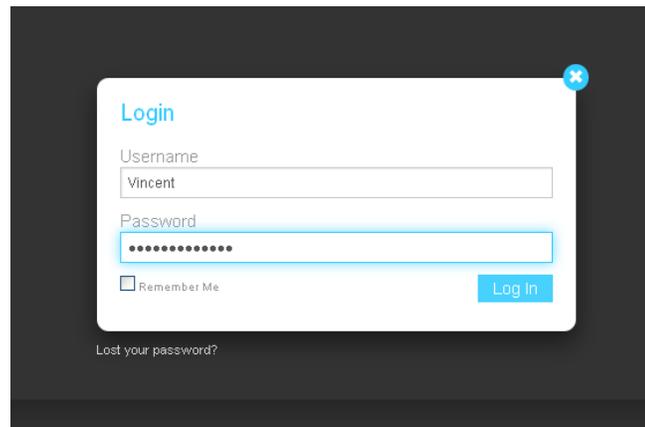# andersonville.org Member Account Management Instructions

a quaint neighborhood in the middle of a world class city. © 2013 Andersonville Chamber of Commerce. All Rights Reserved.

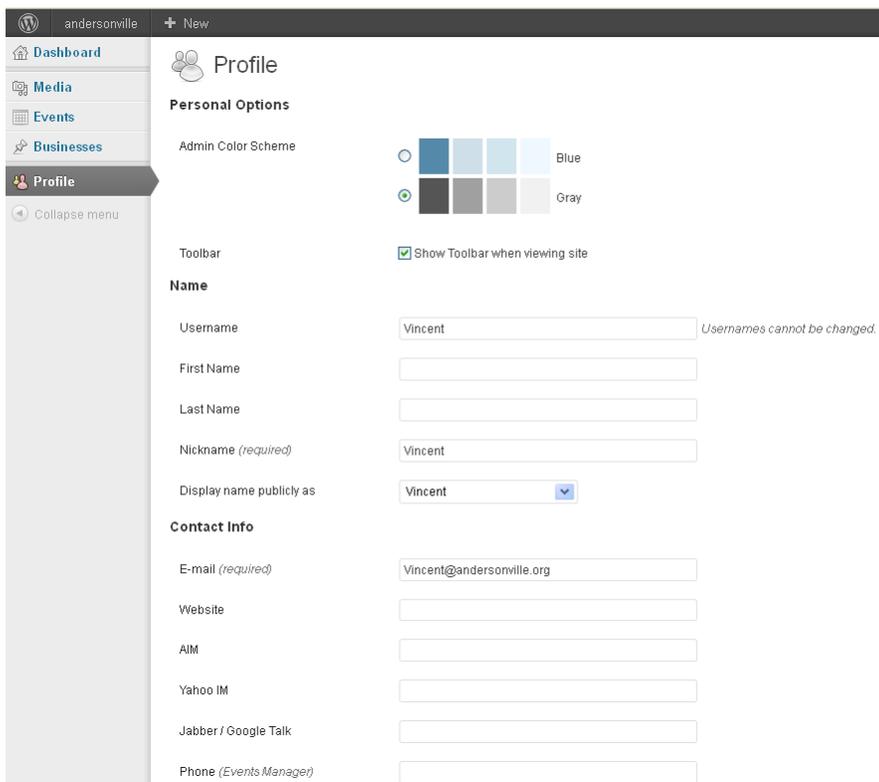The member login link can be found at the bottom of each page of the website.

Just scroll all the way down to the bottom!

Log in using the given username (usually the name of your business) and password.

Don't have these? Email jhammer@andersonville.org.

Login

Username
Vincent

Password
••••••••••••

☐ Remember Me   Log In

Lost your password?

Your Profile

andersonville   + New

Dashboard
Media
Events
Businesses
Profile
Collapse menu

Profile

Personal Options

Admin Color Scheme
○ Blue
◉ Gray

Toolbar   ☑ Show Toolbar when viewing site

Name

Username   Vincent   *Usernames cannot be changed.*

First Name

Last Name

Nickname *(required)*   Vincent

Display name publicly as   Vincent

Contact Info

E-mail *(required)*   Vincent@andersonville.org

Website

AIM

Yahoo IM

Jabber / Google Talk

Phone *(Events Manager)*

The first page you will see is your **Profile page**. You can fill in your name and contact details. These will NOT be published online.

