Chamber Member Manual

This manual will help you with the process of how-to edit your information on your Chambers database and a description of menu items. Any information you change will automatically change the Chambers database information. You have access to edit your information from anywhere and at anytime as long as you have access to the internet.

Information you enter in the Web Page Info Section will be viewed by the consumer on the Chambers web site in the business directory. Information you enter in the Member Info Section will only be viewed by Chamber Staff. If you have a change in address, telephone, email/web address you will need to change it in the Member Info Section & Web Page Info Section.

If you have any problems or questions, please contact your Chamber Representative.

ChamberMaster™

Table of Contents

Login

- Open up your Internet Browser
- Type in www.chamberlogin.com
- Enter in your username and password
    - If you do not know your username and password contact your Chamber Staff Representative.

Home Page

Your home page will inform you what membership package you currently are running, how many active hot deals, events and job postings you have. Your home page will also let you know if you were invited to attend an event sponsored by the Chamber and you will be able to either RSVP or Register Online and you will be able to find out information about the event you have been invited to

Member Info

The Member Info Section pertains to information that the Chamber Staff uses to contact you. The information in the Member Info Section cannot be seen by the consumer.

Web Participation

With your gold membership you will receive an expanded business description, bulleted items, mapping service and photos/logos. On the search page of the business directory you receive a brief description & a photo/logo. Basic membership receives business description (200 characters), keywords (6) and just your business name on the search page of the business directory. If you want additional business categories you can purchase them for a fee from this page. Web-Participation Fees are charged annually to the listed credit card account on an automatically recurring basis. Features can be removed but you will not be refunded for the deleted days.

From the left hand side toolbar click on **Web Participation**

Add Credit Card

- Enter in Name on Credit Card
- Enter in Billing Address
- Select Card Type using the drop down menu
- Enter in Credit Card Number
- Enter in Card Security Code (back side of the card in the signature line)
- Select Commercial Card Type using the drop down menu
- Select Expiration Date using the drop down menu
- Click Save Billing Information
    - If you change your credit card number or expiration date you can click on Save Billing Information and it will override your previous card information

Edit Credit Card

- Click on Edit Billing Information
- Edit Credit Card Information
- Click Save Billing Information

Option Buttons

- Save
    - Saves your information on this screen
- Member Information
    - Brings you back to your Member Information Screen
- Member Categories
    - Brings you to the category screen
- Web Page Information
    - Brings you to your web page info screen

Upgrade to Gold

- Click on Upgrade to Gold
- Check Upgrade Now on the right hand side of the Web Participation: Gold Package
- Click on Update Cart
    - o Total Charges will appear in front of the Update Cart feature. This is what your credit card will be billed.
    - o All Web-Participation feature upgrades are purchased for a one year duration and are automatically renewed annually. Features can be removed but you will not be refunded for the deleted days.

- Enter in Credit Card Information (if it does not appear) or Click Edit Billing Information
- Check I Agree Box
- Click Purchase Now
- Click on Web Page Info
    - o You will need to update your web page info, add photos/logos and add additional keywords

Cancel Gold Participation

- Click on Cancel Gold Package Participation link
- Click Ok to Confirm Canceling.
    - o If you cancel gold package participation you will lose all features available with the Gold Package Participation. You will not receive a refund for early cancellation.

Add Add'l Business Categories

- Click purchase additional business categories link to add additional categories
- Enter in Qty of Categories you would like to purchase on the right hand side of the Additional Business Category
- Click Update Cart
    - o Total Charges will appear in front of the Update Cart feature. This is what your credit card will be billed.
    - o All Web-Participation feature upgrades are purchased for a one year duration and are automatically renewed annually. Features can be removed but you will not be refunded for the deleted days.
- Enter in Credit Card Information (if it does not appear) or click Edit Billing Information
- Edit Credit Card Information
- Click Save Billing Information
- Check I Agree Box
- Click Purchase Now

Select Business Categories

- Click on Business Categories
- Check the box(es) in front of the additional category(s) you have purchased
- Select Primary Category using the drop down menu
- Click Save
    - o At the top of the screen it will let you know how many category(s) you have available.
    - o The system will notify you if you have selected an additional amount of categories without purchasing them.

Business Info

This is information regarding your business. Your mailing address is the same as your physical address. Your billing address would a PO Box or if you have a parent company that you would like to receive billing information. Changes you make will automatically update the Chamber's database.

