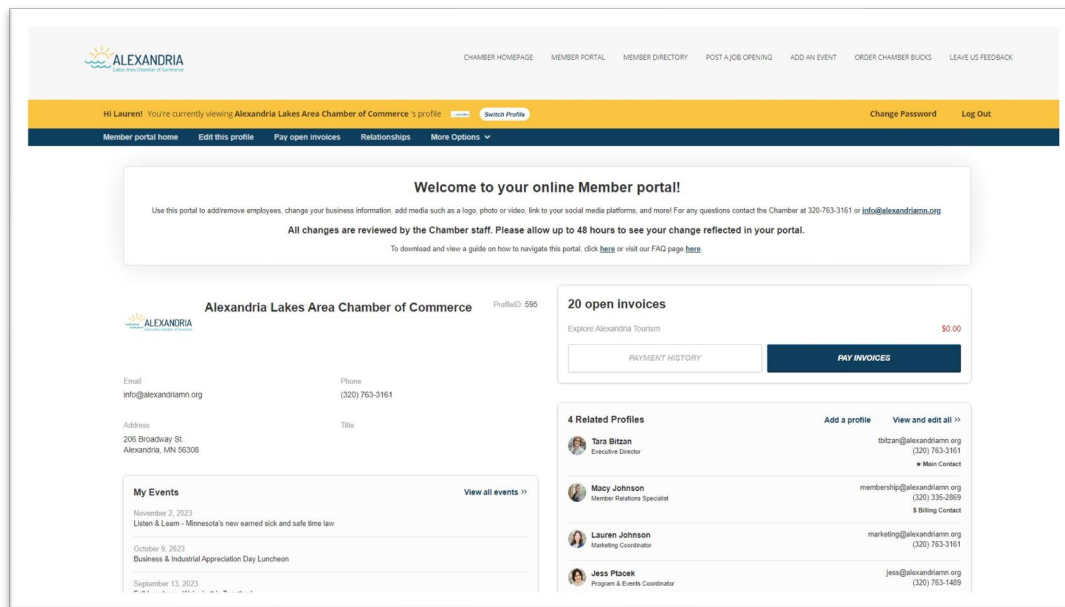


A Member's Guide to the Members-Only Area

Alexandria Lakes Area Chamber of Commerce

*An illustrated guide to getting the most out
of our interactive self-service website*

Brought to you by





Membership has its privileges

- Our website is powered by MemberClicks by Personify, the association industry's most powerful Association Management Software system.
- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us!

What can I do here?

- Update your contact information (plus organization information if you're the main contact or an editor).
- Pay invoices for any related profiles (main contacts/editors).
- Access members only content.
- View your benefits.
- Upload media (company logo, staff pictures, directory photo gallery and video).
- Change your password.



A screenshot of a web application interface for the Alexandria Lakes Area Chamber of Commerce. The page has a white header with the organization's logo and name on the left, and navigation links "CHAMBER HOMEPAGE", "POST A JOB OPENING", and "ADD AN EVENT" on the right. Below the header is a yellow banner with a user greeting "Hi Lauren! You're currently viewing your personal profile" and a "Switch Profile" button. Underneath is a dark blue navigation bar with links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "More Options" with a dropdown arrow. The main content area is white and contains several sections. A welcome message states: "Welcome to your online Member portal! Use this portal to add/remove employees, change your business information, add media such as a logo, photo or video, link to your social media platforms, and more! For any questions contact the Chamber at 320-763-3161 or info@alexandriamn.org." Below this is a profile section for "Lauren Johnson" with a circular profile picture. To the right of the name are fields for "Email" (marketing@alexandriamn.org), "Phone" ((320) 763-3163), "Address" (206 Broadway St., Alexandria, MN 56308), and "Title". To the right of the profile is a box titled "3 open invoices" showing "Lauren Johnson" with a balance of "\$0.00" and a "PAY INVOICES" button. Below that is a box titled "2 Related Profiles" showing "Alexandria Lakes Area Chamber of Commerce" with contact info and a "View and edit all" link. At the bottom left is a "My Events" section showing "September 20, 2021 Fall Luncheon: Activating Our Community" with a "View all events" link.



Log in to take control of your membership

- You will need to use your username and password to gain access to our private Members Only Area, or to receive special discounts/member benefits on event registrations.
- If you ever forget your password, click the '**Forgot your password?**' link to receive an email with a password reset link.

Login

Username

Username

Password

Password

☐ Remember My Login

Login

[Forgot your password?](#)



Switch profiles

- If you are the main contact or an Editor of related organization profiles, you will be able to easily switch the profile you are editing at any time!
- Make sure to save any edits before you switch to another profile!