VERY IMPORTANT:
**Update your email address so that you can access your password if you forget it!**

Put a business description in the Biographical Info section – it is displayed if you list any Deals.

Change your password to something of your choosing to ensure that only you have access to your account!

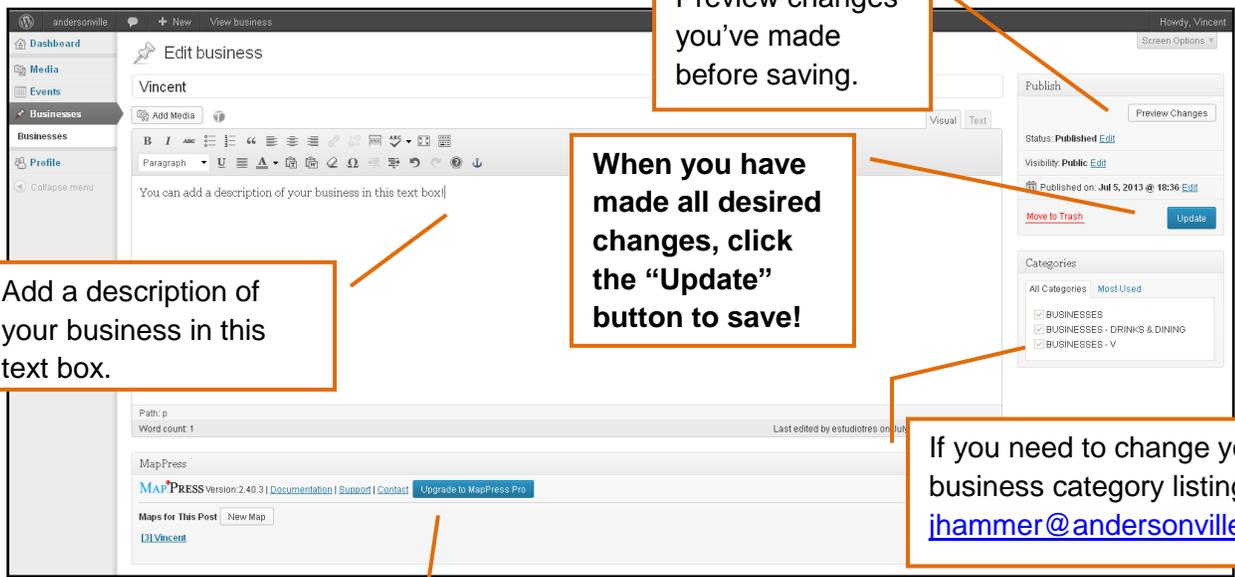**You must click "Update Profile" at the bottom of the page to save your changes!**

Update Profile

Your Business Directory Listing
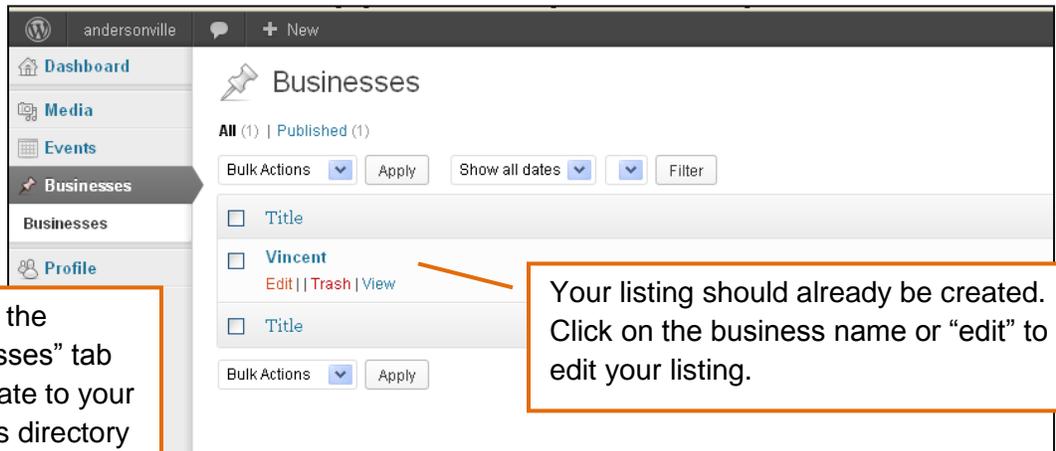
Click on the "Businesses" tab to navigate to your business directory listing.