From the left hand side toolbar click on **Business Info**

Mailing Address

- Edit Information
- Check on the box "same as "Web-Page Business Info" if your mailing address is the same as what is on the Web Page Info Screen
  - o If you do not want your mailing address to be the same as your web page mailing address you can enter in a different address

Billing Address

- Check on the box "same as Mailing Address above" if your billing address is the same as your Mailing Address
  - o If you do not want your billing address to be the same as your mailing address you can enter in a different mailing address.
- Edit number of Part Time & Full Time Employee/Reps
- Click Save before Add/Remove Employees/Reps

Add Employee/Rep

- Click on Add/Remove Button under Employees/Reps

Option Buttons

- Add A New Rep
  - o Gives you a clean screen to add a new rep
- Edit Member Information
  - o Brings you back to your member information screen

Add New Rep

- Select Prefix from drop down menu
- Enter in First*, Middle & Last Name*
  - o * = Required Field
- Select Suffix from drop down menu
- Enter in Greeting & Job Title
- Select Relationship to Company* using the drop down menu
  - o * = Required Field
- Check Box if Employee is Primary Contact and/or Billing Contact
- Check Box if Rep is currently Active with your business
- Select Phone Preference* using the drop down menu
  - o * = Required Field
- Enter in Phone numbers and fax number
- Select Contact Preference* using the drop down menu
  - o * = Required Field
- Enter in Address and eMail address
  - o Click on Copy Business Info at the top of the screen
- Enter in Comments

Display Options

- Check Box to display rep's name on your mini web page
- Check Box to display rep's title on your mini web page
- Check Box to display rep's email address on your mini web page
- Check Box to display rep's work phone number on your mini web page
- Check Box to display rep's fax number on your mini web page

- Click view member page link your mini web page will appear for your review. What you see is what the consumer will see.

Option Button

- Save This Rep
  - Saves the reps information
- Add A New Rep
  - Gives you a clean screen to add a new rep
- Edit Member Information
  - Brings you back to your member information screen
- List of Representatives
  - Brings you back to your listing of Representatives

Edit Employee/Rep

- Click on Name of Employee/Rep
- Edit Changes
- Click Save This Rep

Business Categories

Business categories are used to identify the type of business you are. You receive one (1) free category listing and you are able to purchase additional categories. At the top of the screen it will tell you how many category(s) you have available.

From the left hand side toolbar click on **Business Categories**

Select Category

- Check box in front of the Category
- Select your Primary Category using the drop down menu
  - If you selected more categories than you purchased a warning sign will appear after you have reached your limit

Option Button

- Save Changes
  - Saves your changes you made
- Member Information
  - Brings you back to your member information screen
- Web-Participation
  - Brings you to the web participation screen

Credit Card Info

- Click on the Web-Participation link under Setting Member Categories
- Enter in Credit Card Information (if it does not appear) or click Edit Billing Information to change your credit card information
- Edit Credit Card Information
- Click Save Billing Information

Option Button

- Save
  - Saves your information on this screen
- Member Information
  - Brings you back to your Member Information Screen
- Member Categories
  - Brings you to the category screen
- Web Page Information
  - Brings you to your web page info screen

Add Category(s)

- Click on purchase additional business categories under the Fee Information
- Enter in Qty of additional business categories

Edit Category

- Click Update Cart
  - Total Charges will appear in front of the Update Cart feature. This is what your credit card will be billed.
  - All Web-Participation feature upgrades are purchased for a one year duration and are automatically renewed annually. Features can be removed but you will not be refunded for the deleted days.
- Check I Agree Box
- Click Purchase Now

- Uncheck previous category choice
- Check box in front of the Category
- Select Primary Category using the drop down menu
- Click Save Change

Employees/Reps

Any Employee/Rep from your business can be listed. The Chamber will add your Employees/Reps to your business listing if that Employee/Rep is involved in a Group and/or Event with the Chamber without your consent. To remove an employee/rep you will need to contact the Chamber. If an Employee/Rep is deleted all information associated with that Employee/Rep will be lost and cannot be undone. You can uncheck the active box in the Employee/Rep that no longer works for you.

