

## How to make the most of your Chamber membership using Chambermaster

The following are the main aspects of Chambermaster you should use to promote your organisation to our members and non-members. If you have any questions regarding Chambermaster or your membership, please [contact](#) Liam.

A video outlining the steps below can also be found here:

<https://www.youtube.com/watch?v=8fsNpRgti1o>.

### Updating your company & contact details

- Go to [www.waikatochamber.co.nz/](http://www.waikatochamber.co.nz/), click 'LOG IN' in the top right corner and enter your login details. This may direct you to the Chambermaster login page, if so, login again here.



- If you haven't received an email from us titled 'Member Area Access for Waikato Chamber of Commerce' to create an account, [contact](#) Liam. Please note, only the primary contact has access to make changes to all of your company information, non-primary contacts can only update certain things. If you need to change this, go to 'Company', 'Employees', click on the relevant person and check the 'Primary Contact' box then 'Save Changes'. Or you can [contact](#) Liam.
- The first thing to do is update your contact information by clicking 'Personal Information' on the left hand side. This is the information other members will see in the directory as the main contact person. Click 'Save Changes' at the bottom once you're finished.



- Apart from updating your profile, you can change your username or password, and add a photo, your groups/interests and social media pages. It's a good idea to include your photo on this page to make it easier for other members to identify you at networking events. In the 'Display Preferences' section, this allows you to choose what info is visible to other Chamber members, and to the public in the Chamber's [directory](#) page.
- In the 'Company' section in the same menu, go through each sub-section and fill in as much detail as possible. The more information you update in this section, the better your directory page will look. Adding to the keywords in 'Website Information' is also important, as people often search for organisations in the directory using these terms. In the 'Categories' section, you can add more options to the one you selected when you signed up as a member.

- To see how your directory page will look before saving any changes, you can go to 'Website Information' and click 'Preview Web Page'.
- As a Chamber member, all your staff are eligible to attend our [events](#). To sign up to attend these, they need to be registered in the member portal. To do this, go to 'Company Information', 'Employees' and 'Add Employee/Rep' in the member portal. Check the box at the bottom of the page so they can create a login account.

### **Adding deals & job postings**

- Click on the 'News' button along the top, then choose which item you want to add on the left hand side menu. 'Hot Deals' are available to anyone, whereas 'Member to Member Deals' are for special discounts for members only. You can post your deals in one or both of these.
- Choose the appropriate deal, click 'Add' and update the details. These will appear on the Chamber's [website](#).
- 'Job Postings' and 'MarketSpace' (a classified-like section) appear inside Chambermaster.

### **Viewing & creating events**

- Click on the 'Events' button at the top of the page. Clicking on 'Calendar View' allows you to see upcoming events at a glance. The 'Events I've registered for' button give you a reminder of your upcoming events.
- You can also add your own event through the 'Add Event' button. This will be submitted to us to approve before it appears on the Chamber's main calendar in Chambermaster as well as on our [website](#).

### **Reports**

- Here you can see the views and impressions of things you have posted on Chambermaster.

### **Refer a Business for Membership**

- Have a business associate or friend that you think would benefit from being a member of the Chamber? You can recommend them to us by clicking 'Refer a Business for Membership' on the right hand side of the home page.