Your listing should already be created. Click on the business name or "edit" to edit your listing.


Preview changes you've made before saving.

Add a description of your business in this text box.

When you have made all desired changes, click the "Update" button to save!

If you need to change your business category listing, contact jhammer@andersonville.org

A map of your business has already been attached to your profile. If changes need to be made, contact jhammer@andersonville.org

Enter contact information that you would like to add your business listing. Don't forget to add links to your social media profiles!
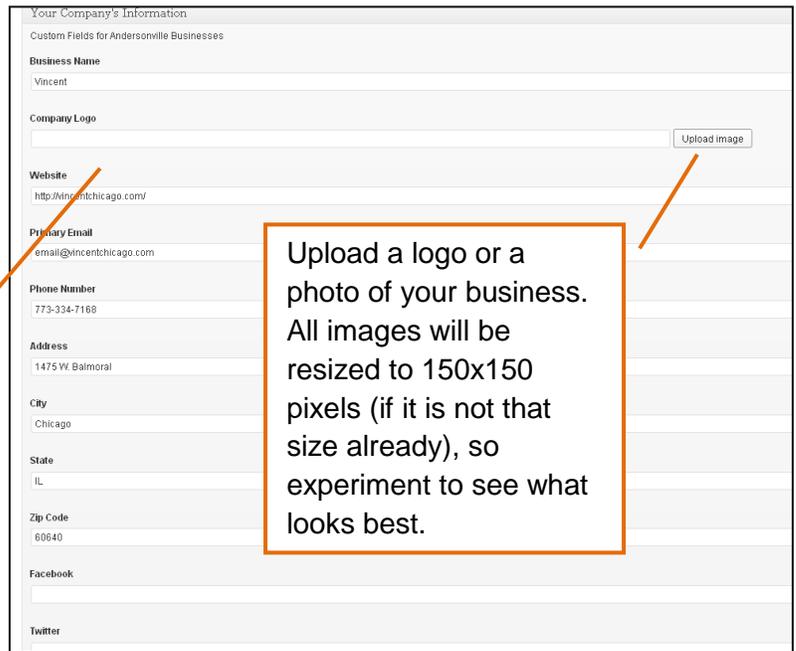
Upload a logo or a photo of your business. All images will be resized to 150x150 pixels (if it is not that size already), so experiment to see what looks best.

Uploading a logo or photo
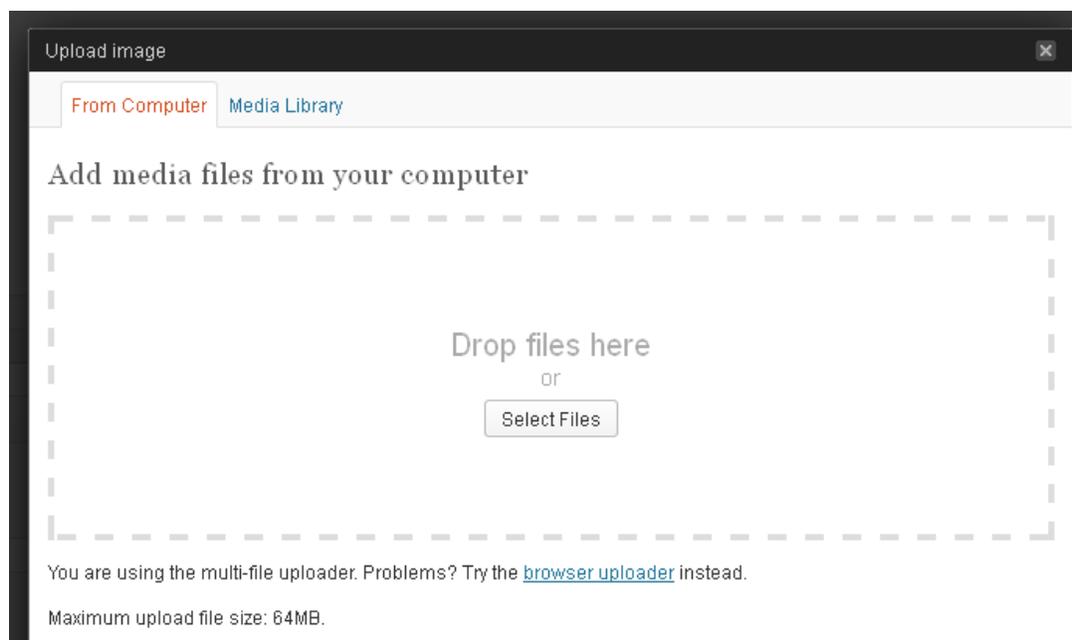
When you click on "Upload Image" a box pops up that you can use to either upload a new image from your computer, or select the "Media Library" tab to use an image that you have already uploaded. Images in the "Company Logo" field are resized to a 150px150p square. You will probably have the best results if you start with an image already close to that size.

