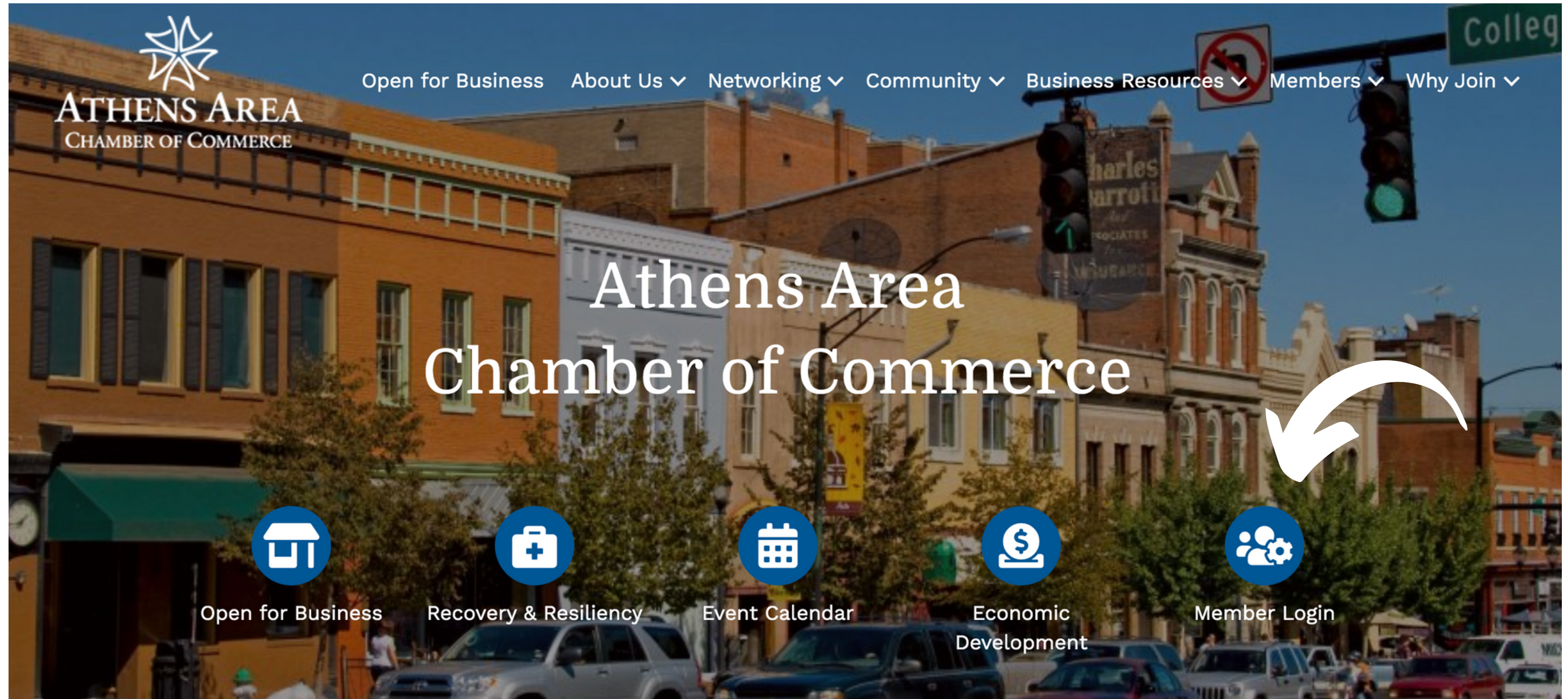




Instruction Guide for Chamber Members

Step 1: Login to Your Member Account



Step 1: Login to Your Member Account

Login using the same information that you use to register for events.

Login

Username

Password

[Forgot your username/password?](#)

Sign In

*Please contact the
Chamber at 706-549-6800
or info@athensga.com if
you do not already have an
account.*

Step 2: Click Open for Business!

Click the Open for Business! button under the Shortcuts menu on the left side.

The screenshot displays the Athens Area Chamber of Commerce ChamberMaster website. The interface includes a top navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A left sidebar contains a 'Shortcuts' menu with options: Personal Information, Company Information, Open For Business!, Member to Member Deals!, News Releases, and Job Postings. A large blue arrow points to the 'Open For Business!' button. The main content area features a 'Welcome Message' section with a 'Read Later' button, an 'Upcoming Events' section for May 2020, and a 'Member Profile' section showing a 76% completion status with an 'UPDATE' button. At the bottom, there is a section for posting content with icons for Text, Link, Photo, and Video, and a text input field with the placeholder 'Post expert advice, tips or just something from your day.'

