



Member's Only Area Guide Book

An illustrated guide to getting the most out of our interactive and self-service website.

BENEFITS OF BELONGING

- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of
- To ensure only Members receive these benefits, these areas of our site require a valid log in
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible
- The more you update and personalize your membership, the more value you will receive from us



WHAT CAN I DO HERE?

- Change Username/Password
- Update Your Contact information
- Add logo & photos
- Update your preferences
- Pay Your Bills
- Referral Report (YTD)
- Add A Coupon



- You will need to use your User Name and Password to gain access to our private Members Only Area, or to receive special discounts on Event registrations.
- If you ever forget your password, click the link to ask for it to be sent to your email address.



Logging In to MOA

UPDATE YOUR CONTACT INFORMATION

This link will open a page that allows you to update much of the information on your Profile, as well as any other Profile you are related to and have Editing rights for. This helps us ensure we always have the latest information about you and your business.

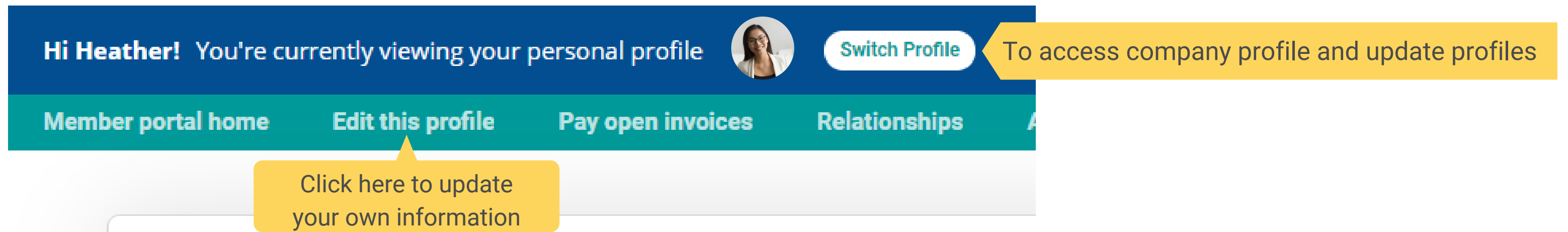
You can edit the following information:


- Name, address and other basic contact information
- Directory Listing category and descriptions
- Affiliation Codes you have identified as visible to Profiles
- Relationships you have to other Profiles (including adding new Profiles you are related to)
- Social Media accounts you have

The screenshot shows the member profile page for Heather McCall. At the top, there is a navigation bar with the South Shore Chamber of Commerce logo and links for Home, Membership, Event Calendar, Contact Us, and Hello! South Shore. Below this is a user header with the text "Hi Heather! You're currently viewing your personal profile" and a "Switch Profile" button. A secondary navigation bar contains links for "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Additional Resources". A welcome message states: "Welcome to the Member's Only Area portal for the South Shore Chamber and its affiliates: Braintree, Hanover, Marshfield, Rockland, Weymouth and the South Shore Young Professionals (SSYP). Questions? Email Heather at hmccall@southshorechamber.org." The main profile section includes a circular profile picture, the name "Your Name", and the title "Marketing & Communications Lead". Contact information is listed: Email (hmccall@southshorechamber.org), Phone ((781) 421-3914), Address (1050 Hingham Street, Rockland, MA 02370), and Title (Marketing & Communications Lead). To the right, there is a section for "0 open invoices" with buttons for "PAYMENT HISTORY" and "PAY INVOICES". Below that is a "2 Related Profiles" section with links to "Add a profile" and "View and edit all >>". The related profiles listed are "Heather McCall Photography" (Main Contact) and "South Shore Chamber of Commerce". At the bottom left, there is a "My Events" section with a "View all events >>" link and a listing for "August 18, 2021 Partner Luncheon at Granite Links".

UPDATE YOUR CONTACT INFORMATION

- Who can make changes? Main contact and editor. Or log directly into the organization's MOA
- Once you make changes, they are submitted for approval by our association
- If you have the right permissions, you can also edit the profiles related to your Organization

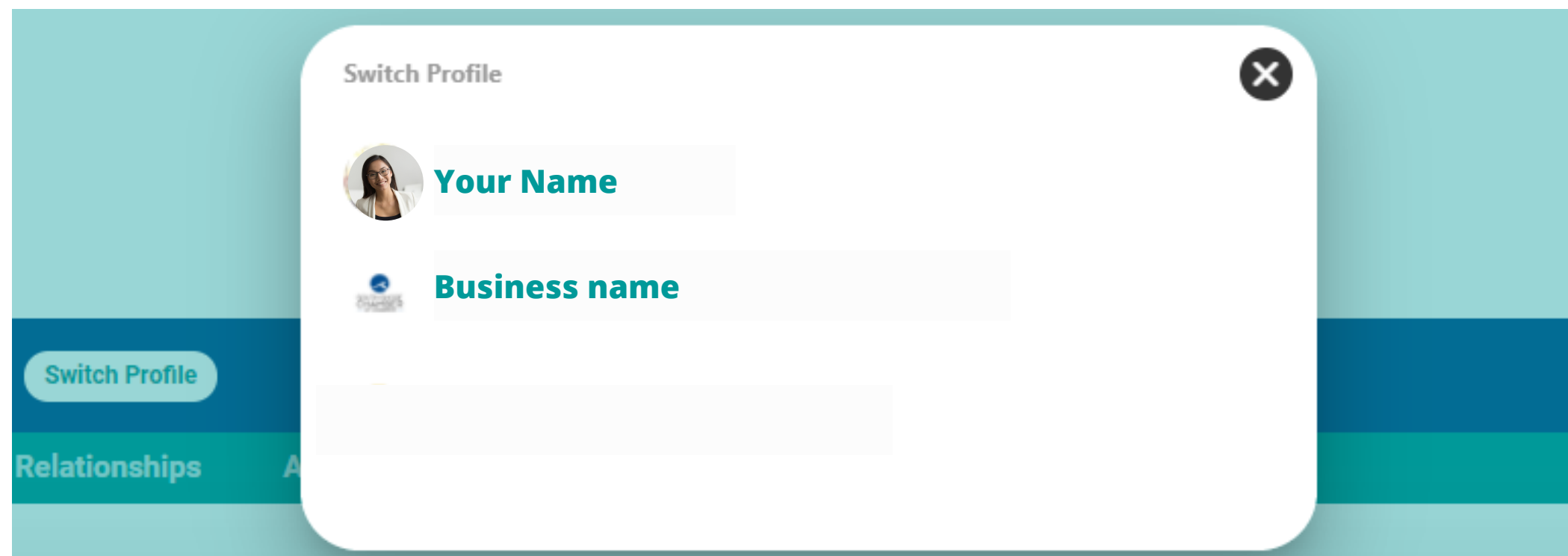


Hi Heather! You're currently viewing your personal profile  [Switch Profile](#)


[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#)


Click here to update your own information

To access company profile and update profiles



Switch Profile ✕

 **Your Name**

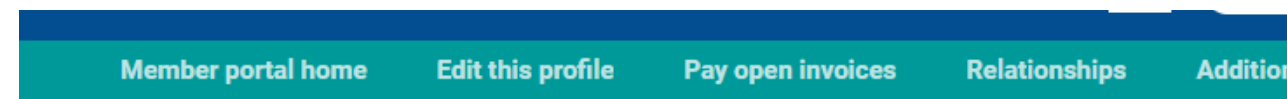
 **Business name**

[Switch Profile](#)

[Relationships](#)

UPDATE YOUR CONTACT INFORMATION

- The Update form shows you all the info we have for you. Please add as much as you can.
- Information here can be used on your Directory listings or for communications we send out.
- All updates you make are submitted for approval.
- Make sure to click Save at the end of the process.



Profile Edit

General Information

Additional Addresses

Additional Phones

Additional Emails

Directory Listing

Social Media

Update Your Preferences

Options for updating your information

Company Name

Company Name

Title

Address

City

State/Province

Zip

Zip Ext

County

Country

Make the appropriate changes and/or fill in blank spaces to ensure a full profile.

Choose your interests and what mailing lists to be on!



