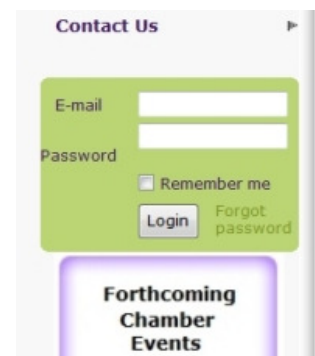


## Making the most of your membership – How to use the new Worthing and Adur Chamber website

### Signing on for the first time

- Go to [www.worthingandadurchamber.co.uk](http://www.worthingandadurchamber.co.uk)
- Half way down the left hand side of the Chamber website home page is the member login box. Enter your registered email address and select "**Forgot Password**". Follow the on-screen instructions, enter your email again and click "**Submit**". Call the chamber office on 01903 203484 if the system does not recognise the email you input i.e. if you received an "email not found" message
- When you have received the email from the Chamber, follow the instructions and the link provided to choose a new password.
- Enter your new password twice and click "**Change Password**" to make the change.
- Login in again via the "**home**" link and using your email address and the new password just created. Accept the terms and conditions.
- You can now make changes to your profile, company description etc. Click on "**View Profile**" and then "**Edit Profile**", make your changes and then click "**Save**" at the bottom of the page. This procedure is described in more detail below.
- Click on the "**Home**" menu item top left, to return to the main web site pages.



### Booking an event

- Go to [www.worthingandadurchamber.co.uk](http://www.worthingandadurchamber.co.uk) and login using your registered email address. If you do not log in you will not be able to register for events at member discounted rates.
- Click on the "**Events**" or "**Book Events**" menu item or click on the event list box on the left hand side of the home page under the login box.



- Alternatively click on the "**Events Calendar**" menu item and select which event you want to book from the year displayed.
- Select the event you wish to attend and Click "**Register**"
- Your email address will be entered already, click "**Next**" to continue
- Select member or non-member as appropriate and then click "**Next**".
- You can now register any guests that are attending with you. (If you wish to register additional members, this must be done after using the "**Member - Adding a bundle entry**" facility described below.
- Select the "**Add Guest**" button and complete the guest registration form displayed. You can then either add another guest via the "**Add another**" button or select "**Done**" to complete the registration process.
- The next page will show the total due and gives you the option to pay via PayPal or alternatively "**manual**" i.e. pay at the event or send us a cheque. Select which method you wish to use and click "**Next**"
- If you select "**online**" you will then be taken to PayPal to complete the process. You will be emailed an invoice/receipt when payment is confirmed.
- If you select "**manual**" an invoice will be emailed to you.
- The procedure will be slightly different for free events but the general flow will remain the same.

## Adding a "bundle" entry

In order to book multiple event places at member discounted rates, i.e if you have more than one member of your organisation who will wish to book for and attend events, it is necessary for the additional member(s) to be added to the database. The following procedure outlines how to set up additional members. Note that this facility is only available to membership levels 2-15 and 15+ and that currently there is a limit of 5 additional members.

The registered user – the person listed as the main contact in the Chamber membership list is designated as the "**Bundle Administrator**" and should be the only person permitted to perform these steps.

- Go to [www.worthingandadurhamchamber.co.uk](http://www.worthingandadurhamchamber.co.uk)
- Sign in using your registered email address and password. (If this is the first time you have done this, see "**Signing on for the first time**" above)
- Click "**View Profile**" link by the Login box, top right.
- Under Bundle summary click "**Add Member**"
- Fill in the details of the new member: Note that the following fields are mandatory: Name, Organisation, Email address, Password, Address, City and Post code.
- Click "**Save**" bottom right of page. You will then be taken to the member summary page.
- Click the "**Edit Profile**" button top left.

The screenshot shows a web form for adding a new member to a bundle. At the top, there is a blue header with an information icon and the text 'Use this page to add members to your bundle.' Below this is the 'Application form' section, which is a mandatory field. The form is divided into several sections:

- Bundle summary:** Includes 'Bundle limit' (set to 5) and 'Used so far' (set to 1).
- Personal information:** Includes fields for 'First name', 'Last name', 'Organisation', 'e-Mail', 'Phone', and 'Password' (all mandatory).
- Personal information (continued):** Includes 'Job title', 'User', and 'Website'.
- Contact data:** Includes fields for 'Address', 'City', 'Postal code', 'Province/State', and 'Country' (all mandatory).
- Company Description:** Includes a 'Description' text area, 'Industry Seder', and 'Secondary Industry' dropdown menus.

A 'Save' button is located at the bottom right of the form.

- Click "**Privacy**" and CLEAR the "**Allow to show profile**" box.
- Click "**Save**" bottom left and then the "**Home**" menu item to return to the main web site pages.
- You will receive an email containing confirmation of the actions just performed.
- This new member can then login using the email/password combination you have set up above and make event bookings etc.

## Updating your Member Directory entry

- Go to [www.worthingandadurhamchamber.co.uk](http://www.worthingandadurhamchamber.co.uk)
- Sign in using your registered email address and password. (If this is the first time you have done this, see "**Signing on for the first time**" above)
- Click "**View Profile**" (top right) and then the "**Edit Profile**".button
- Make any necessary changes to your entry. Fields that can be changed include *Contact Name, Organisation, company address, email address* etc. Double check all email addresses and web site addresses as these will be active in your profile.
- You can also upload your company logo. Please ensure that the file you upload is a good quality jpg file and the size specified (max 110 x 110 pixels).
- The **Company Description** field is displayed at the bottom of your entry. Use this to provide a short description of your business. This should be kept to a maximum of approx 80 words which is around 4 lines in the member directory display. **Overly long descriptions will be edited.**
- Use the **Directory listing text** field to provide a more detailed description of your company and products. This entry is displayed when a user clicks on your entry in the member directory.
- Click "**Save**" when you are happy with your changes
- The "**Privacy**" link at the top allows you to change what information is seen by other members and by the general public. You can modify these settings so that your email address is only available to other members for example.
- The "**E-mail subscriptions**" link at the top allows you to select which emails you receive from us. Note that this does not currently include the Chamber newsletters and announcements which are sent using a different system
- Once again click "**Save**" when you have made your changes and the "**Home**" to return to the main website.