style-type: none"> •Prolonged sitting and standing •Some evening and weekend work may be required •Occasional overnight travel <p>Requirements, Skills and Abilities</p> <ul style="list-style-type: none"> •Bachelor's degree required, Master's preferred •Valid driver's license •Public speaking and sales experience preferred •Understanding and ability to use a CRM system •Ability to set and obtain short- and long-term goals with measurable results •Ability to work well in a team environment •Demonstrated organizational skills with the ability to multi-task •Working knowledge of Microsoft Office programs •Excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences •Highly motivated and solution-oriented with a high degree of integrity, ethics and dedication to the mission of the University <p>Northwood University has an institutional philosophy which emphasizes free enterprise in a context of limited government and individual responsibility. The ideal candidate will have a strong attraction to the mission and core values of Northwood University. Applicants are encouraged to familiarize themselves with the University's outcomes at www.northwood.edu/aboutus/.</p>
Experience Required:	
Wage or Salary:	Per Hour
Approximate Work Hours or Days:	Hours
How to apply:	Please apply online at http://www.northwood.edu/human-resources/ .
Posting End Date:	04/30/16

BUSINESS DIRECTORY

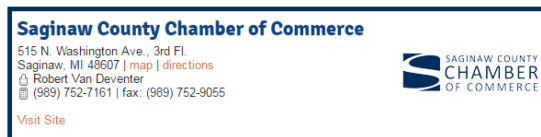
The online business directory at www.saginawchamber.org is a great opportunity to enhance your web presence. Your listing includes complete contact information, business description, links to your social networks and any LivingLocal Coupons/Offerings you are offering. Members can be listed in up to five categories online (two categories in print) and can tailor that description to each category of our online directory.

Follow these instructions to update the information in your online directory listing:

6. Visit www.saginawchamber.org and click “Login” in the upper right corner.
7. Enter your login credentials. To obtain your username and password, email info@saginawchamber.org.
8. Click the “Update Your Contact Information” button on the right.
9. Click the “Edit My Profile” button.
10. Click the “On-line Directory Listing” link on the left. All of your current listings are displayed. You can add, delete or update an existing category.
 - a. To delete a category, click the “Delete” link beneath that category.
 - b. To update a category
 - i. Choose a category from the dropdown menu.
 - ii. Revise the detailed business description in the Business Description field if necessary.
 - iii. Enter keywords to help guide visitors to your listing.
 - iv. Click “Save and Keep Working” or “Save and Submit”.
 - c. To add a category
 - i. Click the “Add” button.
 - ii. Enter a detailed business description in the Business Description field.
 - iii. Enter keywords to help guide visitors to your listing.
 - iv. Check the “primary category” if this listing should appear as the default listing. The primary category is the page that visitors will see when they do a directory search.
 - v. Click “Save and Keep Working” or “Save and Submit”.
11. You may also change general information, additional addresses, additional phone numbers or additional email addresses through the links on the left.

Changes to the directory are not automatic and must be approved by Chamber staff before it appears online. Please allow 3 business days for the change to appear.

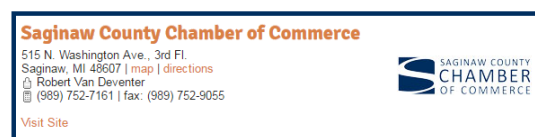
In the following example, the Saginaw Chamber is listed in the categories for “Associations” and “Chambers of Commerce”. The first example is what the visitor sees when they search for associations; the second is the result of a search for Chambers of Commerce.



Coupons, Discounts, and Offers



The Saginaw County Chamber of Commerce has been a leading advocate and champion for business since 1863. We are a not-for-profit, growing coalition of approximately 1,000 businesses from the Great Lakes Bay Region. Chamber membership offers many opportunities for networking and business promotion. Want to join? Call (989) 757-2112 and speak with Susan. [Click here](#) for staff directory.



Coupons, Discounts, and Offers



Since 1863, the Saginaw County Chamber of Commerce has been a leading advocate and champion for business. We are a not-for-profit, growing coalition of approximately 1,000 businesses from the Great Lakes Bay Region. Browse our website, join us at an event, use a member-to-member coupon and much more. Want to become a member? Call (989) 757-2112 and speak with Susan. [Click here](#) for staff directory.







SOCIAL NETWORKS

Social Networks are an important part of every marketing strategy. Let the Chamber help connect web visitors to your social networks. Links to your social media sites appear on your directory page and link to your social media pages.

Follow these instructions to update your social media links:

1. Visit www.saginawchamber.org and click “Login” in the upper right corner.
2. Enter your login credentials. To obtain your username and password, email info@saginawchamber.org.
3. Click the “Update Your Contact Information” button on the right.
4. Click the “Edit My Profile” button.
5. Click the “Social Media” link on the left.
6. Enter your social media url in each field as desired and click Save and Submit. This change is automatic and does not require Chamber staff approval.

Garber Chrysler Dodge Jeep Ram
5330 Bay Rd.
Saginaw, MI 48604 | [map](#) | [directions](#)
📞 Scott Ellsworth
☎ (989) 399-8550
[Visit Site](#)

Connect With Us
     

Garber Chrysler Dodge Jeep Ram is a full service automotive dealership providing world-class sales and service of Chrysler, Dodge, Jeep and Ram vehicles and also offers one of the largest used vehicle inventories in the Great Lakes Bay Region. Customer satisfaction with both our service and the products we represent is our top priority.

INCREASED VISIBILITY/BUSINESS DIRECTORY

Want to increase your visibility in the business directory and jazz up your listing? Why not include your company logo? For \$150 you will receive a highlighted directory listing that includes your logo and highlights the listing in a different color.

