



EVERGREEN AREA
Chamber of Commerce

How to send a Member to Member Communication through your Evergreen Chamber account.

Step 1: Go to EvergreenChamber.org and click “Member Login”. Enter your login info.

If you need your login information please contact our Operations Team at (303) 674-3412 or admin@evergreenchamber.org.

Step 2: Click “Message Center” at the bottom of the menu on the left hand side of the page.

Step 3: Click the “Members” icon to email a business directly, or click the “representatives” button if you know the name of the person you are wanting to contact.

Step 4: Use the “Search by Contact Name” search bar to find the member or business you would like to email. Alternatively, you can click on the corresponding letter of the business or member you are trying to contact.

Step 5: Click the checkbox next to the business or member you would like to contact. Then click the “Next” button (located under the “Search by Contact Name” search bar).

Step 6: Fill out the subject line and your message. Don’t forget to include any additional contact information you would like to provide the person you are emailing.

Step 7: Click the “Send Message” button to send your message. You’re done!

**Note: The member to member communication sends an email from “notification@growthzone.com” directly to the inbox of the contact you are trying to reach. Once they have replied to your initial email, you will be able to see each other’s email addresses and continue further correspondence through your own email accounts.*

Consider adding “notification@growthzone.com” to your email contacts so you never miss an email from another member trying to reach out to you!

