

# WELCOME PACKET

Here's everything you need to know about working  
with our team.

[www.CWCChamber.com](http://www.CWCChamber.com)



# HI! IT'S NICE TO MEET YOU.

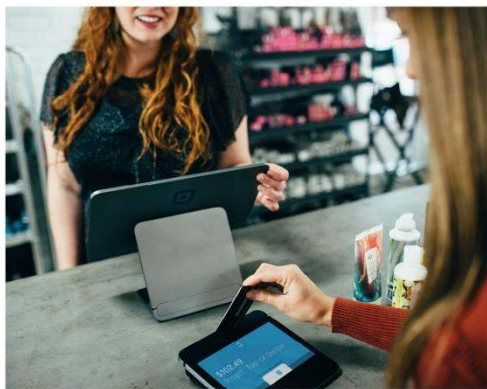
We're so excited to work together!

It is our mission to be sure that our members' products and services are promoted successfully. We do this by providing a team of member assistants to document and load the Internet with the products and service groups you offer.

Every month you will receive a detailed report on how your publishing system is working. You will also see feedback on what people seem to like the most that you offer. This information can help you decide what area of your offerings you might want to expand upon. You will also see a conservative membership return on investment calculation proving the value of membership.

Once your catalog and mobile application is completed, you may continue to work with your member assistant at no charge in order to expand your online product and services presence. You can also choose to directly manage your own displays if you wish while still having access to your support center.

Those who would like to sell online may apply pricing so people may check-out. As a member, there will be no commissions charged and it works great as part of a buy local, or delivery program.



# INCLUDED SERVICES

We have outlined our most popular services below.



## ONBOARDING SERVICE

A Member Assistant will do all the work of setting up your product and services displays so that you can focus on what's important - running your business.



## ON-DEMAND MEMBER ASSISTANT

Our objective is to leverage the network to promote your business and setup the appropriate product and service displays to enhance your business.



## MONTHLY ADVERTISING REPORTS

A detailed monthly report will be sent every month to share progress and membership return on investment.



## TECHNOLOGY FEATURES

Add additional digital displays using your photos, or we license at no cost to you.



## GOOGLE MY BUSINESS

Register your business to become verified on Google. Your business profile will appear when people search for your business via Google Search and Maps.

*For more information, visit [www.docu.team](http://www.docu.team)*

# INCLUDED TECHNOLOGY

Here's everything that's included with your membership.



## ACCOUNT DASHBOARD

Manage membership information, the landing page, & involvement.



## COMMUNITY POSTINGS

Post in the community calendar, daily deals, newsletter, & press releases.



## LANDING PAGE

Share information about your business and its products or services.



## DIGITAL DISPLAYS

Expand your information when sharing your business via a texting keyword.



## MEMBER ASSISTANT

Documenting your business for the community and for internet searches.



## CHAMBER CHECKOUT SYSTEM

No checkout fees! You may offer curbside pickup, online selling, shipping and optional inventory management.



## POCKET ASSISTANT APP

Your own marketing assistant that you can communicate via text.



## REVIEW MY BUSINESS

Request people to quickly review your business directly on Google.



## GOOGLE MY BUSINESS

Create and update your business profile so you can bring customers in.



## ELECTRONIC BUSINESS CARD

Enables members to promote their business electronically with a simple texting keyword.



## MARKETING SUPPORT

Request an edit to a digital display, activate review link, update, or change a keyword.

For more information, visit [www.docu.team](http://www.docu.team)



# MEMBER PORTAL

## Take the next step.

We hope as our member that you will take advantage of all the services we offer to help in the area of business development and growth.

### MEMBER DIRECTORY

As a member, we make it easy to connect with fellow members throughout the community.

### MEMBER-TO-MEMBER

As a member, you are able to offer "member-to-member only" offers to help build those long-term business relationships in your community. Collaboration between local businesses has never been so easy!

### COMMUNICATION

When you access the member portal it is easy to view the latest newsletters and communications from our organization. When we have active message boards you can even choose the topic you want to follow and/or contribute to.