Profile Edit

Company Name

General Information

Additional Addresses

Additional Phones

Additional Emails

Directory Listing

Social Media

Update Your Preferences

Advertising

- SSCC fyi
- Website Banner Advertising

Demographics

- Black Owned
- LGBTQ
- Minority Owned
- Multi-Generational Business
- Veteran Owned
- Woman Owned
- Young Professional

Member Interests

- Advocacy/Public Policy
- Diversity & Inclusion
- Human Resources
- Networking
- South Shore Young Professionals
- Women in Business
- Workforce Development

Regional Interest

- Braintree
- Hanover
- Hingham
- Marshfield

June 3, 2021
Rockland Chamber Economic Recovery Forecast Panel Discussion

April 23, 2021
Kitchen Spotlight with Nantasket Flatts, Hull

February 5, 2021
Kitchen Spotlight with Chef Greg Jordan, The Quarry Restaurant

October 16, 2020
Kitchen Spotlight with Chef Tom Coleman, Liv Creative Cuisine



Upload Media

listingLogo Image Copy U

listingPhoto1 Image Copy U

listingPhoto2 Image Copy U

listingPhoto3 Image Copy U

listingPhoto4 Image Copy U



UPLOAD MEDIA

As a South Shore Chamber member, our online Member Directory can display images and your logo on your listing. When accessed, this section of your Members Only area will allow you to upload this media directly to your Listing on the Directory, so you can promote yourself as best as possible.

Media Tips

To display your logo, you will upload an image for Listing_Logo. Dimensions: 245px(w) X 160px(h)

To display 10 photos, you will upload images named Listing_Photo1-10. Dimensions: 200px(w) X 150px(h)

If the images don't upload, they are not the correct size.

Pay Bills Online

Whether you are logged in as the organization, the main contact, or editor, you will be able to easily pay bills online

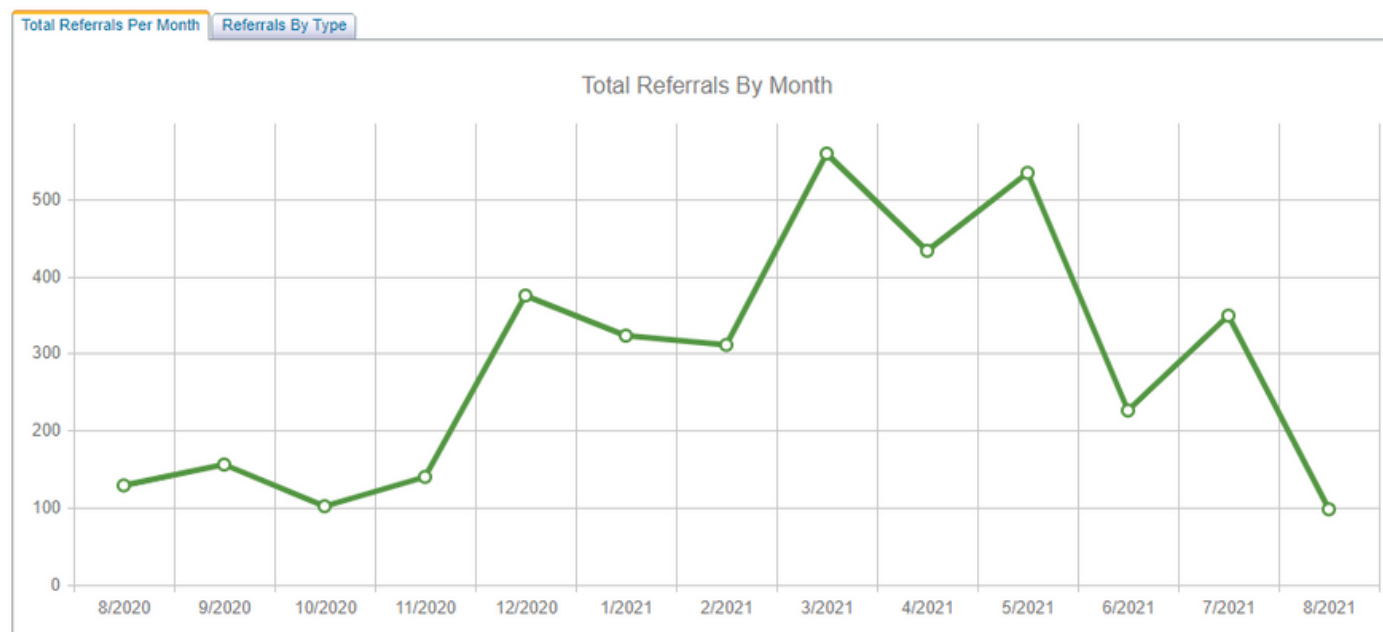
The screenshot displays the user interface for paying bills online. At the top, it shows '0 open invoices' and two buttons: 'PAYMENT HISTORY' and 'PAY INVOICES'. Below this is the 'SOUTH SHORE CHAMBER OF COMMERCE' logo and navigation links: Home, Membership, Event Calendar, Contact Us, and Hello! South Shore. A user profile section identifies 'Hi Heather!' and offers options to 'Switch Profile', 'Change Password', and 'Log Out'. A secondary navigation bar includes 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Additional Resources'. The main content area is titled 'Open invoices across accounts' and features a 'PAY NOW' button and the instruction 'Select invoices below to pay'. A table with columns for 'Due date', 'Invoice date', 'Invoice', 'Invoiced profile', 'Description', 'Item amount', 'Paid', and 'Due' is visible, with a pagination control showing '1'.