The screenshot displays the member portal interface for the Alexandria Lakes Area Chamber of Commerce. At the top, the logo and name 'ALEXANDRIA Lakes Area Chamber of Commerce' are visible. Below this, a message reads 'Hi Lauren! You're currently viewing your personal profile' next to a profile picture of Lauren Johnson. A 'Switch Profile' button is located next to the message. A modal window titled 'Switch Profile' is open, showing a list of available profiles: 'Lauren Johnson' (with a profile picture) and 'Alexandria Lakes Area Chamber of Commerce' (with a small logo). The modal has a close button in the top right corner. The bottom navigation bar includes links for 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'More Options' with a dropdown arrow.



Edit this profile

This link will open a page that allows you to update much of the information on your profile. If you are an Editor for your related organization(s), you can click Switch Profile at any time to edit additional profiles. This helps us ensure we always have the latest information about you and your business.

You can edit the following information:

- Name, address, and other basic contact information.
- Directory Listing category and descriptions.
- Amenities.
- Relationships you have to other profiles (including adding new profiles you are related to).
- Social media accounts.

Edit this profile

- You have the ability to edit your profile. Staff marked as **‘Main Contact’** or **‘Editor’** are able to edit their related organization(s) as well.
- Once you make changes, they are submitted for approval by our organization.
- If you have the right permissions, you can also edit the profiles related to your organization.

A screenshot of a web application's "Profile Edit" page. The page has a yellow header bar with the text "Hi Lauren! You're currently viewing your personal profile" and a "Switch Profile" button. Below the header is a dark blue navigation bar with links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "More Options". The main content area is titled "Profile Edit" and shows the user's name "Lauren Johnson" and title "Marketing & Communications Coordinator". On the left, there are links for "General Information", "Additional Addresses", "Social Media", and "Update Your Preferences". The main form contains fields for "Prefix", "First Name" (filled with "Lauren"), "MI", "Last Name" (filled with "Johnson"), "Suffix", "Business/Organization Name" (filled with "Alexandria Lakes Area Chamber of Commerce"), "Title" (filled with "Marketing & Communications Coordinator"), and "Address" (filled with "206 Broadway St."). To the right of the form is a circular profile photo of Lauren Johnson with the text "Update this profile photo" next to it. At the bottom right, there are three buttons: "CANCEL", "SAVE AND CONTINUE EDITING", and "SAVE THIS PROFILE".

Relationships

- The '**Relationships**' menu item (and Related Profiles area of the home page) shows all profiles related to the profile you're editing.
- You can add new staff or relationships, as well as update existing relationships such as marking staff as former or marking new editors or main contacts for organizations.
- All updates you make are submitted for approval.
- Make sure to Save.



A screenshot of the Alexandria Lakes Area Chamber of Commerce member portal. The page has a white header with the logo on the left and navigation links (CHAMBER HOMEPAGE, MEMBER PORTAL, MEMBER DIRECTORY, POST A JOB OPENING, ADD AN EVENT, ORDER CHAMBER BUICKS, LEAVE US FEEDBACK) on the right. Below the header is a yellow banner with the text "Hi Laurent! You're currently viewing Alexandria Lakes Area Chamber of Commerce's profile" and a "Switch Profile" button. Underneath is a dark blue navigation bar with links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "More Options". The main content area is white and shows the "Related Profiles" section. It states "There are 4 relationships" and displays a table with columns for Main Contact, Billing Contact, Editor, Receives Communication, Name, Title, Email, Phone, Relation Type, and Actions. The table lists four individuals: Tara Bitzan (Executive Director), Macy Johnson (Membership Relations Specialist), Lauren Johnson (Marketing Coordinator), and Jess Placek (Program & Events Coordinator). Each row has checkboxes for the first four columns and an "ACTIONS" link in the last column. At the bottom of the table is a "Show 20" dropdown and a pagination bar showing "1" of 1 pages.



View invoices and payment history

- From the **'Member portal home'** page, main contacts and editors can view all open invoices for their related profiles.
- You can view **'Payment History'** and click to **'Pay Invoices'**.



1 open invoices

Lauren Johnson

\$0.00

Alexandria Area Young Professionals

\$100.00

PAYMENT HISTORY

PAY INVOICES



Open invoices across accounts

PRINT NOW

Select invoices below to pay

<input type="checkbox"/>	Due date ⓘ	Invoice date ⓘ	Invoice ⓘ	Invoiced profile ⓘ	Description ⓘ	Item amount ⓘ	Paid ⓘ	Due ⓘ
<input type="checkbox"/>	7/30/2021	7/30/2021	56446	Alexandria Area Young Professionals	AAYP 6 Lunch Punch Card	\$90.00	\$0.00	\$90.00
<input type="checkbox"/>	7/30/2021	7/30/2021	56445	Alexandria Area Young Professionals	B2B Advertising	\$100.00	\$0.00	\$100.00

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Pay open invoices

- Click **‘Pay Open Invoices’** from top navigation menu or the **‘Pay Invoices’** button on the right side of the home page.
- Main contacts and editors will see company invoices, other staff will view only invoices connected to their individual profile.
- Select any invoices you would like to pay by checking the box in the first column.
- To print an invoice, click on the invoice number link.