### PRESS RELEASES

Under the communications tab, you will find the PRESS RELEASE link. From here you can submit your press release and once approved it will be shared by our organization to help you gain traction.

### CALENDAR

The calendar we have here at our organization is used frequently by many people. The viewership is significant because we offer a complete calendar that is easy to use and is mobile friendly.

### EASY TO REGISTER

When you decide on an event you would like to attend as a member, you can simply enter your email address that is associated with your membership and the system will auto-populate many of the registration fields for you.

### SPECIAL OFFERS

The system is set up so that you can incorporate all of your special offer publishing right in your own website. This is truly an amazing member service because you can add a whole new section to your existing website, while at the same time be publishing those same deals through the organization's main website.

### DAILY DEALS

When we are offering the DAILY DEAL program you can easily submit your offers through the member portal as normal, but you can then specify which ones should be elevated to a DAILY DEAL. Once approved, they are automatically emailed to the general public who opted-in to receive these great deals from our organization.

### SUBMIT YOUR EVENT

As a member, you are provided with special access to our calendar system. You may submit your events for publishing at any time. If you have many events you can request a special calendar instance that you can add to your own website. Whenever you normally update your own website it will then auto post to the community calendar saving a lot of time.

### JOB BOARD / SUBMIT JOBS

At times the organization will have a JOB BOARD available where members can view opportunities from fellow members. Sometimes it may also offer internships that might even interest a family member or friend.

If you are an employer looking for an employee you will also have the option to post a job from the member portal.

### BUSINESS REFERRALS

We make it easy to receive electronic referrals from our organization and fellow members.

By clicking the SOCIAL NETWORK link you will find where you can even request proposals or send referrals to fellow members.

***So easy!***

*Go to organization website, click "login", use "lost password function."*

*For more information, visit [www.docu.team](http://www.docu.team)*

# MEMBER ASSISTANT

The importance of having a Membership Assistant with DocuTeam

We understand that life gets busy or that technology just isn't your thing or it's hard knowing what kind of information should be added to your marketing landing page. **Don't worry we can help.**

Actually, we'll do more than just help. One of our Member Assistants will do the work for you..

**Our goal as a team of Member Assistants is to be sure that your business is documented for internet search within the community where you reside and beyond.**

If your organization offers the traditional membership program then our team will create a marketing landing page for your business.

If your organization has invested in our expanded program for its members, then your Marketing Landing Page page will be extended to include a product and services catalog. We will create these extensions for you and provide continuous support updating the marketing landing pages and catalogs.

You will also receive a very nice mobile web app, a keyword text prospecting system, reporting, and even a conservative monthly cash value report that clearly shows a return on your membership investment.



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# OTHER LOCAL BENEFITS

As a Chamber member, you have many business advantages including the following:

- Part of a network of local businesses with similar community interests and concerns and are able to interact with like-minded business owners and professionals.
- Member of a team with the goal of increasing global awareness of your community and its chamber of commerce, as well as your individual business or service. You can speak with a unified voice regarding community and business issues.
- A platform from which to express opinions and offer information to the public. Through the use of available technology you can broadcast your business or service both locally and globally.
- Access to a public forum for community involvement, education, cultural activities, and public debate.
- Contribute to community pride by putting the community on display, promoting activities and events that present the chamber members as vibrant and involved.
- Access and may contribute to the community calendar, which is used to disseminate information on community events, business meetings, and items of interest to chamber members, as well as to the public.
- Listed in the Chamber's powerful business directory for easy access to other members, but primarily members of the public, who may be looking for your business or service.
- Provide the public with a location where visitors can find information on the community and local businesses. Chambers can utilize the headquarters for projects, business promotions, board meetings and various Chamber and business needs.
- Full-time representation and full-time results
- "Watchdog" protecting your interests politically and economically.
- Access to the only recognized business support center in the community with online selling tools to increase your sales through the internet.

You also have access to new technology which expands your web influence, your access to information, and your ability to communicate through the internet and the use of mobile devices. ***This is an important application in today's economy.***



# **WE'RE SO EXCITED TO WORK TOGETHER!**

And we can't wait to get started!



**DOCu.TEAM**

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