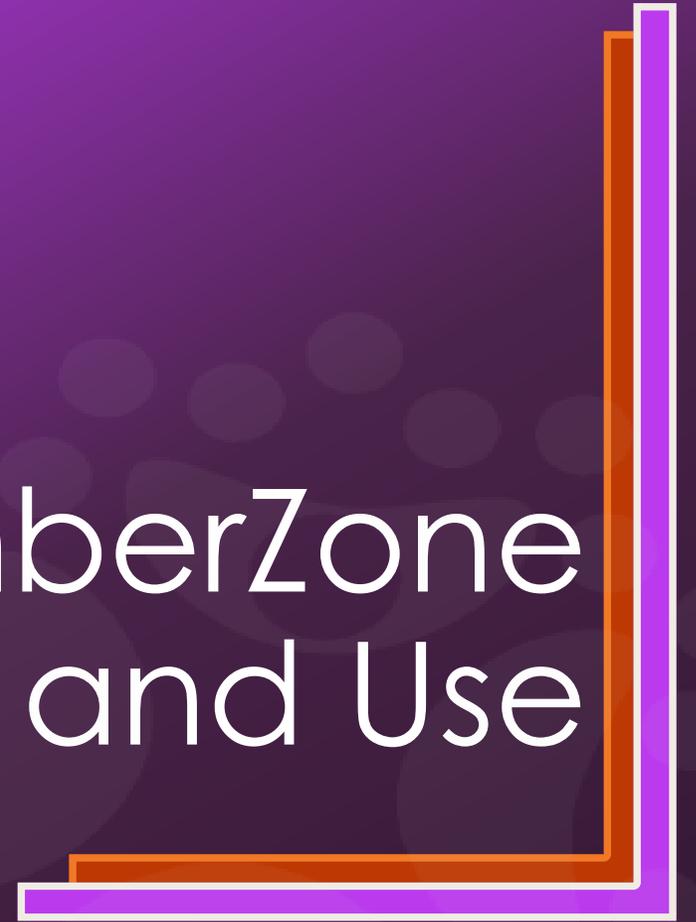# ChamberMaster/MemberZone MIC Setup and Use

Agenda

- Overview of MIC

- MIC Initial Setup (Admin)

- Setup Member Rep Permission Levels (Admin)

- Managing Users Names/Passwords

- Training for your Members

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

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

Management: Member Login Area Options & Settings

| Settings | Permissions | Messages | Menu Items | MIC Help |

Member Information Center

Save   Cancel

Email Addresses

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

Members

Display Options
- ● Display email addresses using a link
- ○ Hide email addresses: Contact using a form
- ○ Hide email addresses: No emailing available

Representatives

Display Options
- ● Display email addresses using a link
- ○ Hide email addresses: Contact using a form
- ○ 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: Primary

- ☑ Allow Login To MIC
- ☑ Allow Event Registrations
- ☑ Find Members
  - Disabled — Find Members
- ☑ Member Info
  - Read/Wri — View/Pay Own Bills
  - Read/Wri — View/Pay All Bills
  - Read/Wri — Business Info
  - Disabled — Bus. Categories
  - Read/Wri — Employees/Reps
  - Read/Wri — Individual Profile
  - Read/Wri — Login/Password

- ☑ Advertising
  - Read/Wri — Hot Deals
  - Read/Wri — Job Postings
  - Read/Wri — Events
  - Read/Wri — News Releases
- ☑ Reports
  - Enabled — Banner Ad Impressions
  - Enabled — Member Page Views
  - Enabled — Hot Deal Views
  - Enabled — Job Views
  - Enabled — Profile

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

Manage Credentials

- At times your members may forget their username or password. The username is visible on the Reps tab, how ever, for security purposes, you will not be able to vie the Password. If the rep has forgotten their password, you will be able to reset it.

- KB: <u>Manage Rep Login Credentials</u>

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

Verify that Reps have Logins

- The Custom Representative Report can be used to verify that all reps have login credentials

- KB: Custom Representative Report

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: <u>Send Group Email</u>

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?

GrowthZone
smarter association software