Paying invoices

- Once you select an invoice(s) to pay, you will see a **'Payment details'** pop-up screen, where you will enter your credit card and address payment information.

Payment details

\$100

Use a new card

Name On Card

Card Num

Security Code

Month

Year

7

2021

Address

City

State

Zip / Postal Code

MN

Country

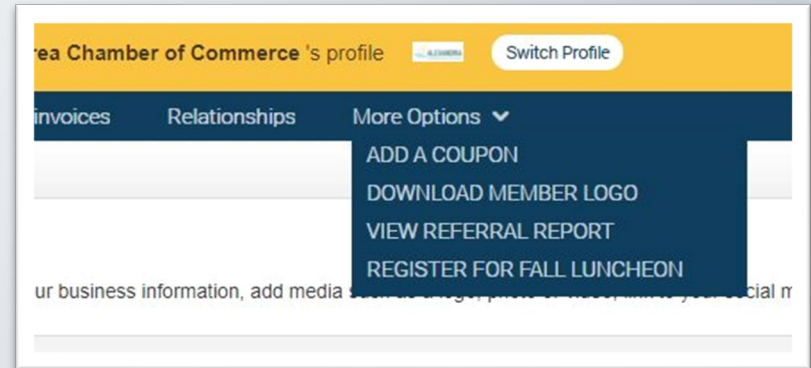
CANCEL

SUBMIT PAYMENT



Additional resources – members only content

- You can access members only content and resources under the **'More Options'** link in the top navigation menu.
- **Add a Coupon:** Click here to be directed to a page to add any coupons you want to offer on your directory listing.
- **Download Member Logo:** Click here to download the dated Chamber logo for use on your website.
- **View Referral Report:** Click here to see a year-to-date report on how your directory listing is performing.



- **Register for Upcoming Events:** Click here to register for any upcoming events.



View event history, benefits and more

- From the home page of your profile and any related profiles (for main contacts and editors), you can view event history, committee involvement, and member benefits.

Address

206 Broadway St
Alexandria, MN 56308

Title

My Events

[View all events >>](#)

November 2, 2023

Listen & Learn - Minnesota's new earned sick and safe time law

October 9, 2023

Business & Industrial Appreciation Day Luncheon

September 13, 2023

Fall Luncheon: We're in this Together!

August 22, 2023

Leadership Alexandria Program 2023-2024

January 30, 2023

2023 Chamber Annual Celebration

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Committees

AAYP Leadership Team

Lauren Johnson
7/25/2023

Past President/Chamber Liaison

Ambassadors

Lauren Johnson
7/24/2023

Administrator

Tara Biltzan
7/24/2023

Administrator Support

Membership Team

Macy Johnson
7/24/2023

Administrator

Tara Biltzan
7/24/2023

Administrator Support

4 Related Profiles

[Add a profile](#) [View and edit all >>](#)

Tara Biltzan
Executive Director
tbiltzan@alexandriamn.org
(320) 763-3161
Main Contact

Macy Johnson
Member Relations Specialist
membership@alexandriamn.org
(320) 335-2869
Billing Contact

Lauren Johnson
Marketing Coordinator
marketing@alexandriamn.org
(320) 763-3161

Jess Ptacek
Program & Events Coordinator
jess@alexandriamn.org
(320) 763-1489

Benefits

Annual Celebration Partner Ticket

0 of 2 benefits used

\$0.00 used

\$60.00 total value

Spring Luncheon Ticket

0 of 2 benefits used

\$0.00 used

\$50.00 total value

Upload logo and photos

You have the ability to upload logos, pictures, and documents directly to your account, as well as images for your directory listing.

Our online member directory can display images on your listing. When accessed, this section of your members-only area will allow you to upload this media directly to your listing on the directory, so you can promote yourself as best as possible.

Click the ‘+ Add file’, ‘+Add logo”, and/or “+Add photo” buttons to add new content!