In the sample below we did a directory search for the keyword Chamber. All search results are random (not alphabetical) but the Saginaw County Chamber of Commerce is at the top.

Contact Lisa at lisa@saginawchamber.org to add your logo.

: Chamber

[Search](#) | [Advanced Search](#) | [New Members](#) | [Coupons and Discounts](#) | [All Categories](#)

Sort alphabetically by... ▼

1 | 2

Saginaw County Chamber of Commerce

515 N. Washington Ave., 3rd Fl.
Saginaw, MI 48607
📞 Robert Van Deventer
📞 (989) 752-7161



[Learn More](#) | [Visit Site](#) | [Show on Map](#)

Freeland Area Chamber of Commerce

PO Box 217
Freeland, MI 48623 0217
📞 (989) 695-2929

[Learn More](#) | [Visit Site](#) | [Show on Map](#)

Flint & Genesee Chamber of Commerce

519 S. Saginaw Street, Suite 200
Flint, MI 48502
📞 (810) 600-1427

[Learn More](#) | [Show on Map](#)

Bridgeport Chamber of Commerce

6025 Dixie Highway
Saginaw, MI 48601
📞 (989) 777-1801

[Learn More](#) | [Visit Site](#) | [Show on Map](#)

UPDATE COMPANY & STAFF INFORMATION

You can update the information we have on file quickly and easily through the Members Only section of the site. Note: these changes will directly affect what is displayed in our internal database, the Simply Saginaw print directory and your online directory listing. If you are uncomfortable changing this information, call the Chamber and we can do it for you.

COMPANY INFORMATION UPDATE - Follow these instructions to update your company information:

1. Visit www.saginawchamber.org and click "Login" in the upper right corner.
2. Enter your login credentials. To obtain your username and password, email info@saginawchamber.org.
3. Click the "Update Your Contact Information" button on the right.
4. Click the "Edit My Profile" button.
5. Update information by selecting the appropriate link on the left.
 - a. General Information includes the company name, address, phone number, fax number, company email address, website and number of full and part time employees. This is your default information.
 - b. Additional Addresses includes fields to add a billing address, home address, or mailing address. Update these fields only if the address is different than your default address provided in the general information link above.
 - c. Additional Phones – disregard this field.
 - d. Additional Email Addresses – disregard this field.
 - e. On-Line Directory Listing – add, delete or update an existing category listing. These categories appear in the Simply Saginaw directory as well as the online business directory.

To update a category

- i. Choose a category from the dropdown menu.
- ii. Revise the detailed business description in the Business Description field.
- iii. Enter (or revise) keywords to help guide visitors to your listing.
- iv. Click "Save and Keep Working" or "Save and Submit".

To add a category

- v. Click the "Add" button.
- vi. Enter a detailed business description in the Business Description field (or cut and paste the description from a previous category listing.)
- vii. Enter keywords to help guide visitors to your listing (or cut and paste from a previous keywords field.)
- viii. Check the "primary category" if this listing should appear as the default listing, otherwise leave blank. The primary category (or default listing) is the information that appears when a user does a search in the business directory.
- ix. Click "Save and Keep Working" or "Save and Submit".

To delete a category, click the "Delete" link beneath that category.

- f. Social Media - Enter the social media urls for each social media platform in the field provided.
- g. Click "Save and Keep Working" or "Save and Submit". Updates are not automatic and must be approved by Chamber staff. Please allow 3 business days for the change to appear.

STAFF INFORMATION UPDATE - Follow these instructions to update your staff information:

1. Visit www.saginawchamber.org and click "Login" in the upper right corner.
2. Enter your login credentials. To obtain your username and password, email info@saginawchamber.org.
3. Click the "Update Your Contact Information" button on the right.
4. NOTE: Each employee profile is unique to that employee.
 - a. If you have an employee to add, follow the "Add a new staff member" instructions.
 - b. If an employee changes their name, title, phone number or email address, follow the "update an existing staff member" instructions
 - c. If an employee has left your employ, follow the "delete a staff member" instructions

To add a new staff member

1. Click the "Add New Profile" button.

New Profile Settings link

- d. New Profile Setting should be marked as "individual".
- e. Relationship Information: in the dropdown arrow, select "employee".
- f. Title: enter the employee's job title.

General Information link

- a. Fill in the fields as necessary.

Disregard the following links, they do not apply to staff members:

- Additional Addresses
- Additional Phones
- Additional Email Addresses
- On-Line Directory Listing
- Social Media

2. Click "Save and Keep Working" or "Save and Submit".

Updates are not automatic and must be approved by Chamber staff. Please allow 3 business days for the change to appear.

To update an existing staff member

1. Find the profile in question from the list that is displayed and click the "edit profile" button.
2. Navigate through the links on the left, updating the fields as desired.

Disregard the following links, they do not apply to staff members:

- Additional Addresses
- Additional Phones
- Additional Email Addresses
- On-Line Directory Listing
- Social Media

3. Click "Save and Keep Working" or "Save and Submit".

Updates are not automatic and must be approved by Chamber staff. Please allow 3 business days for the change to appear.

To delete a staff member

1. Find the profile in question from the list that is displayed.
2. In that staff member box, click the dropdown arrow next to the "Relation Type" field and change it to "Former Employee".
3. Click the "Save Relationships" button on the bottom of the page.

Updates are not automatic and must be approved by Chamber staff. Please allow 3 business days for the change to appear.

All staff members are automatically added to our email contact list. They may opt out of receiving emails by choosing "unsubscribe" in an email they receive or by contacting the Chamber at 752-7161.



Questions? Please call 752-7161.