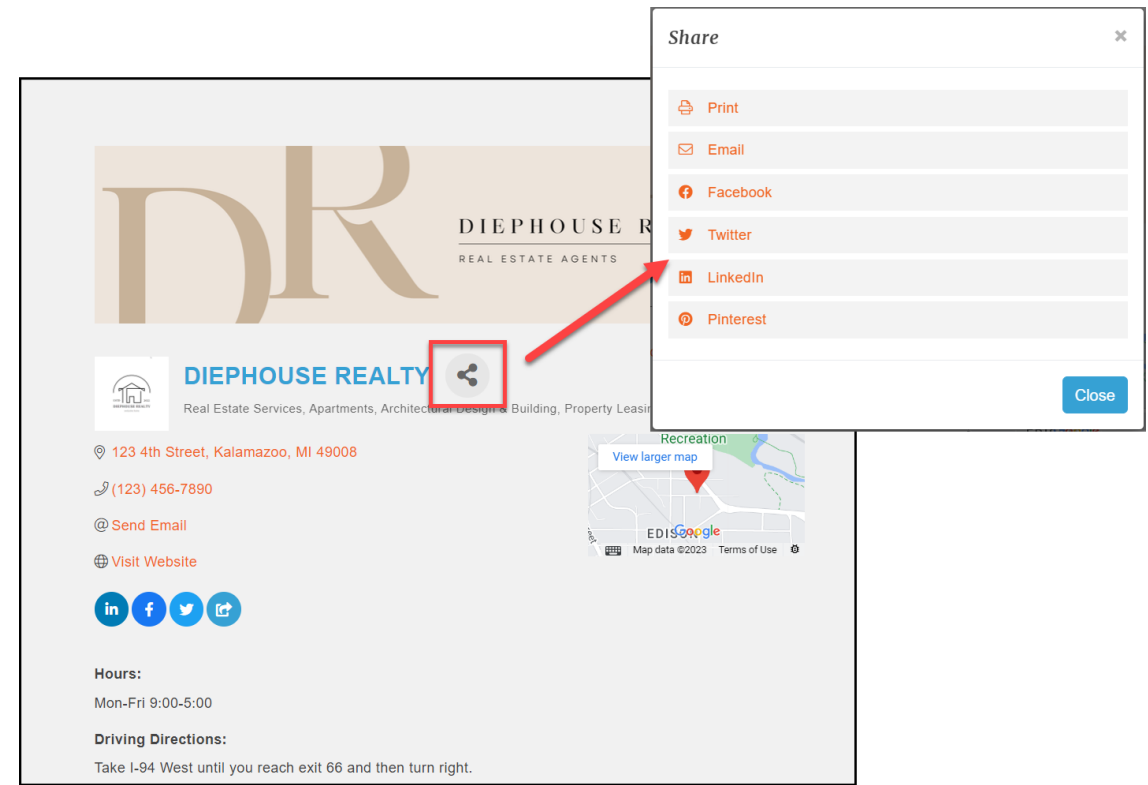


Working with Directories

Directory Control Panel

- Set defaults for Business Directory
 - Share icon
 - Location Filter
 - Area Map Button
 - Contact Business Button
 - Require staff approval before delivery
 - Status Filter
 - Which members are listed in directory?
 - Search Result Sort Order



