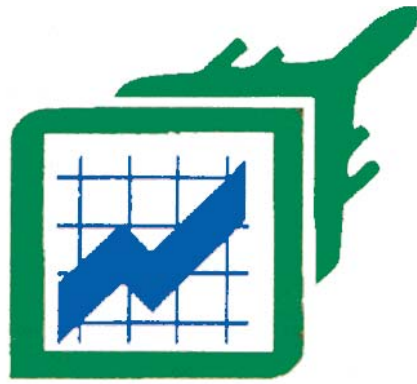


LEDUC
AND DISTRICT
CHAMBER OF
COMMERCE



working with business

We Have a New Website!



www.LEDUC-CHAMBER.com

Website Designed By



www.INMCA.com

“Helping Your Business Send The Right Message”

Websites | Marketing Materials | Graphic Design

1 Website Outline

- **About the Chamber** – View our plans for 2009. Learn about our staff, board members, and accomplishments in 2008.
- **Membership** – Join the chamber. Read about membership fees, and the many benefits of joining the chamber.
- **Members Directory** – The Member's Directory promotes businesses that belong to the Leduc and District Chamber of Commerce.
- **Services** – Learn about our Member to Member Discount Program, advertising opportunities, Group Insurance, and how to submit your Source Book application.
- **News & Events** – Our website now has a Chamber Events Calendar. Members can even add their own events!
- **Businesses Resources** – Read our Starting a Small Business Guide, view our collection of business links, and browse our recent articles.
- **Partners** – We would like to acknowledge the organizations that help to contribute to the chamber's success.
- **Tourism** – Resources for tourists staying in or around Leduc.

Every Chamber Member Should

- ✓ Log into your Member Profile
- ✓ Update your billing and business address
- ✓ Create a description for your company
- ✓ Add your company to the member to member discount program
- ✓ Verify your business is listed in the correct categories
- ✓ Add a logo, advertisement, and website address to your member profile.

Members Directory 2

What is the Member's Directory?

The member's directory contains a listing of every business that has a Leduc and District Chamber of Commerce membership.

Every chamber member has a profile in the Member's Directory. Your profile lists your businesses name, address, phone number, member to member discount, and a description explaining what your business does.

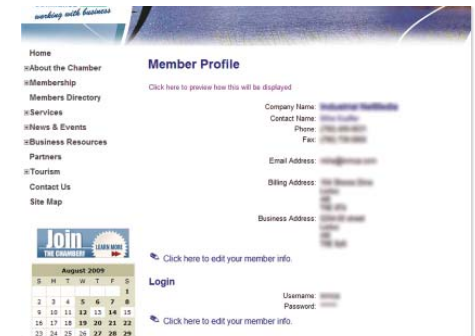
How to keep your information up to date

Members can now update their information by logging into their profile.





Once you have logged in you can update your:

- Contact information
- Billing Information
- Password
- E-mail Address
- Business Description
- Categories
- Member to Member Discount



3 Member Profile

How to log into your profile for the first time

1. Locate the *Username* and *Password* boxes below the menu or find your business in the member's directory and click on  [Edit This Profile](#)
2. Select *Forgot Password*.
3. Enter the email address you provided to the Chamber.
4. Your password has now been sent to you by email.
5. Your Username is your e-mail address.
6. Enter your *Username* and *Password*.
7. You may change your username and password to something you can remember by selecting  [Click here to edit your member info](#) in your member profile.



I don't remember what e-mail address I used

If you cannot remember which e-mail account we have listed, select *Forgot Password* and then select *Forgot E-mail*.

You will now see a drop-down menu of every company belonging to the Leduc and District Chamber of Commerce.

Choose your company from the list and select *Submit*. A popup window will appear listing the e-mail address we have on file. An e-mail will then be sent to this address with your password.

I do not have access to that email account, or did not supply an e-mail address

If you did not supply an e-mail address, or cannot access the account listed, please call 780.986.5454, and we will help you update your account information.

Advertising

4

Purchasing an Extended Listing in the Member's Directory

An extended profile allows you to add your logo, link to your company's website, and list your business in more than three categories.

For a limited time, extended profile listings are only \$25.

What is a Featured Listing?

Have your business featured on our website! A featured listing allows you to add an advertisement to your member's directory profile. Use this space to promote your products and services.

Your business will also be listed on our Featured Members page, which will be linked to your member's directory profile.

Advertising on the Chamber of Commerce Home Page

We are currently offering a limited number of advertising opportunities on our website. You can purchase advertising space on the homepage or in the footer of all pages. These are two prime spots sure to be seen.

If you would like more information about purchasing advertising space on the Leduc and District Chamber of Commerce website please phone 780.986.5454.

Digital advertisement design services are also available through Industrial NetMedia at a 10% discount to all chamber members. To advertise on the chamber website, but do not currently have a digital advertisement, call Mike at Industrial NetMedia - 780.739.5850.

