

Update Personal Information via the MIC For Your Members

1. After logging in to the **Member Information Center (MIC)**, select either **Account Settings** or **Personal Information** on the left-hand menu.

The screenshot displays the Kalamazoo Area Chamber Member Information Center (MIC) dashboard. At the top left is the Kalamazoo Chamber logo (EST. 1890). A search bar is located at the top center. The top right shows the user is logged in as Mary West Diephouse Realty, with an 'Account Settings' dropdown menu. The 'Account Settings' menu is open, and 'Personal Information' is highlighted with a red box. Below the search bar is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left-hand menu is titled 'Shortcuts' and includes 'Personal Information' (highlighted with a red box), Company Information, Hot Deals, Member-to-Member Deals, News Releases, Job Postings, MarketSpace, and Request for Proposals. Below this is a 'Links' section with 'MIC How To's', 'Chamber Useful Links', and 'New & Exciting Opportunities!'. The main content area is titled 'Home' and features a 'Welcome Message' with a 'Read Later' button. The message text reads: 'ChamberMaster is your direct connection to the **Kalamazoo Area Chamber**. As a member of the Kalamazoo Area Chamber, you have the opportunity to market your business to consumers visiting your website by enhancing your informational [home page](#) with [pictures](#) and [text](#). You can also post [hot deals](#), [job openings](#), and [events](#), and add [keywords](#) to help consumers find you when they run searches and reports to see hit statistics for your home page and other advertised items.' Below the text is an illustration of a storefront with 'S.H.O.P.' and 'Local' signs, and the URL 'www.modicum.agency'. To the right of the welcome message is an 'Account Balance' section showing '\$595.00' and a 'Pay' button. Below that is an 'Upcoming Events' section for '06 SEPTEMBER 2023' featuring 'Weekly Trivia Night' at Bell's Brewery! with a 'REGISTER NOW' button. Further down is a 'Member Profile' section showing 'Your Company Profile is 94%' and an 'UPDATE' button. At the bottom right is a 'Refer a Business for Membership' section with a 'Refer others to the Kalamazoo Area Chamber!!!!' call to action and a small image of three people.

2. In the **Profile** section, update your personal contact information and additional information, including your **Personal Bio**.

KALAMAZOO CHAMBER EST. 1890

Search

Logged in as Mary West
Diephouse Realty
Account Settings

Home Directory Events Resources Reports News Settings

Account Settings

Personal

Profile

Save Changes Clear Changes

My Profile

Prefix: [Dropdown] Greeting: [Text]

First Name: [Text] Mary Job Title: [Text] Owner

Middle Name: [Text] Contact Preference: [Dropdown] Email

Last Name: [Text] West Phone Preference: [Dropdown] Work Phone

Suffix: [Dropdown] Work Phone: [Text] (123) 456-7890

Address Line 1: Copy Organization Information [Text] 123 4th Street Home Phone: [Text]

Address Line 2: [Text] Cell Phone: [Text]

City: [Text] Kalamazoo Alt Phone: [Text]

State: [Text] MI Fac: [Text]

Postal Code: [Text] 49008 Email: [Text] mwest@mailinator.com

Country: [Text]

Rep is currently ACTIVE with this member.
 Primary Contact
 Billing Contact

Enter a short paragraph describing who you are. This information may be displayed publicly based on the settings of your organization. The character limit is 1000 including HTML markup characters.

Personal Bio:

[Rich Text Editor]

Save Changes Clear Changes

© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber!!!!

3. You can change your username or password in the **Username/Password** section.

The screenshot displays the user interface of the Kalamazoo Chamber website. At the top left is the Kalamazoo Chamber logo, which includes the text "KALAMAZOO CHAMBER" and "EST. 1900". To the right of the logo is a search bar and a user profile section for "Mary West" from "Diephouse Realty", with an "Account Settings" dropdown menu. Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a sidebar menu under "Account Settings" with options for Personal, Profile, Photo, Groups/Interests, Social Networks, Display Preferences, Additional Information, Company, and Billing. The "Username / Password" option in this sidebar is highlighted with a red rectangle. The main content area is titled "Username/Password" and "Edit My Username/Password". It contains four input fields: "Username" (with a "Change" link and the value "Mary"), "Password" (with a "Change" link), "Confirm Password", and "Current Password".

© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber!!!!

4. In the **Photo** section, upload a photo of yourself by selecting the **+** icon. This may be displayed publicly based on the settings of your organization. Common uses would be to display your photo when listing group or committee members on your association's website. The public directory page may also display your photo.

The screenshot displays the user interface for the Kalamazoo Chamber account settings. At the top left is the Kalamazoo Chamber logo. A search bar is located at the top center. The top right shows the user is logged in as Mary West, Diephouse Realty, with an account settings dropdown. A navigation bar contains icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left, the 'Account Settings' sidebar is open to the 'Personal' section, with 'Photo' selected. The main content area is titled 'Photo' and includes 'Save Changes' and 'Clear Changes' buttons. Below this is the 'My Photo' section, which features a current profile picture and a red box around a '+' icon for uploading a new photo. Text instructions state: 'Recommended image size is 400 x 400 pixels, 10 MB max.' A note reads: 'Note: After clicking the '+' and selecting a new picture, the original picture will be deleted and no longer be available.' A final instruction says: 'To display this photo to other members in the Member Information Center, make sure to choose "Allow my information to be displayed" in your Display Preferences.'

© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber

5. If your organization has given you permission, you may choose to join or remove yourself from [groups and mailing lists](#) in the **Groups/Interests** section. Select the checkbox in front of the desired group to join or deselect to deselect the desired group to leave the group. Use the **Select All** box to join all of the available groups.

The screenshot displays the user interface for the Kalamazoo Chamber's 'Groups/Interests' settings. The top navigation bar includes a search bar, a user profile for Mary West (Diephouse Realty), and an 'Account Settings' dropdown. Below the navigation bar are icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains 'Account Settings' with sub-sections: Personal (Profile, Username/Password, Photo, **Groups/Interests**, Social Networks, Display Preferences, Additional Information), Company, and Billing. The main content area is titled 'Groups/Interests' and features 'Save Changes' and 'Clear Changes' buttons. The 'My Groups/Interests' section is divided into four categories:

- Groups**:
 - Select All
 - Committee**:
 - 50+ Council
 - Network Committee
 - Technology Task Force - Individuals who can assist with technology needs.
 - Event Planning Committee**:
 - Annual Gala Planning Committee - Individuals tasked with planning the Kalamazoo Area Chamber's Annual Gala.
 - Fall Festival Planning Committee 2023
 - Golf Tournament Planning Committee - Individuals tasked with planning the Kalamazoo Area Chamber's Annual Golf Event.
- Programs**:
 - 2022-2023 Ambassadors - Veteran members assigned to mentor new members to the organization.
- Volunteers**:
 - Volunteer Group

Interests:

- Select All
- Committee**:
 - Diversity Council - DEI Council
 - Young Professionals 2023
- Marketplace Mailing List**:
 - Marketplace Mailing List - Individuals electing to receive email-updates for new Marketplace items.
- Newsletter List**:
 - General Newsletter Mailing List - A monthly newsletter of chamber happenings

At the bottom of the 'My Groups/Interests' section are 'Save Changes' and 'Clear Changes' buttons. The footer contains the text: © Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber

6. In the **Social Networks** section, add the URLs for your personal social media accounts if applicable. These will be displayed on your directory page in the **MIC** and on your organization's website.

The screenshot shows the user interface for the Kalamazoo Chamber account settings. At the top left is the Kalamazoo Chamber logo (EST. 1990). A search bar is located at the top center. The top right shows the user is logged in as Mary West, Diephouse Realty, with an Account Settings dropdown menu. Below the search bar is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a sidebar menu under 'Account Settings' with options: Personal, Profile, Username / Password, Photo, Groups/Interests, **Social Networks** (highlighted with a red box), Display Preferences, Additional Information, Company, and Billing. The main content area is titled 'Social Networks' and contains a 'My Social Networks' section. This section has two columns of input fields for social media URLs, each with a 'Verify URL' link below it. The fields are: LinkedIn (http://@marywest3), Facebook (http://facebook.com/mwest645), Twitter (http://@marywest3), Reddit (http://www.reddit.com/growthzone), Instagram (http://@marywest3), TikTok (http://tiktok.com/diephousearealty), YouTube (http://youtube.com), and Spotify (http://spotify.com/diephousearealty). At the bottom of the Social Networks section are 'Save Changes' and 'Clear Changes' buttons. The footer contains the copyright notice: © Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber.

7. Select your display preferences for the **MIC** and your organization's public website in the **Display Preferences** section.

The screenshot shows the user interface of the Kalamazoo Chamber system. At the top left is the Kalamazoo Chamber logo (EST. 1990). A search bar is located at the top center. On the top right, the user is logged in as Mary West, Diephouse Realty, with an 'Account Settings' dropdown menu. Below the search bar is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a sidebar menu under 'Account Settings' with options: Personal, Profile, Username / Password, Photo, Groups/Interests, Social Networks, **Display Preferences** (highlighted with a red box), and Additional Information. Below these are 'Company' and 'Billing' sections. The main content area is titled 'Preferences' and contains 'Save Changes' and 'Clear Changes' buttons. Underneath is the 'My Preferences' section with the instruction: 'Select which items should display for the public and which items should display to other members.' This section has two columns: 'Public' and 'Members'. The items and their selection status are as follows:

Item	Public	Members
Allow my information to be displayed (displays First and Last name)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Full Name (prefix, middle, suffix)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Address	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>
Fax number	<input type="checkbox"/>	<input type="checkbox"/>
Social Networks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of the 'My Preferences' section are 'Save Changes' and 'Clear Changes' buttons. The footer of the page contains the copyright notice: '© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber'.

8. In the **Additional Information** section, if you've been given permission to do so, you may update responses to the displayed questions from your organization.

The screenshot displays the user interface for the Kalamazoo Chamber account settings. At the top left is the Kalamazoo Chamber logo (EST. 1990). A search bar is located at the top center. On the top right, the user is logged in as Mary West, Diephouse Realty, with an 'Account Settings' dropdown menu. Below the header is a navigation bar 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 under 'Account Settings' with options: Personal, Profile, Username / Password, Photo, Groups/Interests, Social Networks, Display Preferences, **Additional Information** (highlighted with a red box), Company, and Billing. The right column is titled 'Custom Fields' and contains a 'My Custom Fields' section with five questions, each with a dropdown menu: 1. Would you like a Chamber Mentor? (Yes), 2. Interested in Continuing Education courses? (Yes), 3. Would you be interested in hosting a Board of Directors Meeting? (Yes), 4. Meal Choice for Events (Vegetarian), and 5. Do you have any food allergies we should be aware of for events? (Limited to 50 characters). At the bottom of the form are 'Save Changes' and 'Clear Changes' buttons. The footer contains the copyright notice: © Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber.