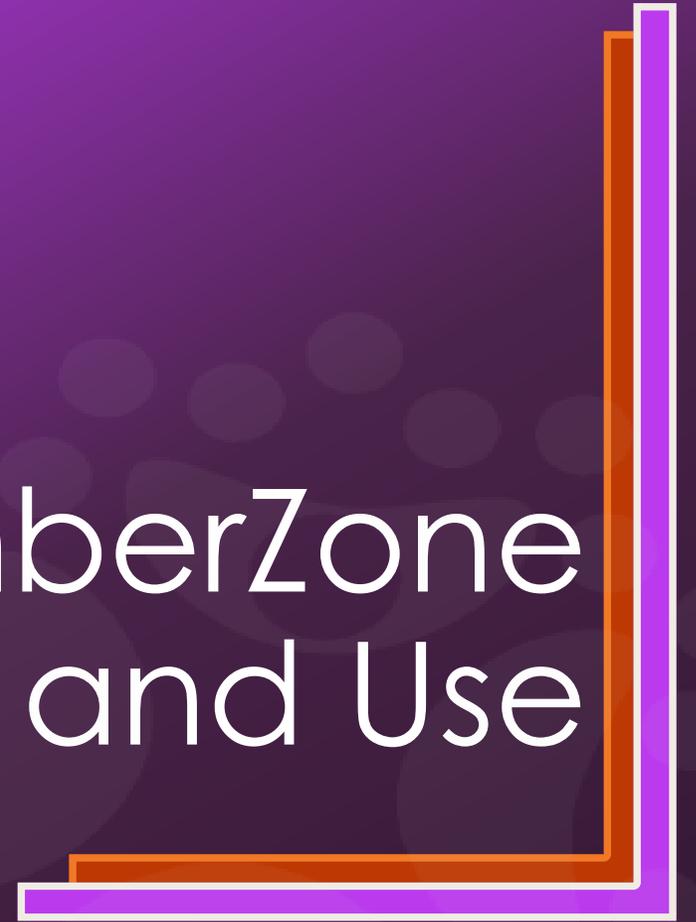


ChamberMaster/MemberZone MIC Setup and Use



Agenda

- Overview of MIC
- MIC Initial Setup (Admin)
- Setup Member Rep Permission Levels (Admin)
- Managing Users Names/Passwords
- Training for your Members

The screenshot displays the ChamberMaster Memberzone user interface. At the top left is the V9 Interactive Workshops logo. A search bar is located at the top center, and the user is logged in as 'Train81 Train81' with an 'Account Settings' dropdown menu at the top right. A navigation bar contains icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, a 'Shortcuts' menu lists: Personal Information, Company Information, Hot Deals, Member To Member Deals, News Releases, Job Postings, and Request for Proposals. The main content area features a 'Home' header, a 'Welcome Message' with a 'Read Later' button, and a 'Post' section with options for Text, Link, Photo, and Video. On the right side, there is an 'Account Balance' of \$30.00 with a 'Pay' button, an 'Upcoming Events' section for October 11, 2018, featuring a 'Women in Business Think Pink Event', and a 'Member Profile' section showing 'Your Company Profile is 2%' with an 'UPDATE' button. At the bottom right, there is a 'Refer a Business for Membership' button.

Introduction

- Through the MIC your members can view and edit their company information, pay bills, interact with each other, submit jobs, advertising, and events for approval, and also view statistical reports

The screenshot displays the ChamberMaster Memberzone interface. At the top left is the V9 Interactive Workshops logo. A search bar is located in the top right, along with a user profile icon and the text "Logged in as Train81 Train81" and "Account Settings". Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A "Shortcuts" sidebar on the left lists: Personal Information, Company Information, Hot Deals, Member To Member Deals, News Releases, Job Postings, and Request for Proposals. 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 V9 Training DB. As a member of the V9 Training DB you have the opportunity to market your business to consumers visiting <http://v9training.smartcms.site/> by enhancing your informational [home page](#) with [pictures](#) and [text](#). You can also post [hot deals](#), [job openings](#) and [events](#), add [keywords](#) to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items." Below this is a paragraph: "Whether at work, at home, or traveling, anywhere that you have access to the internet you will be able to edit your information by logging into the ChamberMaster website. If you have any questions regarding this site please contact your V9 Training DB representative." A rich text editor below the message has icons for Text, Link, Photo, and Video, and a text area containing "Post expert advice, tips or just something from your day." To the right of the welcome message is an "Account Balance" section showing "\$30.00" and a "Pay" button. Below that is an "Upcoming Events" section for "11 OCTOBER 2018" featuring the event "Women in Business Think Pink Event" with the description "women in business think pink". At the bottom right is a "Member Profile" section showing "Your Company Profile is 2%" with a progress bar and an "UPDATE" button. A "Refer a Business for Membership" button is at the very bottom right. At the bottom of the main content area are "All Favorites" and a "Filter" dropdown.

MIC Initial Setup

- This Member Login area may be customized by you using menu selections in the Setup module. You can change your welcome message, change the menu options available, and the modules available.
- KB: [Member Login In Area – Options & Settings](#)

The screenshot shows a web interface for managing the Member Login Area. At the top, there is a title "Management: Member Login Area Options & Settings" and a navigation bar with tabs for "Settings", "Permissions", "Messages", "Menu Items", and "MIC Help". Below the navigation bar is the "Member Information Center" section, which includes "Save" and "Cancel" buttons. The "Email Addresses" section contains a descriptive text: "Select the level of exposure you will allow between members of their email addresses. Determine how/if member email addresses should be displayed within the Member Information Center (MIC). Note: Does not apply to deals and jobs postings". There are two columns of settings: "Members" and "Representatives". Each column has a "Display Options" section with three radio button choices: "Display email addresses using a link" (selected), "Hide email addresses: Contact using a form", and "Hide email addresses: No emailing available".

MIC Rep Credentials & Permissions

- Permission assignments allow you to limit the access the reps will have to the Member Information Center (MIC). Several Permission Sets are predefined. You can edit these to suit your needs or add new permission sets
- KB: [Set Rep Log-in Permissions](#)

Manage Permission Sets

Permission Sets	Reps	Del
Primary	163	
Billing	11	
Standard	115	
Prospect	391	
GV Marketing Set	1	x

[New Permission Set](#)

Permission Set Name:

<input checked="" type="checkbox"/> Allow Login To MIC	<input checked="" type="checkbox"/> Advertising
<input checked="" type="checkbox"/> Allow Event Registrations	<input type="text" value="Read/Wri"/> Hot Deals
<input checked="" type="checkbox"/> Find Members	<input type="text" value="Read/Wri"/> Job Postings
<input type="text" value="Disabled"/> Find Members	<input type="text" value="Read/Wri"/> Events
<input checked="" type="checkbox"/> Member Info	<input type="text" value="Read/Wri"/> News Releases
<input type="text" value="Read/Wri"/> View/Pay Own Bills	<input checked="" type="checkbox"/> Reports
<input type="text" value="Read/Wri"/> View/Pay All Bills	<input type="text" value="Enabled"/> Banner Ad Impressions
<input type="text" value="Read/Wri"/> Business Info	<input type="text" value="Enabled"/> Member Page Views
<input type="text" value="Disabled"/> Bus. Categories	<input type="text" value="Enabled"/> Hot Deal Views
<input type="text" value="Read/Wri"/> Employees/Reps	<input type="text" value="Enabled"/> Job Views
<input type="text" value="Read/Wri"/> Individual Profile	<input type="text" value="Enabled"/> Profile
<input type="text" value="Read/Wri"/> Login/Password	

MIC Rep Credentials & Permissions

- An important step in adding representatives to a member is providing them with credentials to the MIC
- WIKI: [Login Credentials for Rep](#)

Login Permissions for Betty Jones

Login Credentials: [How come I can't see the password? Watch overview video or view slides](#)
(ID #1425) Betty Jones can create his/her own personal login and password.
[Create their login right now](#) or [send them an invitation](#) that lets them create their own.

Note: You will be able to edit the email before it is sent. You can also send a mass invite to all or selected reps using the "Create Login Account Invitation" email template.

Permissions: Inherited Permission
Set: **Primary** [Change Set](#) [View and Manage Permissions](#)

Manage Credentials

- At times your members may forget their username or password. The username is visible on the Reps tab, however, for security purposes, you will not be able to view the Password. If the rep has forgotten their password, you will be able to reset it.
- KB: [Manage Rep Login Credentials](#)

Login Permissions for Carrol Pearson

Login Credentials: Login Name: **cpearson**
[Password Information](#)

Actions: use email, change/send password, delete login account

Permissions: Inherited Permission
Set: **Primary** [Change Set](#) [View and Manage Permissions](#)

Manage Credentials

- When a rep is inactivated, the login account will be automatically inactivated. If the rep is reactivated, the login account will automatically be reactivated.
- KB: [Manage Rep Login Credentials](#)

Login Permissions for Carrol Pearson

Login Credentials: This representative is inactive and won't be able to login.
Login Name: **cpearson**
[Password Information](#)

Permissions: Inherited Permission
Set: **Prospect**

Buttons: use email, change/send password, delete login account, Change Set, View and Manage Permissions

Verify that Reps have Logins

- The Custom Representative Report can be used to verify that all reps have login credentials
- KB: [Custom Representative Report](#)

Login Permissions for Betty Jones

Login Credentials: [How come I can't see the password? Watch overview video or view slides](#)

(ID #1425) Betty Jones can create his/her own personal login and password. [Create their login right now](#) or [send them an invitation](#) that lets them create their own.

Note: You will be able to edit the email before it is sent. You can also send a mass invite to all or selected reps using the "Create Login Account Invitation" email template.

Permissions: [Inherited Permission](#)
Set: **Primary** [Change Set](#) [View and Manage Permissions](#)

Verify that Reps have Logins

- Once you have identified those reps who do not have login, create a group, then you will be able to send a mass email with instructions on creating logins using the **Create Login Account** template
- KB: [Send Group Email](#)

Group Roster: March No Login

Add Group Members

- ▶ [add representatives by type/status](#)
- ▶ [add representatives by member](#)
- ▶ [add representatives by category](#)
- ▶ [add representatives from other groups](#)
- ▶ [add individual representatives](#)
- ▶ [add specific reps by member name](#)

Filters

Show disabled group members.

[Print List](#) [Print PDF](#) [Download List](#) [Contact Members](#) [Add/Edit Roster Custom Fields](#)

Display 25 results per page.

Group Membership Roster: March No Login				
✚	Contact	Company Name	Group Role	Notes
	Jason Jones	Jasons Plumbing		email: jjones@mailinator.com
	Kim Over (inactive)	Overholser's Lodge		email: kover@mailinator.com
	Nancy Landgraf	Pelican Place Marina		email: nancy@mailinator.com
	DeAnna Buchmann (inactive)	Upcycled Art Furniture Studio		email: deannab@mailinator.com phone: (952) 940-1234

Training for your Members

- [How To Pay Bills Online](#)
- [How To Post a Hot Deal](#)
- [How To Add a Job Posting](#)
- [How to Add a News Release](#)
- [How To Update Your Personal Profile](#)
- [How To Update Your Company Profile](#)
- [How To Update Your Staff](#)
- [How To Store your Credit Card in the MIC](#)
- [How To Manage and Use Events](#)

Questions?