From the left hand side toolbar click on **Employees/Reps**

Option Buttons

- Add A New Rep
  - Gives you a clean screen to add a new rep
- Edit Member Information
  - Brings you back to your member information screen

Add Employee/Rep

- Select Prefix from drop down menu
- Enter in First*, Middle & Last Name*
  - * = Required Field
- Select Suffix from drop down menu
- Enter in Greeting & Job Title
- Select Relationship to Company* using the drop down menu
  - * = Required Field
- Check Box if Employee is Primary Contact and/or Billing Contact
- Check Box if Rep is currently Active with your business
- Select Phone Preference* using the drop down menu
  - * = Required Field
- Enter in Phone numbers and fax number

Contact Preference

- Select Contact Preference* using the drop down menu
  - * = Required Field
  - Email
    - Information will be emailed out to the Rep
  - Mail
    - Information will be mailed out to Rep
  - No Communication
    - No Information will be sent out to Rep

- Enter in Address and eMail address
  - Click on Copy Business Info at the top of the screen
- Enter in Comments

Display Options

- Check Box to display rep's name on your mini web page
- Check Box to display rep's title on your mini web page
- Check Box to display rep's email address on your mini web page
- Check Box to display rep's work phone number on your mini web page
- Check Box to display rep's fax number on your mini web page

- Click view member page link your mini web page will appear for your review. What you see is what the consumer will see.

Option Buttons

- Save This Rep
  - Saves the reps information
- Add A New Rep
  - Gives you a clean screen to add a new rep
- Edit Member Information
  - Brings you back to your member information screen
- List of Representatives
  - Brings you back to your listing of Representatives

Edit Employee/Rep

- Click on Name of Employee/Rep
- Edit Employee/Rep information
- Click on Save This Rep

Remove Employee/ Rep

- Contact your Chamber to have an Employee/Rep removed
  - Note: This action cannot be undone

Login/Password

The Login and Password allows you to enter the Chambers database only on your account. You can edit your Login (User Name) and Password to what you want. You do not need to change the Access Code (user name) and Password at the same time. If you forget your login and password contact the Chamber Staff and they will be able to look it up for you.

From the left hand side toolbar click on **Login/Password**

Edit Access Code

- Enter in your new access code (user name)
- Click Save or continue

Edit Password

- Enter in your new password
- Enter in your new password again to verify password
- Click Save

Web Page Info

The Web Page Info Section pertains to items that the consumer sees when they open up your mini web page listed on the Chamber's web site in the business directory.

Web Page Info

This is your business information that you want the consumer to see when they view your business directory listing on the Chambers web site. The address in this section does not need to match your mailing address in the member info section.

Basic Members Receive: Company name, address, phone number, hours of operation, business location, business description (200 characters), keywords (6).

Gold Members Receive: Company name, address, phone number, hours of operation, business location, business description (200 characters), expanded business description (1600 characters), mapping service, bulleted points (5), photos & logos, keywords (20).

From the left hand side toolbar click on **Web Page Info**

Edit Web Page Info

- Edit Information
- Click on "Copy From Business Info" if you want your mailing address from the Member Info Section listed on the web page.
- Edit Dates Open, Description, Location, Mapping Service, Bulleted Items

Option Button

- Save
    - Saves your information
- Business Info
    - Brings you back to your member information screen
- View Web Page
    - Live view of what your web page looks like on the Chambers website

Photos & Logos (**Gold Members Only**)

Gold members can add and manage their images on their web page. Image files must be JPEG and the system will resize your image to fit the space. You can edit your images as many times you wish. If you selected Load an Image from your mapping service you will add your map file here.

From the left hand side toolbar click on **Photos & Logos**

Add Images/Logos

- Click on Add Image on the right hand side of the Image Type
    - Search Results Icon – The image will appear on the search directory results page
    - Logo – will appear at the top of the web page next to your Business Name
    - Map Image – will appear if you selected to load a map under the mapping service on the web page info
    - Member Page Photo – will insert the images on the right hand side of the web page. The order you have them listed will be the order they are listed on the web page.
- Click on Browse to insert the image file path or enter in URL
- Click on Save

Edit Image/Logos

- Click on Change Image on the right hand side of the Image
- Click on Browse to insert the image file path or enter in URL
- Click on Save

Remove Image/ Logos

- Click on Remove Image
    - Note: this action cannot be undone

Option Button	• Preview Member Web Page o Brings you to your web page. What you see is what the consumer sees. • Edit Web Page Information o Brings you to the web page info section to edit your information

Keywords

Consumers are able to do keyword searches in the business directory on the Chambers web site. Enter in your keywords that describe your business and then when the consumer types in one of your keywords your listing will be filtered into the search results. You can edit your keywords as often as you like.