Directory QuickLinks

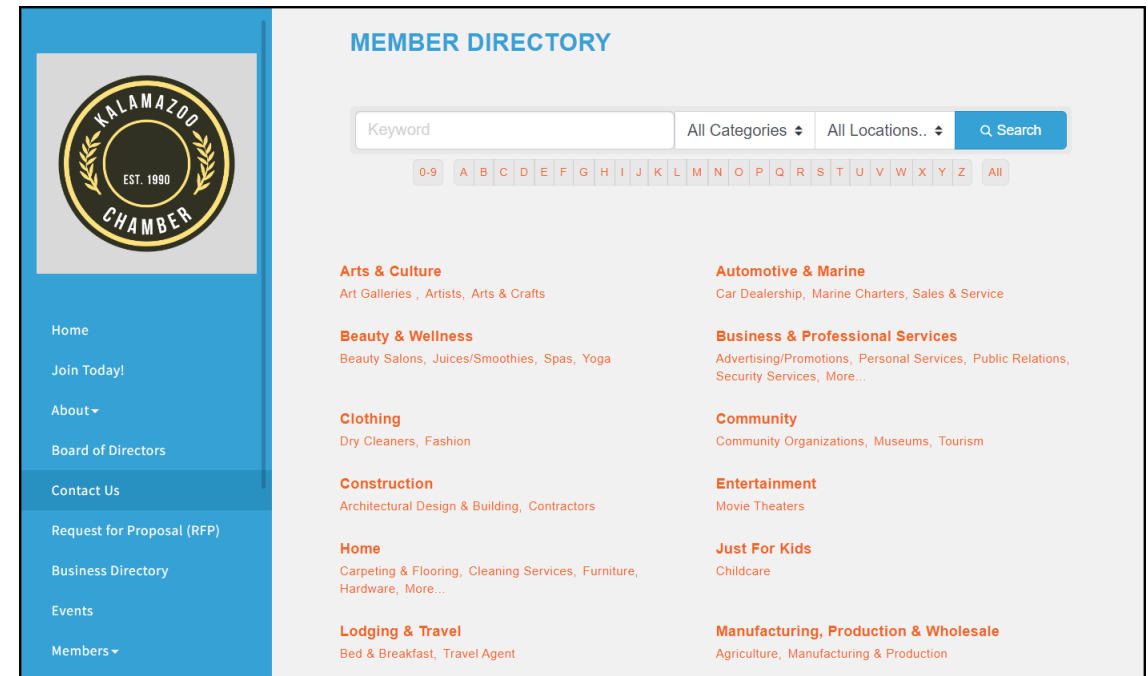
- QuickLinks
 - Main categories within directory
 - Prepopulated with industry standard links
 - Add QuickLinks
 - Customizable for your organization
 - Add images
 - QuickLinks with images
- Top Level Category associated with a QuickLink

The screenshot displays the 'MEMBER DIRECTORY SEARCH' interface. At the top, there is a search bar with a 'Keyword' input field, dropdown menus for 'All Categories..' and 'All Locations...', and a 'go' button. Below the search bar is a navigation bar with buttons for '0-9' and letters 'A' through 'Z', plus an 'All' button. The main content area features six category tiles, each with a representative image and a label with a count in parentheses:

- Arts & Culture (1)**: Image of a woman in a gallery.
- Clothing (1)**: Image of a clothing rack.
- Community & Civic Organizations (1)**: Image of hands clasped together.
- Construction (2)**: Image of a building under construction.
- Garden (1)**: Image of hands holding a small plant.
- Home (5)**: Image of a modern living room.

Directory Categories

- Categories
 - Group members by business type
 - Indicates where members will be displayed within online directory
- Top Level Category
 - Specific
 - Personalized for your organization
- Common categories and QuickLinks



Member Directory Listing

- Members control their directory listing
- Updated in MIC
 - Appropriate permissions required
- Profile Summary
 - Describes overall profile completion
 - Displays incomplete areas

The screenshot displays the user interface for the Kalamazoo Area Chamber's Member Directory Listing. At the top, there is a search bar and a user profile for 'Mary West' from 'Diephouse Realty'. Below this is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The main content area is divided into two columns. The left column contains a sidebar menu with sections: Account Settings (Personal, Company, Profile Summary, Organization Information, Employees, Website Information, Categories, Additional Information, Logos, Photos, Video, Map Pin Information, Membership Badge, Billing). The 'Profile Summary' section is highlighted with a red box. The right column shows the 'Profile' section with a progress bar for 'Overall Profile Completion: 94%'. Below this are four sections: 'Organization Information' (100% Complete), 'Website Information' (90% Complete), 'MapPin Information' (100% Complete), and 'Photos & Logos' (100% Complete). Each section lists various fields with checkboxes indicating their completion status. The footer contains the copyright notice: '© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber'.

Update Your Listing Template

- Predefined email template
 - Reminds members to update listing
 - Our Records vs. Public Listing
 - Allows for quick review of info
 - Template includes link to MIC
 - Including password reset link!
 - Database fields personalize each email

Dear A Place for Dogs,

Changes happen. Have you updated your member information recently? You should be updating the Member Information Center at least every 3 months.

Your membership provides excellent opportunities for your organization to attract new customers and share information with our community, the region and even internationally. Don't frustrate your customers - make sure everyone has access to complete, up-to-date information!

Important: Completing your profile is critical to gaining increased visibility and exposure!

Take a few moments to review your information below and then access the online Member Information Center to make changes.

Our Records:

Company Name:	A Place for Dogs
Primary Phone:	(218) 546-5413
Physical Address:	21748 S Raider Court Winona, MN 55987
Mailing Address:	21748 S Raider Court Winona, MN 55987
Billing Contact:	Kase Brady
Billing Address:	Kase Brady 34 Main Street Nisswa, MN 56468
All Representatives:	Eric Allan Louis Armstrong Ben Bowman Krystal Bowman Kase Brady Chad Bring Jack Jones Mark Kilton

Questions?