



**Our Chamber Website is *your* Chamber website! Did you know that you can add, edit or update information about your business that is viewed by the public on the Chamber of Commerce Website? With thousands of unique visitors a month, the website is a valuable resource to you as a Chamber Member...we hope you take advantage of it!**

***Here's how:***

1. Log on to the Taos County Chamber of Commerce website at [www.taoschamber.com](http://www.taoschamber.com)
2. Click on the **Members Only** link on the left side of the page
3. Enter the Member login page by clicking the word "**here**".
4. Enter your **Login Name** and **Password**
5. **Add, edit or update** in the following categories:

***\*\*\* Always remember to hit SAVE when switching from one screen to another!***

<b>Member Info</b>	<p><b>Business Contact Information</b> This is the information the chamber has for your business. If something isn't right or missing, simply enter it and hit save. This updates our Membership Database and QuickBooks</p> <p><b>Business Categories</b> This shows you how you will be listed on the chamber's on-line directory. The category marked as "Primary" is the category you will be listed under in printed directories</p> <p><b>Employee/ Representative Contact information</b> Here you can add people to the chamber's mailing list Note: Only the rep marked as primary will receive any hard copy mailings</p> <p>If people are hired or leave, all you have to do is change it here to keep the chamber up-to-date</p> <p>For each rep, you can also choose whether or not to display their name (title, email, phone, etc.) out on your on-line member listing. Check the 'display on member page' box and any other info you would like displayed for them</p> <p><b>Change your Login name or password</b> In this screen, you can change the login and/or password you were issued</p>
<b>Webpage Info</b>	<ul style="list-style-type: none"> <li>• Business Description</li> <li>• Hours of Operation</li> <li>• Driving Directions</li> <li>• Keywords</li> <li>• View how your information is displayed to the public</li> </ul>

<p><b>Lodging Info</b></p>	<ul style="list-style-type: none"> <li>List available amenities</li> </ul>
<p><b>Advertising</b></p>	<p><b>Hot Deals</b>  You can have up to three (3) 'ads' running on the chamber's website at a time  Hot Deals don't have to be discounts or specials, consider them free extra exposure</p> <p>Anything you would want to print or post, can be considered at Hot Deal</p> <p>Do you do free estimates? Are you giving a seminar or special event...</p> <ul style="list-style-type: none"> <li>Click "Add a Hot Deal"</li> <li>Fill in the template</li> <li><i>Note: You don't have to put an expiration date because toward the bottom you actually select which weeks you want it to appear on the chamber's website</i></li> <li>If you want them to have more information and you have it out on your website, you can change the weblink in the hot deal to go directly to that place on your website</li> <li>Hit Submit (It will go to the TCCC for approval within 24-48 hours)</li> <li>We will review for content and post it for you.</li> </ul> <p>Being able to select when you want it to appear on the chamber's website has two benefits:</p> <ol style="list-style-type: none"> <li>You don't have to worry about having to delete something when it's over</li> <li>You can proactively put a number of them out in queue ready to appear when you want them</li> </ol> <p><b>Job Posting</b>  You can place FREE job postings out on the chamber's website</p> <ul style="list-style-type: none"> <li>Click "Add a job posting"</li> <li>Fill In the template (including the dates you want it to run)</li> <li>If you list jobs on YOUR website, you can create a general posting and change the weblink to go directly to that page on your website</li> <li>This is also handy if you have an on-line application process or form</li> <li>Hit Submit (It will go to the chamber for approval, within 24-48 hours)</li> <li>We will review for content and post it for you</li> </ul> <p><b>Events</b>  Help us keep our community calendar current! Post your business' or organization's events, fundraisers or other calendar item. Are you involved in an organization with an upcoming event? Relay for Life, Red Cross Blood</p>

	<p>Drives, etc...</p> <ul style="list-style-type: none"> <li>• Click "Add An Event", fill in the information and submit it to the chamber as a suggested event for the community calendar</li> <li>• Hit Submit (It will go to the chamber for approval, within 24-48 hours)</li> <li>• We will review for content and post it for you</li> </ul>
<p><b>Reports</b></p>	<ul style="list-style-type: none"> <li>• Sponsor Ad Hits: If you have upgraded to have banners on the website, you are able to pull a report any time to see by page and by day, how many times your banner has been viewed</li> <li>• Hot Deal Hits: For any hot deals, you are able to see by day how many people clicked to see the details of your hot deal</li> <li>• Job Posting Hits: For any job postings you have out there on the chamber's website, you are able to see by day how many people clicked to see the details of your posting</li> <li>• Profile: A hard copy print out of everything above – some people need this for compliance, for corporate or even just for their files</li> </ul>
<p><b>User Manuals</b></p>	<p>View/ Print step-by-step instructions on how to make the most of your Membership listing on the Chamber website.</p>

For more information or assistance updating your business directory listing, contact Anita, at 575-751-8800 or at [member@taoschamber.com](mailto:member@taoschamber.com)