Value Report

Ever wonder how often you've been referred by us? Through our website banner ads, online member directory, staff recommendations or event sponsorships, we track most of the referrals we provide you.

This section runs a detailed Referral Report, which shows you a very granular report of every time you've received a Lead or Impression from our website or staff.

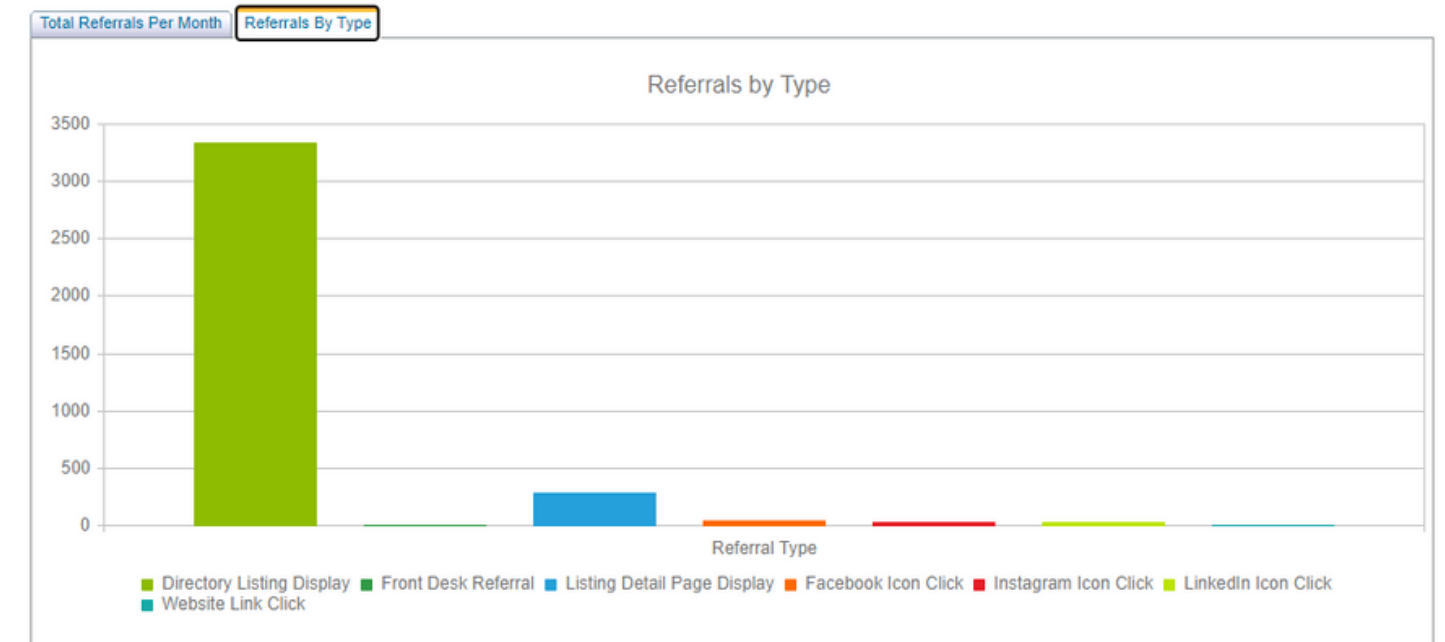


TOTAL REFERRALS
3,704

TOTAL IMPRESSIONS
3,329

TOTAL LEADS
375

LEAD RATE
11.26%



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ADD EVENTS AND MEMBER OFFERS

Post events to the online community calendar or offers to both the public or to other Chamber members



CHECK YOUR INBOX

You will begin to receive weekly onboarding emails. If you're not receiving them, please let us know!



HAVE QUESTIONS ABOUT MOA?

Email Heather at hmccall@southshorechamber.org if you have any questions about the MOA!