Basic Member receives 6 keywords **Gold Member** receives 20 keywords

From the left hand side toolbar click on **Keywords**

Add Keywords	• Enter in keywords • Click Save
Edit Keywords	• Edit keywords • Click Save

Generate URL Links

You can link your home page to directly open up your member web page.

From the left hand side toolbar click on **Links**

- Check Box “Open the page in a new window”
- Enter in URL or Click on “Generate Link”

Lodging Members - You are able to link the Vacancy Calendar from your member business listing into your own web site. You are also able to customize the settings for your vacancy calendar to pop up to a certain accommodation type.

- Check Box “Open the page in a new window”
- Select the Accommodation Type using the drop down menu
- Enter in URL or Click on “Generate Link”

View Home Page

What you see is what the consumer sees. This is a live view of your web page.

From the left hand side toolbar click on **View Homepage**

Advertising

The advertising section pertains to Hot Deals, Event Postings and Job Listings that you can submit to be posted on the Chambers web site.

Hot Deals

You can post your hot deal on the Chambers web site. Your hot deal will automatically be posted to the hot deal section of the website. On your Home Page under your Membership Package the system will let you know how many active hot deals you currently are running.

From the left hand side toolbar click on **Hot Deals**

Add New Hot Deal

- Click on Add New Hot Deal
- Enter in the Title of the hot deal
- Enter in the Description of the hot deal
- Select Category using the drop down menu
  - Category choices are what your business category(s) are
- Enter in Expiration Date
- Edit Phone Number
- Edit Email Address Text (which can be your name)
- Edit Email Address (this needs to be the actual link)
- Edit Website Address Text (which can be your name)
- Edit Website Address (this needs to be the actual link)

Select Active Dates

- Click on the box for the Active Dates
  - Hot Deals run for a week at a time beginning on Sunday
- Click on the Right Arrow to Change the Dates

Option Button

- Preview
  - Preview the hot deal before purchasing
- Save
  - Allows you to save without purchasing
- Hot Deals List
  - Brings you to your listing of hot deal(s)
- Purchase
  - Continues on to the next step

Enter Payment Info

- You have the option to edit, remove or add another hot deal
  - Once the hot deal(s) have been purchased you cannot change the dates on which they run but you can edit the text. You can remove the hot deal, however, you will not be refunded for the deleted days.
  - You have the option to upgrade to Gold Membership by clicking on the Gold Membership Upgrade Link

- Enter in Name on Credit Card
- Enter in Credit Card Billing Address
- Enter in Credit Card Number
- Select Card Type using the drop down menu
- Select Commercial Card Type using the drop down menu
- Select Expiration Date using the drop down menu
- Check the I Agree statement
- Click on the Purchase button

View Hot Deal

- Click on the Title of the Hot Deal
- Click on Exit

Edit Hot Deal

- Click Edit Button to the right of the Title
- Edit the information on your hot deal
  - You cannot change the active dates you had selected after you purchased the hot deal.
- Click Save

Disable Hot Deal

- Click on the Disable button on the right of the Title
  - The Disable button will only appear if your hot deal is still active. Once your hot deal has expired the disable button will not appear.
  - If you disable the hot deal it will not be displayed on the web site

Enable Hot Deal

- Click on the Enable button on the right of the Title
  - The hot deal will be listed on the web site and will appear on the active dates selected
  - The Chamber has control of editing, disabling or deleting your hot deal

Remove Hot Deal

- Click on the Disable button on the right of the Title
- Click on the Remove button on the right of the Title
  - Note: this action cannot be undone
  - The Hot Deal needs to be disabled before the remove button is active

Job Postings

You can post your job openings on the Chambers web site. When you submit your job listing it will need to be approved by Chamber Staff before it is listed on the Chambers web site. On your Home Page under your Membership Package the system will let you know how many active job postings you currently are running.

From the left hand side toolbar click on **Job Postings**

Add New Job Posting

- Click on Add Job Posting
- Select Category using the drop down menu
- Enter in Job Title
- Enter in Description of job
- Verify Contact Information

Select Active Dates

- Check dates for job posting to run
  - Dates are for a week at a time beginning on Sunday
- To Change Dates click on the Right Arrow

Option Button

- Preview
  - Preview the job posting before purchasing
- Save
  - Allows you to save without purchasing
- Jobs List
  - Brings you to your listing of Job Postings
- Purchase
  - Continues on to the next step

- You have the option to edit, remove or add another job posting
  - Once the job posting(s) have been purchased you cannot change the dates on which they run but you can edit the text. You can remove the job posting, however, you will not be refunded for the deleted days.
  - You have the option to upgrade to Gold Membership by clicking on the Gold Membership Upgrade Link

Enter Payment Info

- Enter in Credit Card Name
- Enter in Credit Card Billing Address
- Select Card Type using the drop down menu
- Enter in Credit Card Number
- Enter in Credit Card Security Number
  - Located on the back side of your credit card on the signature line
- Select Commercial Card Type using the drop down menu
- Select Expiration Date using the drop down menus
- Check the I Agree statement
- Click Purchase

View Job Posting

- Click on the Job Title
- Click on Exit

Edit Job Posting

- Click Edit Button to the right of the Job Title
- Edit the information on your job posting
  - You cannot change the active dates after you purchase the job posting
- Click Save

Disable Job Posting

- Click on the Disable button on the right of the Job Title
  - The Disable button will only appear if your job posting is still active. Once your job posting has expired the disable button will not appear.
  - If you disable the job posting it will not be displayed on the web site

Enable Job Posting

- Click on the Enable button on the right of the Title
  - The job posting will be listed on the web site and will appear on the active dates selected
  - The Chamber has control of editing, disabling or deleting your job posting

Remove Job Posting

- Click on the Disable button on the right of the Title
- Click on the Remove button on the right of the Title
  - Note: this action cannot be undone
  - The job posting needs to be disabled before the remove button is active

Events

You can submit a Community Event to be posted on the Chambers Event Calendar. When you submit your event it will notify Chamber Staff that a new event has been submitted and the Chamber will have to approve it before it is posted on the Event calendar. The system will let you know if you have any events currently active on the Home Page under your Membership Package.

From the left hand side toolbar click on **Events**

Filter Options

- Enter in Event Title
- Enter in Active on Date or click on use today's date

OR

- Click on Use a Date Range you can enter in From/To
- Select Event Type using the drop down menu
- Select Status using the drop down menu
- Select Visibility using the drop down menu
  - This will bring up your events you have added and it will show you what event type, active dates, status & if it is listed on the public calendar

Option Button

- Refresh Listing
  - Refresh's your filter options in the Event Box
- Add An Event
  - Allows you to add a new event
- Preview Events Calendar
  - View the live Events calendar on the Chamber's website

Add New Event

- Enter in Event Title
- Enter in Promotional Description
- Enter in Additional Notes
- Enter in Location
- Enter in Admission/Fees
- Enter in Website URL
- Enter in Website URL Text
  - Ex – could be the name of your business
- Check Box if you want it visible on the Chambers public calendar of events

- Enter in Contact Information
- Enter in Starting Date/Ending Date
- Enter in Starting Time/Ending Time
- Check Boxes in front of Event Type

Option Button

- Preview
  - Preview the event before saving
- Save
  - Saves the Event
- Events List
  - Brings you to the Event Listing

View Event

- Click on preview button on the left hand side of the Event Title
- Click Exit

Edit Event

- Click on Event Title
- Edit Information
- Click Save
- Click Events List

Delete Event

- Check Box under the Delete Column
- Click Delete
- Click Ok to confirm delete
  - Note: this action cannot be undone

Reports

The Report Section is used to generate reports pertaining to your business listing and advertising.

Lead Lists (Gold Members Only)

If you are part of a lead list group you will be able to view the lead lists before the Chamber sends the leads out to you. You will be pulling up the same information that the Chamber sends you in your weekly and/or daily lead list. If you are associated with a lead list but you are not a Gold Member you will not be able to access this information when you login to your database.