Managing your Media Library
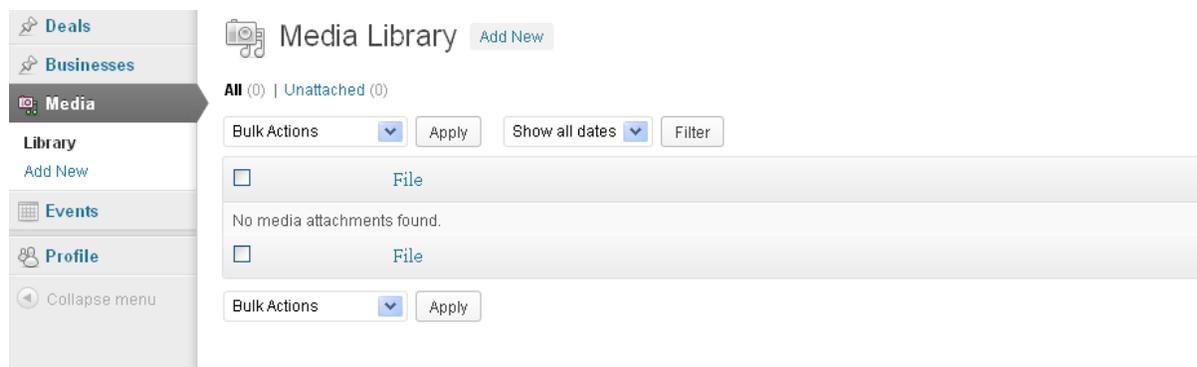
If you want to manage images that you have already uploaded, visit the Media tab. From here, you can delete unwanted images and upload new images (you can also add image using the "add media" button on your listing pages, as well).

Your Event Listings
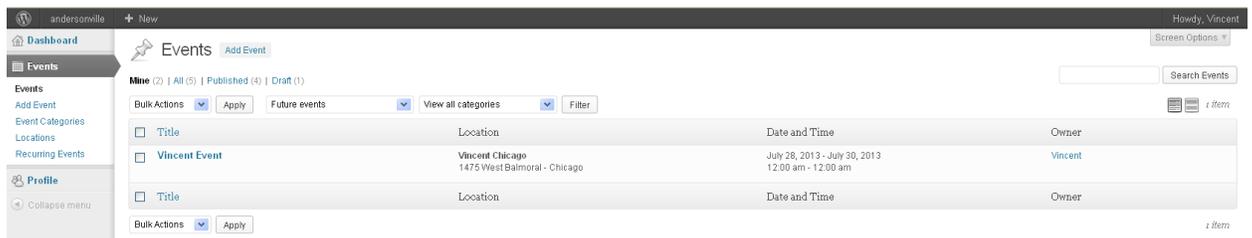
In the "Events" section, you can view/edit your posted events and add new events.