CHAMBER OF COMMERCE

Home Directory Events Resources Reports News Settings

Shortcuts

Personal Information

Company Information

Open For Business!

Member to Member Deals!

News Releases

Job Postings

Home

Welcome Message [Read Later](#)

ChamberMaster is your direct connection to the **Athens Area Chamber of Commerce**. As a member of the Athens Area Chamber of Commerce you have the opportunity to market your business to consumers visiting <https://www.athensga.com/> by enhancing your informational [home page](#) with [pictures](#) and [text](#). You can also post [hot deals](#), [job openings](#) and [events](#), add [keywords](#) to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items.

Whether at work, at home, or traveling, anywhere that you have access to the internet you will be able to edit your information by logging into the ChamberMaster website. If you have any questions regarding this site please contact your Athens Area Chamber of Commerce representative.

Upcoming Events

21 MAY 2020

***REVISED* You received the PPP, now what? Presented by UGA's Small Business Development Center**

Ask The Experts - Q&A with SBDC Consultants Your questions on what [... see more →](#)

Member Profile

Your Company Profile is 76%

UPDATE


Text Link Photo Video


Post expert advice, tips or just something from your day.


Step 3: Click Add Open for Business!


Click the Add Open for Business! button at the top right.


CHAMBER OF COMMERCE



Home



Directory


Events


Resources


Reports


News


Settings

Community

Open For Business!

Member to Member Deals!

News Releases

Job Postings

Social Feed

Open For Business!

Add Open For Business!

Manage Open For Business!

AACOC - Community Wide Deals (1)


Narrow search by: >

Results Found: 1

Sort by: A-Z

Athens Area Chamber launches New Online Resource!

Athens Area Chamber of Commerce



... more details →

Category: AACOC - Community Wide Deals

Open For Business!

Find a listing of Chamber Members that are Open for Business!

Phone: (706) 549-6800

VIEW MAP

Step 4: Add your information!

Please fill out as much information as you can for the sections provided.

Community

Open For Business!

Member to Member Deals!

News Releases

Job Postings

Social Feed

Open For Business! - Create

Manage Open For Business!

General

Title:

Tagline:

Category:

Select a Category

Details

Description:

✂

📄

🔒

↶

↷

🔍

↺↻

🔄

📑

*I*_x

🖨

A ▾

🔤 ▾

B

I

U

~~S~~

x₂

x²

≡

≡

≡

≡

1≡

⋮≡

🔗

🔗

↑↓

↑↓

≡

📊

😊

Ω

Styles ▾

Format ▾

Font ▾

Size ▾

Helpful tips:

- Use keywords in your title.
- Your tagline will be visible on the page, so make it interesting and descriptive.
- Select the appropriate business category.
- Provide as much detail as you can in the description about your offer and operations
- Bullet points are more effective than paragraphs.

Step 4: Add your information!

Please fill out as much information as you can for the sections provided.

Meta Description: (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)

Short Description*: 512 chars remaining.

* Description displayed in search results listing

Offer Start Date: (m/d/yyyy)

First date the offer is valid.

Offer End Date: (m/d/yyyy)

Last date the offer is valid.

Search Results Logo:

A placeholder box for a search results logo. It contains the text "Image Not Assigned" in a light blue font.

Helpful tips:

- The Meta Description will be used for SEO, so include important keywords related your offer or business.
- The Short Description will be displayed in search results.
- Include the day your offer or operations will be begin and end (if appropriate).
- Include a logo of your business to help viewers recognize your post.

Step 4: Add your information!

Please fill out as much information as you can for the sections provided.

Contact

Email Address:

Email Link Text:

Website Address:

Website Link Text:

Phone:

Active Dates

Publish Start Date: (m/d/yyyy)

Publish End Date: (m/d/yyyy)

Note: Enter the dates you want your Open For Business! to run (end date is inclusive). Dates must be chosen at this point. Active dates cannot be changed once the hot deal has been submitted.

Save as Draft

Cancel

Submit for Approval

Helpful tips:

- The Contact section may be already filled out if your information is saved in your member account, but please double check to make sure it is accurate.
- The Active Dates are when the offer will start and stop running on the page. Please make sure it stops running when the offer expires.

Step 5: Submit for Approval

When you are ready to publish, please click the button below so that we can review it.