Manage Files And Images

[+ Add file](#) [+ Add logo](#) [+ Add photo](#)

Logo_Chamber Image	Copy URL	Edit
Chamber Staff Photo_2023 Image	Copy URL	Edit
Alexandria Chamber Office_Outside Image	Copy URL	Edit
Alexandria Chamber Office_Inside Image	Copy URL	Edit
Logo_Alex Chamber Image	Copy URL	Edit

Upload videos

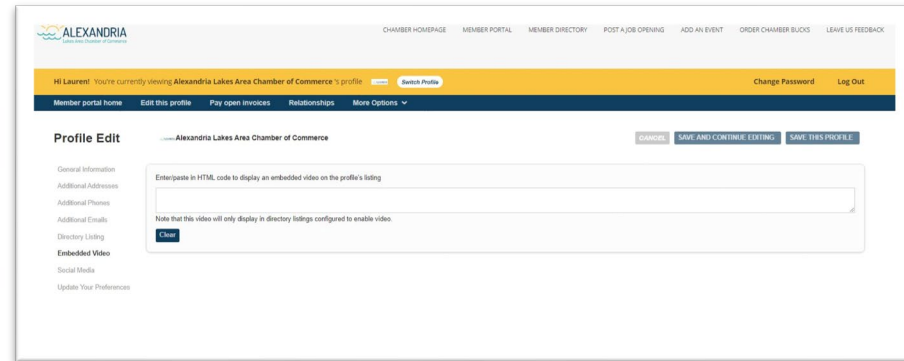
You have the ability to upload videos for your directory listing.

In addition to images, our online member directory can display videos on your listing. When accessed, this section of your members-only area will allow you to upload this media directly to your listing on the directory, so you can promote yourself as best as possible.

Click “edit this profile” in the blue menu bar at the top.

On the left, click “Embedded Video”.

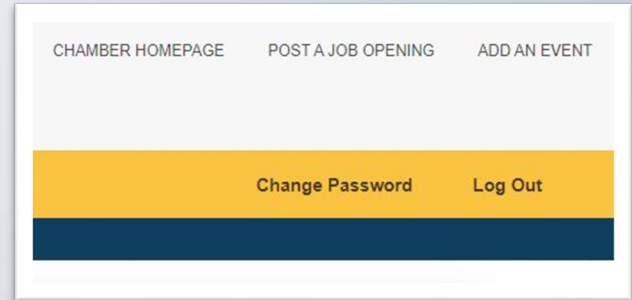
Enter/paste the HTML code from the video you want to use and click save.





Change your password

- You can change your password at any time on the top right menu of the Members Only page.
- Once you have a username and password, you can use it to access any members-only or restricted items, like event discounts, member benefits and other self-service items we offer.



Current Password

New Password

Repeat Password

[CANCEL](#) [CHANGE PASSWORD](#)

Enjoy discounts for event registration

- Some of our events include special pricing for members and their employees as well as special benefits depending on your membership level.
- Look for the login information to ensure you get every discount you deserve or access to any benefits that might be part of your membership.



Fall Luncheon: Activating Our Community
Monday, September 20, 2021 11:30 AM

Log In

Registration Contact
Select Items
Attendees

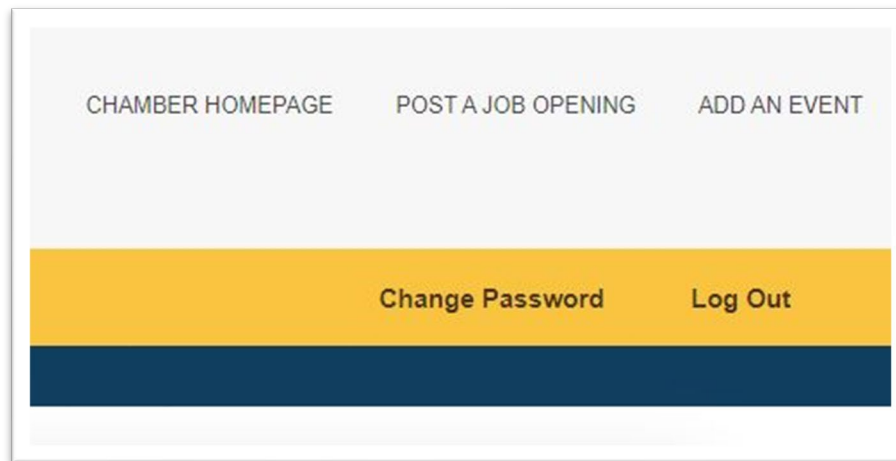
Registration Contact

Log in above for faster registration and special pricing

Organization Name *
First Name *
Last Name *
Email *

Check out other areas of our website

- To access any of the public resources on our site and check out your Directory listing, you can use the links at the top of the portal.
- Click “**Post a Job Opening**” to be directed to our Jobs Board. This tool is free for members to use.
- Click “**Add an Event**” to be directed to the Douglas County Community Calendar. Add events and see what is going on in the area.





MemberClicks