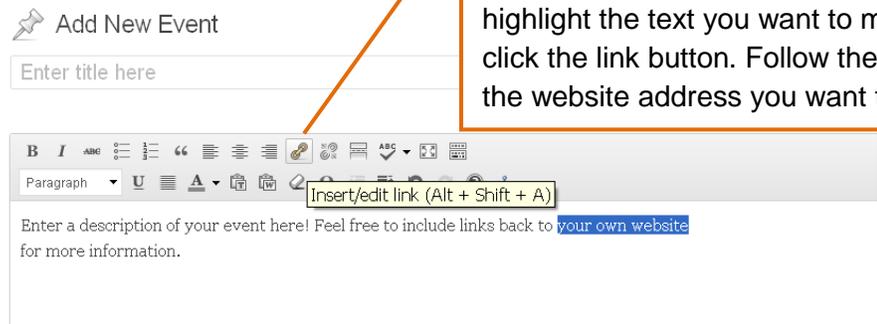Enter your time/date details here.
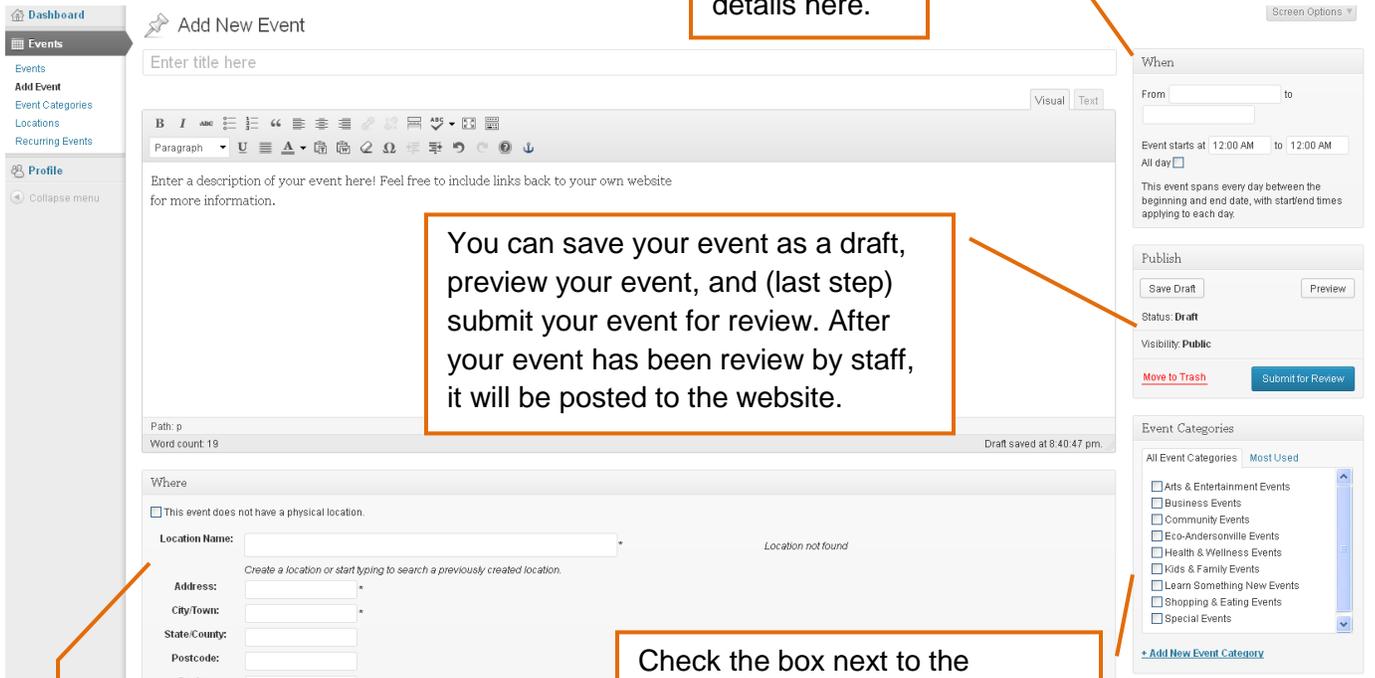
You can save your event as a draft, preview your event, and (last step) submit your event for review. After your event has been review by staff, it will be posted to the website.

The "Where" section lets you enter a new location for your event or select a previously entered location.

Check the box next to the category that you want your event to display in. Event submissions are monitored, so please do not abuse the category settings.

It's easy to add links to your website or other outside pages (like a Facebook event invitation)! Simply highlight the text you want to make a link and then click the link button. Follow the instructions to enter the website address you want to link to.

Add a Recurring Event

In the "Recurring Events" section, adding a recurring event is similar to a regular event, except for an additional "Recurrences" area where you fill in the time/date details.

Your Deal Listings

In the "Deals" section you can view/edit current deals and create new ones.

Your deal has 2 parts: a title and a body of text describing the deal. The title is what website visitors will see first, so make sure it's catchy! In the body, don't forget important details like how to redeem the deal and when it expires.

Your deals will appear in the "Deals" section of the website and also on your business directory profile page. You can preview your deal, save it as a draft if you're still working on it, and finally submit it for review. Don't forget to go back and delete your deal when it has expired!

Check the box next to the category you want your deal to display in. "Members Only Deals" are the discounts that you can take advantage of with your member-to-member discount card. These deals are only shown to members who are logged to the website.