Contact

Email Address:

Email Link Text:

Website Address:

Website Link Text:

Phone:

Active Dates

Publish Start Date: (m/d/yyyy)

Publish End Date: (m/d/yyyy)

Note: Enter the dates you want your Open For Business! to run (end date is inclusive). Dates must be chosen at this point. Active dates cannot be changed once the hot deal has been submitted.

Save as Draft

Cancel

Submit for Approval

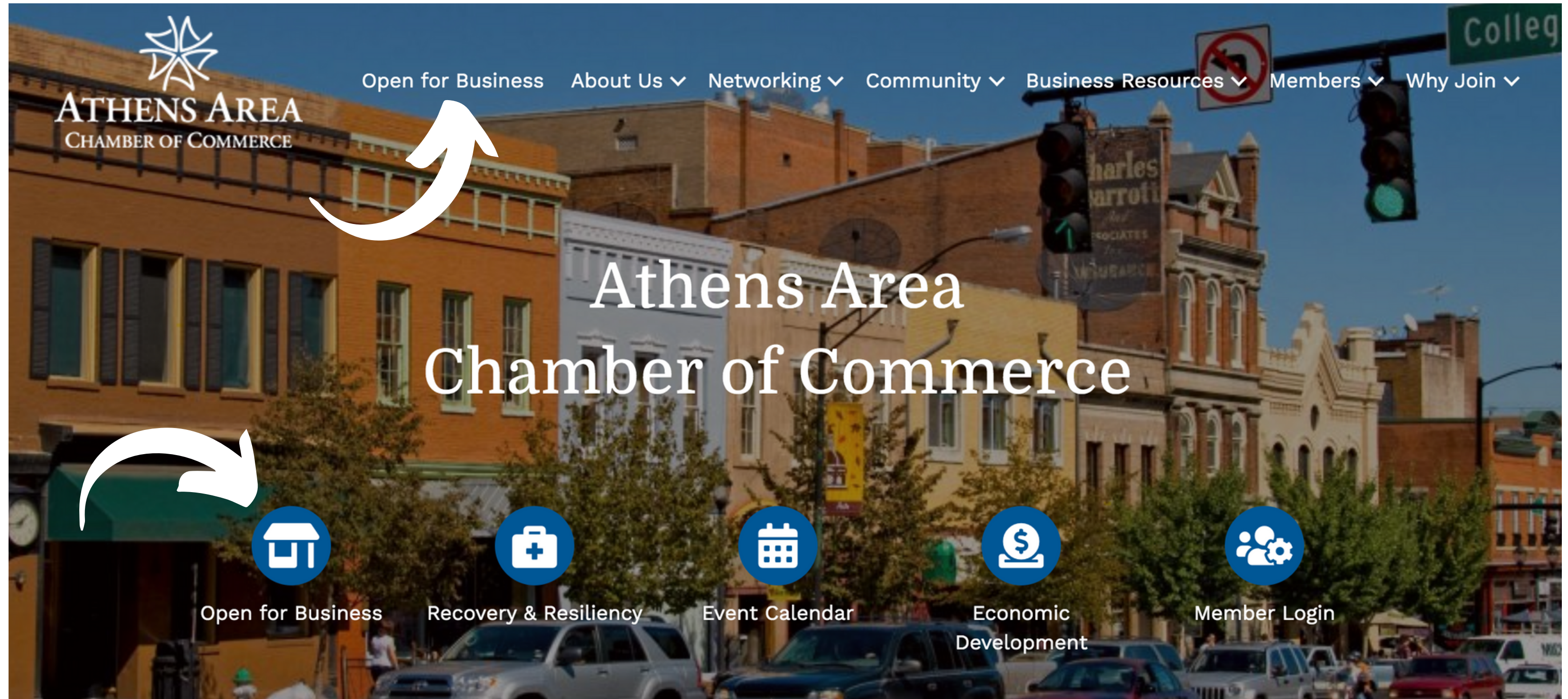


Step 6: Wait for Approval

Please allow our staff 24 hours to review your submission. We will try to review submissions as quickly as possible. If it needs to be published immediately due to time constraints, please contact us and we will try to accomodate you. Facebook posts will be automatically generated after the submission is approved.

How to View the "Open for Business!" Page

You can access the page by clicking on its button or Main Menu tab on the Home Page.



View Listings!

Open For Business!

Results Found: 1



Athens Area Chamber launches New Online Resource!

Athens Area Chamber of Commerce

Find a listing of Chamber Members that are Open for Business!

Valid: 05/21/2020 - 06/05/2020



Please contact us at 706-549-6800 or info@athens.com if you have any additional questions!