From the left hand side toolbar click on **Lead Lists**

Filter Options

- Enter in Consumer Name (if known)
- Select Interest Category using the drop down menu
    - Interests are general categories in which the Chamber expects inquiry from. When consumers indicate they would like more information about a particular Interest, their information is put into a report and members associated with that interest will be able to receive that consumers information.
- Enter in Request Date

OR

- Click on Use a Date Range and enter in Dates

Clear Filters

- Click on Clear Filters on the top right hand side to clear filter options

Option Button

- Refresh Listing
    - Refreshes your filter options in the Information Request Leads Box
- Print Summary Listing
    - Print out a summary of your consumer information
- Print Detailed Listing
    - Print out a detailed listing of your consumer information

Reference Points

- Under the Action column on the Information Request Leads if you click on edit you will be able to view that consumers lead details
- Under the Consumer Name column on the Information Request Leads if you click on the consumers name you will be able to view that consumer’s detailed information.
- Under the Interests column on the Information Request Leads If you click on # interests selected it will show you what Interests the consumer had selected.
- Contact Pref column means the consumer’s preference on how they want to be contacted

Home Page Hits

This report will show you how many consumers viewed your web page. The results will show the date, number of home page views, number of vacancy calendar views, number of links to external website and number of displayed times in search results for the dates you entered.

From the left hand side toolbar click on **Web Page Hits**

- Enter in Date Range From/To
- Click on Refresh Report

Hot Deal Hits

This report will show you how many consumers viewed your hot deal(s).

From the left hand side toolbar click on **Hot Deal Hits**

Enter Date Range

- Enter in Date Range From/To

View/Print Report

- View/Print Report
  - Allows you to view the results on screen
- To Print:
- Click on File
- Click on Print
- Select Printer
- Print

Download Report

- Download Report
  - The report will open up as a .csv file
- Open - Opens up the report
- Save - The report allows you to save to a file
- Cancel - Will cancel the download
- More Info - Opens up the Microsoft Internet Explorer help menu

Profile

This report is your member profile it will print out everything on your business that you have provided to the Chamber or entered in yourself.

From the left hand side toolbar click on **Profile**

Filter Options

- Check Filter Options or skip down to Refresh Report

Select Category

- Include Category Pick List
  - The report will generate a listing of all categories the Chamber has to offer.

Select Locations

- Include Locations Pick List
  - The report will generate a listing of all locations the Chamber has to offer. This is decided upon the Chamber on how they want to use this feature. You do not have access to the location picks.

Select Employees/ Reps

- Include List of Representatives
  - The report will generate a profile of your employee/reps information. If you do not select this option and click on refresh report your employees/reps will not be listed.

Select Lodging Info

- Include Lodging-Specific Information (applies to lodging facilities only)
  - The report will generate a listing of facility/accommodation information on your property.

Refresh Report

- Click Refresh Report

Lodging

The Lodging Section pertains to only lodging members. Everything in this section is listed on your web page for consumers to view. The Chamber will have to initially setup your lodging information; however, you do have access to edit some amenities. For major changes to your lodging information you will need to contact a Chamber Staff Representative.

Vacancies

The Vacancy Calendar is listed on your web page for consumers to open up and check your openings. You will need to go in and constantly update your vacancies. You can also use the Chambers vacancy calendar on your own web site by using the URL Link Generator to eliminate double entry.

From the left hand side toolbar click on **Vacancies**

- Select Displayed Months to update using the drop down menu
- Click on Save/Refresh (if you changed the displayed months)
- Check the boxes for the dates that each room type is filled. If all of the rooms for a particular room type are full click on "all".
- Click on Save/Refresh Before closing or selecting a new month(s)

Facilities Information

This is used to inform consumers of what site amenities your facility offers. The Chamber controls what site amenities are listed for lodging members to choose from. If you have a site amenity that is not on the list, you need to contact a Chamber Representative.

From the left hand side toolbar click on **Facility Info**

Select Amenities

- Check the box in front of the amenity to select
- Enter in Lodging Notes
  - Lodging notes are printed on your web page that the consumer will see.
- Click Save

Remove Amenities

- Uncheck the box in front of the amenity to unselect
- Edit lodging notes
- Click Save

Room Type Information

This is used to inform consumers of what type of accommodation/room types you offer and the amenities offered with each accommodation type/room type. Rates and Rate comments will show up on your web page. Your accommodation/room types are set up initially with the Chamber. If you have any changes to your accommodation/room types you will need to contact a Chamber Staff Representative to have them changed.

From the left hand side toolbar click on **Room Info**

Select Room Type

- Select Accommodation Type using the drop down menu
- Edit Number of Units for that accommodation type
- Edit Rates Start at for that accommodation type
- Edit Rate Comments for that accommodation type

Select/Unselect Amenities

- Check/Uncheck the boxes to select/unselect accommodation amenities for each room type listed
- Click Save

Repeat Process

- Repeat process for additional Accommodation Types Listed