

Members Webpage Pre-Registration

Before you begin are you must be a registered member of the Lloydminster Chamber of Commerce? If you are a member then please continue. If you are not then please fill in the membership application form by going to:

http://www.lloydminsterchamber.com/memberships/become_member.aspx

Start the Member Webpage Process

To start the process of building your member webpage click the [List Your Business](#) located at the top of all website pages. This will take you to the **Edit Account Information** page below.

NOTE: You may edit this account information at anytime by clicking - [Edit Account Information](#)



The screenshot shows the 'Edit Account Information' page on the Lloydminster Chamber of Commerce website. The page has a blue header with the Lloydminster logo and navigation links: 'Member Directory', 'List Your Business', and 'Member Login'. Below the header is a navigation menu with links: 'Home', 'The Marketplace', 'The Chamber', 'Memberships', 'Lloydminster Jobs', 'News and Events', 'Links', and 'Contact Us'. The main content area features a banner image of a rural landscape with the text 'Lloydminster Chamber of Commerce' and the tagline 'Achieve Results. A Stronger Voice.'. Below the banner is the 'Edit Account Information' form, which includes fields for 'First Name' (John), 'Last Name' (Doe), 'Email' (john.doe@website.com), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). There is an 'Add' button at the bottom of the form. To the right of the form is a 'Business Directory' section with a 'Keyword Search' field and a 'GO' button, and a 'Category Search' dropdown menu set to 'All Categories' with a 'GO' button.

- Enter the first and last name of the person who will be the business contact.
- Enter the contacts email address. The email address you enter is also your user name for logging back into your Webpage Control Panel and for password recovery should you forget it. NOTE THAT THIS EMAIL DOES NOT GET POSTED TO YOUR WEBPAGE AUTOMATICALLY. You may provide a different email address in the webpage building stage later in the process.
- Select a password and repeat it. It is recommended to make the password at least 4 characters long, using letters and at least a number.

- When finished click the [Add](#) button. This will take you to the next page which will allow you to continue building your member webpage. See below.

[Edit Account Information](#) | [Edit Profile](#) | [Edit Categories](#) | [Logout](#)

Account Added

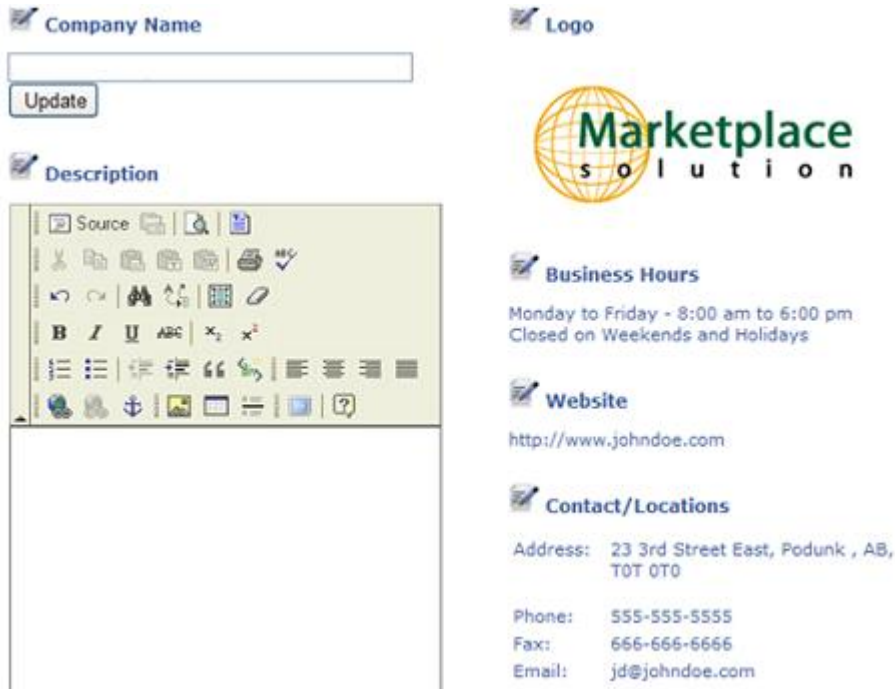
Your registration has been sent to admin for approval. All new pages and changes must be approved before they are made live.

Click the above links to edit your company profile and categories

To continue the process Click -> [Edit Profile](#)


Step 1 – Create a New Member Webpage or Edit Company Information

By clicking on each of the icons  in your Edit Profile - control panel, each field will expand separately and allow you to enter or change the information you wish.




Company Name

Description

Source 



Logo



Business Hours

Monday to Friday - 8:00 am to 6:00 pm
Closed on Weekends and Holidays

Website

<http://www.johndoe.com>

Contact/Locations

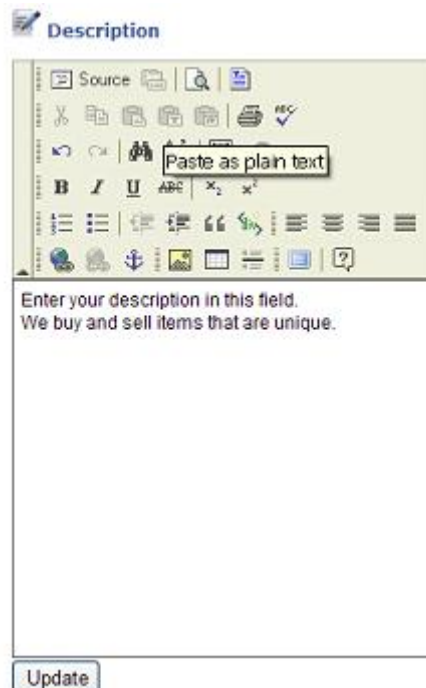
Address: 23 3rd Street East, Podunk , AB,
T0T 0T0

Phone: 555-555-5555
Fax: 666-666-6666
Email: jd@johndoe.com


Here is an **Example** of the expanded Description Field .


Once you have entered your text information into this field then you must click the

button to collapse the text box and save the information in that particular field.



Description

Source 



Enter your description in this field.
We buy and sell items that are unique.

Once you have entered information in all the fields you wish the Edit Profile page will look something like this.

Company URL: <http://coretest.ca/loydminster/profiles/>

 **Company Name**

John Doe Enterprises

 **Logo**



 **Description**

We buy and sell items that are unique.

 **Products/Services**

- jewellery
- shoes
- glasses

 **Business Hours**

Monday to Friday - 8:00 am to 6:00 pm
Closed on Weekends and Holidays

 **Gallery**



 **Website**

<http://www.johndoe.com>

 **Contact/Locations**

Address: 23 3rd Street East, Podunk , AB,
T0T 0T0

Phone: 555-555-5555

Fax: 666-666-6666

Email: jd@johndoe.com

- **Company Name**
Enter your Business or Company name in this form field. The Business or Company name should be the same as is listed in all other references to your company. i.e. local phone book, business cards etc. Click the Update button when you are finished.
- **Company Description** (optional)
Enter information about your Business or Company in this form field. Some items could be; What is your Business or Companies role, what services you offer etc. Remember to type exactly as you want this text to appear on your new Webpage. Click the Update button when you are finished. Note that your first line should be the most descriptive. It is displayed beside your Company Name on searches.
- **Products and Services** (optional)
This form field is somewhat similar to the **Company Description** field. Here you may want to list different products or services your Business or Company offers to its clients. Click the Update button when you are finished.
- **Gallery** (optional) (See instructions below)
Here you may download a variety of pictures or graphics for your webpage. They must be a jpg or gif and should not exceed 150 KB each. This could products you sell or wish to promote. You may have up to twelve (12) images in your gallery.
- **Logo** (optional) (See instructions below)
Here you may download your company logo. Or your store front picture or whatever you wish to appear on the top of your webpage which is prominently displayed.

Upload a Graphic, picture or logo to the Gallery or Logo Fields

 **Logo**

The graphic, picture or logo you choose to upload **Must be a .GIF or .JPG format** and the file size of the image or graphic **MUST be 144K or LESS**. These can be switched out at any time.

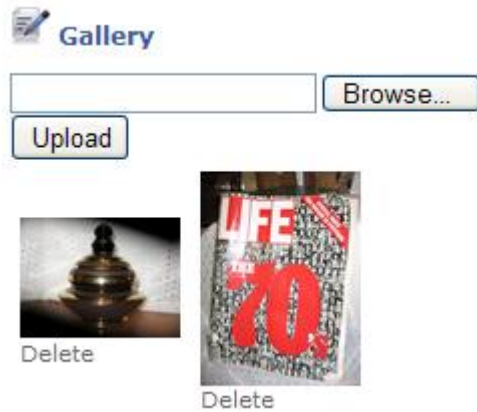
Instructions on uploading your graphic, image or Logo:

1. Save your .jpg or .gif file to your desk-top.
2. Click the icon to open the Logo or Gallery fields.
3. Click the "Browse" button.
4. Select Desktop from your "Look in:" window.

5. Scroll through your desktop files until you find the file you wish to upload.
6. Select this image file and click Open.
7. This image file will now be in your Browser window.
8. Click the "Upload" button"
9. The next window will display your image or logo in a thumbnail version for the Gallery Field and a larger version image will be displayed for the Logo Field.

To Change/Delete your image or logo:

10. Simply click on the on the icon and repeat the process or select Delete which is placed below each image.



- **Business Hours** (optional)
List your Business or Company hours of operation in this form field. Remember to type exactly as you want this text to appear on your new Webpage. Click the Update button when you are finished.
- **Website Address** (optional)
If your Business or Company has a Website, enter the URL (Uniform Resource Locator) in this form field. Make sure you type the address correctly i.e. <http://www.mywebsite.com>. Click the Update button when you are finished.
- **Address** (optional)
Enter your Business or Company address in this form field. Make sure to watch Capital letters when entering your Business or Company's address.
 - **City** (optional)
Enter the City where your Business or Company is located in this form field. Make sure to watch Capital letters when entering your city name.
 - **Province/State** (optional)
Enter the Province or State your company is located in this form field. Make sure to watch Capital letters when entering your Province or State.
 - **Postal/Zip Code** (optional)
Enter the Postal code (Canada) or Zip code (US) of your Company or Business.
 - **Phone #** (optional)
Enter your Business or Company telephone number in this form field. Be sure to include your area code i.e. 780-555-5555
 - **Fax #** (optional)
Enter your Business or Company FAX number in this form field. Be sure to include your area code i.e. 780-555-5555
 - **Email Address** (optional)
If you have an email address enter it in this form field. If you have more than one email address, choose one that you think will serve you best. You do not have to put an email address in this field if you prefer not to. It is recommended that you do for better access to you and your business.

Step 2 - Select or Update Company Categories

When you have completed Step 1 you can now select your categories.

- **Category Selection** (At least **one category** must be selected)
The site you are posting your Webpage on allows people to search for businesses by category. Choose the category or categories from the menu you think are most appropriate for your Company or Business.
- **Update Categories**
You may also update your categories when necessary. Once you have updated your categories click the Update button at the bottom of the page

Below is what the top and bottom part of the page for updating your categories looks like. There are over 26 categories to choose from. Accommodations to Windows and Doors.

The screenshot shows the 'Edit Categories' page. At the top, there are navigation links: 'Edit Account Information', 'Edit Profile', 'Edit Categories', and 'Logout'. Below this, there is a grid of 26 categories, each with a checkbox. The categories are: Accommodations, Advertising, Marketing & Promotions, Appraisals & Insurance, Automotive & Mechanical, Beauty & Aesthetics, Accounting, Agriculture & Livestock, Arts & Entertainment, Bathrooms & Kitchens, Building Design & Construction, Restaurants & Catering, Scams & Schemes, Signs & Billboards, Sports & Outdoor Recreation, Vacationing & Travel, Safety Services, Shopping & Retail, Special Occasions, Transportation & Shipping, and Windows & Doors. An 'Update' button is located at the bottom right of the category list.

Step 3 - Request your Webpage (or Edits/Changes) to Go Live

- **Submit your to admin for approval**

When you have completed building your new webpage or you have completed **ALL** of your edits/changes to your webpage you must then click the button at the bottom of the Edit Page. You will see the following:

Company Status: Pending

By clicking the on "Submit to admin for approval" button you will notify the office that you would like your new information to go live. The office will review it and then publish it. You need only to **click the button one time**. You will get the following message when you click the button.

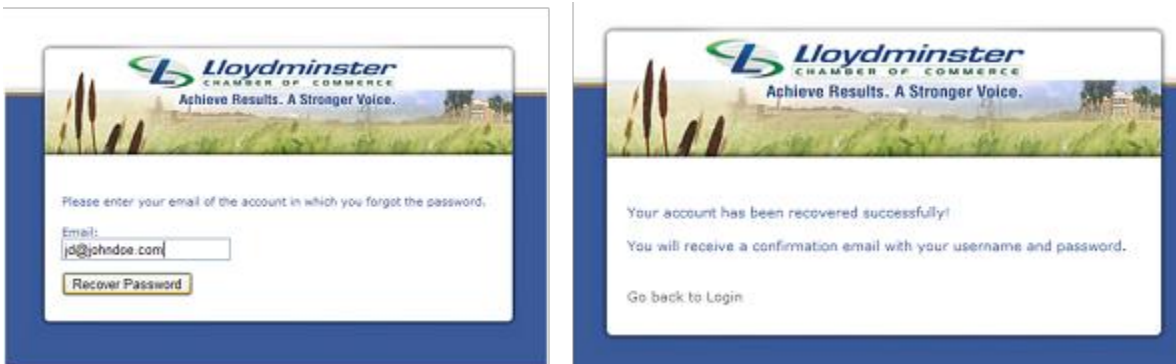


Step 4 – Logging into your webpage account to make edits/changes and/or Password Recovery

Login to your Member Profile Page – Control Panel by clicking on the [Member Login](#) link on the top right of all website pages. From this page you enter your login information to work on your webpage or you may click “Forgot your password?”



Enter your contact email address and have your password sent to you immediately.



Once you have had the webpage published

Your member webpage will look something like this:

Member Profile [← Back To Results](#)


John Doe Enterprises


Description
Enter your description in this field.
We buy and sell items that are unique.

Products/Services

- jewellery
- shoes
- glasses

Gallery





Business Hours
Monday to Friday - 8:00 am to 6:00 pm
Closed on Weekends and Holidays

Website
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Contact/Locations
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Phone #: 555-555-5555
Fax #: 666-666-6666
Email: jd@johndoe.com

In the “Gallery” when you click on each thumbnail the picture will enlarge each picture and allow you to go forward or backward through your images.