5 Using the Website

Member to Member Discounts

The Member to Member Discount program helps chamber members promote their business by offering a discount to other chamber members.

To view the member to member discounts currently being offered select *Member's Directory* and then choose *Discount Program*.

To add your business to the discount program log into your profile. Locate the box titled *Discount*, type your discount into this box, and press *Save*.

My Google Map is wrong! How do I fix it?

The Google map you see on your member's directory profile is generated automatically by Google using your address. In some cases, Google may not be able to find your address correctly.

To fix your Google map, select  [Edit This Profile](#) from your profile.

Near the bottom of this page you will find a Google map. Click and hold the red marker and drag it to the correct location. Hit *Save* once you are finished. You can zoom in or out and pan around to find your location.

How do I show my chamber membership on my website?

Our FREE chamber badges help members show off their membership on their websites, emails, advertisements, and other correspondence.

To add a chamber badge to your website, select *Services*, and then select *Chamber Badges*. Place the code provided into your website. To use the badges on other communications right click the badge and select *Save As*.



Announcements, Events, and News

6

The new Chamber website has a calendar of events as well as current announcements to keep our members informed and up to date.

On the homepage there is a calendar on the left hand side of your screen. The days are shaded in grey if an event is scheduled.

Click any day on the calendar to open a larger calendar with more details.

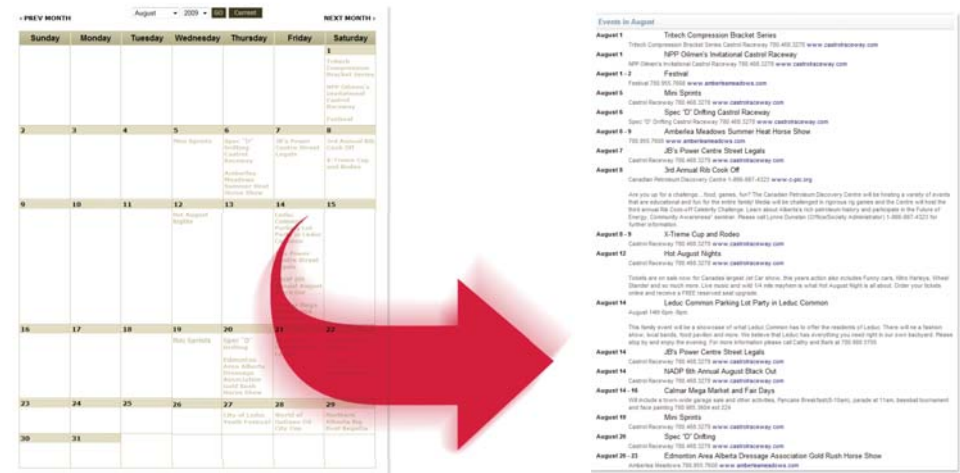
There is a detailed listing of the events at the bottom of the page.

Adding an Event or Announcement

Chamber members are welcome to add events or announcements. We encourage businesses to post announcements about grand openings, charity fundraisers, and other newsworthy events. Announcements of sales or advertising, is not permitted.

Please note that all announcements and events are subject to approval prior to being posted. We recommend setting the start and end date at least two weeks apart, as it may take up to several days for your event to be approved.

To post an event simply log into your chamber profile and select *Add a New Event* or *Add a New Announcement*.



PREV MONTH August 2020 NEXT MONTH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						2
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Events in August

- August 1 - Tratch Compression Bracket Series
- August 1 - NPJ Olmsted's Invitational Control Raceway
- August 1-2 - Festival
- August 3 - Mile Spools
- August 3 - Spec 'D' Offroad Control Raceway
- August 3-9 - Amberlea Meadows Summer Heat Horse Show
- August 7 - JE's Power Centre Street Legals
- August 9 - 3rd Annual Big Cook Off
- August 9-9 - 2-Team Cup and Rods
- August 12 - 8th August Night
- August 14 - Leduc Common Parking Lot Party in Leduc Common
- August 14 - JE's Power Centre Street Legals
- August 14 - 18th Annual August Stack Out
- August 14-16 - Cultural Mega Market and Fair Days
- August 19 - Mile Spools
- August 20 - Spec 'D' Offroad
- August 20-21 - Edmonton Area Alberta Dressage Association Gold Rush Horse Show



Industrial NetMedia is a Leduc based design company that creates websites and marketing materials, including brochures, business cards, posters, advertisements, tradeshow materials and CD-ROM demonstrations.

Industrial NetMedia also provides a range of services including Graphic Design, Professional Copywriting, Corporate Branding, Internet Marketing, Video Production and IRP16 compliant online safety training.

Call Industrial NetMedia for information about these services. Call Mike Kuefler (780) 739-5850.

www.INMCA.com
(780) 739-5850

