

Join/Leave Groups in MIC

If your organization has given you permission, you may choose to join or remove yourself from Groups within the **Member Information Center (MIC)**.

1. After logging in to the **MIC**, select **Personal Information** on the left-hand side.

The screenshot shows the MIC dashboard for a user named Mary West, logged in as Mary West from Diephouse Realty. The dashboard includes a search bar, navigation icons for Home, Directory, Events, Resources, Reports, News, and Settings. A left-hand menu under 'Shortcuts' lists various options, with 'Personal Information' highlighted in a red box. Other menu items include Company Information, Hot Deals, Member-to-Member Deals, News Releases, Job Postings, MarketSpace, Request for Proposals, and a 'Links' section with MIC How To's, Chamber Useful Links, and New & Exciting Opportunities!. The main content area features a 'Welcome Message' with a 'Read Later' button, an 'Account Balance' of \$595.00 with a 'Pay' button, 'Upcoming Events' for August 30, 2023, including 'Weekly Trivia Night' at Bell's Brewery with a 'REGISTER NOW' button, a 'Member Profile' section showing a 94% completion rate with an 'UPDATE' button, and a 'Refer a Business for Membership' section with a 'Refer others to the Kalamazoo Area Chamber' button. An advertisement for 'Local' is also visible, featuring a storefront illustration and the URL www.modicum.agency.

2. Select **Groups/Interests** from the left-hand menu. The groups your organization has made available to join/view will be displayed.



Search



Logged in as Mary West
Diephouse Realty

Account Settings ▼

- Home
- Directory
- Events
- Resources
- Reports
- News
- Settings

- Account Settings
- Personal
 - Profile
 - Username / Password
 - Photo
 - Groups/Interests**
 - Social Networks
 - Display Preferences
 - Additional Information
- Company
- Billing

Groups/Interests

Save Changes Clear Changes

My Groups/Interests

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

Save Changes Clear Changes

3. 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 account settings. At the top left is the Kalamazoo Chamber logo (EST. 1890). The top right shows the user is logged in as Mary West, Diephouse Realty, with an Account Settings dropdown. A navigation bar includes Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains Account Settings, Personal (Profile, Username/Password, Photo), Groups/Interests, Social Networks, Display Preferences, and Additional Information, along with Company and Billing sections. The main content area is titled 'Groups/Interests' and features 'Save Changes' and 'Clear Changes' buttons. Under 'My Groups/Interests', there is a 'Groups' section with a red box highlighting the 'Select All' checkbox. Below this, several groups are listed with checkboxes: Committee (50+ Council, Network Committee, Technology Task Force), Event Planning Committee (Annual Gala Planning Committee, Fall Festival Planning Committee 2023, Golf Tournament Planning Committee), Programs (2022-2023 Ambassadors), and Volunteers (Volunteer Group). An 'Interests' section follows with another 'Select All' checkbox and lists: Diversity Council - DEI Council, Young Professionals 2023, Marketplace Mailing List (Marketplace Mailing List), and Newsletter List (General Newsletter Mailing List). 'Save Changes' and 'Clear Changes' buttons are at the bottom of the main content area. The footer contains the copyright notice: © Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber.