

A Member's Guide to the Members-Only Area

Alexandria Lakes Area Chamber of Commerce

*An illustrated guide to getting the most out
of our interactive self-service website*

Brought to you by



A screenshot of the Alexandria Lakes Area Chamber of Commerce member portal. The page has a yellow header with the chamber's logo and name, and navigation links for "CHAMBER HOMEPAGE", "POST A JOB OPENING", and "ADD AN EVENT". Below the header is a yellow bar with a welcome message to "Lauren!" and links for "Change Password" and "Log Out". A dark blue navigation bar contains links for "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "More Options". The main content area is divided into several sections: a welcome message, contact information for the chamber, a list of "3 open invoices" with a "PAY INVOICES" button, a list of "4 Related Profiles" with "Add a profile" and "View and edit all" links, and a "My Events" section with a "View all events" link. The contact information includes email (info@alexandriamn.org), phone ((320) 763-3161), and address (206 Broadway St., Alexandria, MN 55308). The invoices section shows three invoices for \$0.00 each. The related profiles section lists four members: Tara Bitzan, Jess Ptacek, Katie DeGier, and Lauren Johnson, each with their email and phone number. The events section lists three events: "Fall Luncheon: Activating Our Community" on September 20, 2021, "Leadership Alexandria Program 2021" on August 24, 2021, and "Session 1: Introduction - Master Your Mindset" on April 21, 2021.



Membership has its privileges

- Our website is powered by MemberClicks by Personify, the association industry's most powerful Association Management Software system.
- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us!

What can I do here?

- Update your contact information (plus organization information if you're the main contact or an editor).
- Pay invoices for any related profiles (main contacts/editors).
- Access members only content.
- View your benefits.
- Upload media (company logo, staff pictures, directory photo gallery and video).
- Change your password.



A screenshot of a web application interface for a member portal. The header includes the organization's logo and name, navigation links for "CHAMBER HOMEPAGE", "POST A JOB OPENING", and "ADD AN EVENT", and a user greeting "Hi Lauren! You're currently viewing your personal profile" with a "Switch Profile" button. A secondary navigation bar contains links for "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "More Options". The main content area is divided into several sections: a welcome message, a profile section for Lauren Johnson with contact details, a "3 open invoices" section showing a balance of \$0.00 with a "PAY INVOICES" button, a "2 Related Profiles" section listing the chamber and Brophy Bay Mart, LLC, and a "My Events" section for a fall luncheon. The interface is clean with a white background and blue accents.



Log in to take control of your membership

- You will need to use your username and password to gain access to our private Members Only Area, or to receive special discounts/member benefits on event registrations.
- If you ever forget your password, click the **'Forgot your password?'** link to receive an email with a password reset link.

Login

Username

Username

Password

Password

☐ Remember My Login

Login

[Forgot your password?](#)



Switch profiles

- If you are the main contact or an Editor of related organization profiles, you will be able to easily switch the profile you are editing at any time!
- Make sure to save any edits before you switch to another profile!

The screenshot displays the member portal interface for the Alexandria Lakes Area Chamber of Commerce. At the top, the logo and name 'ALEXANDRIA Lakes Area Chamber of Commerce' are visible. Below this, a message reads 'Hi Lauren! You're currently viewing your personal profile' next to a small profile picture of Lauren Johnson. A 'Switch Profile' button is located next to the message. A modal window titled 'Switch Profile' is open, showing a list of available profiles: 'Lauren Johnson' (with a profile picture) and 'Alexandria Lakes Area Chamber of Commerce' (with a small logo). The modal has a close button (X) in the top right corner. The bottom navigation bar includes links for 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'More Options' with a dropdown arrow.



Edit this profile

This link will open a page that allows you to update much of the information on your profile. If you are an Editor for your related organization(s), you can click Switch Profile at any time to edit additional profiles. This helps us ensure we always have the latest information about you and your business.

You can edit the following information:

- Name, address, and other basic contact information.
- Directory Listing category and descriptions.
- Amenities.
- Relationships you have to other profiles (including adding new profiles you are related to).
- Social media accounts.

Edit this profile

- You have the ability to edit your profile. Staff marked as **‘Main Contact’** or **‘Editor’** are able to edit their related organization(s) as well.
- Once you make changes, they are submitted for approval by our organization.
- If you have the right permissions, you can also edit the profiles related to your organization.

A screenshot of a web application's "Profile Edit" page. At the top, a yellow banner displays "Hi Lauren! You're currently viewing your personal profile" next to a small profile picture and a "Switch Profile" button. On the right of the banner are links for "Change Password" and "Log Out". Below the banner is a dark blue navigation bar with links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "More Options" with a dropdown arrow. The main content area is titled "Profile Edit" and shows the user's name "Lauren Johnson" and title "Marketing & Communications Coordinator". On the left is a sidebar with links: "General Information", "Additional Addresses", "Social Media", and "Update Your Preferences". The main form contains several input fields: "Prefix", "First Name" (filled with "Lauren"), "MI", "Last Name" (filled with "Johnson"), "Suffix", "Business/Organization Name" (filled with "Alexandria Lakes Area Chamber of Commerce"), "Title" (filled with "Marketing & Communications Coordinator"), and "Address" (filled with "206 Broadway St."). To the right of the form is a circular profile photo of Lauren Johnson with the text "Update this profile photo" next to it. At the bottom right are three buttons: "CANCEL", "SAVE AND CONTINUE EDITING", and "SAVE THIS PROFILE".

Relationships

- The **‘Relationships’** menu item (and Related Profiles area of the home page) shows all profiles related to the profile you’re editing.
- You can add new staff or relationships, as well as update existing relationships such as marking staff as former or marking new editors or main contacts for organizations.
- All updates you make are submitted for approval.
- Make sure to Save.



Hi Lauren! You're currently viewing Alexandria Lakes Area Chamber of Commerce's profile [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [More Options](#) ▼

Alexandria Lakes Area Chamber of Commerce [ADD A PROFILE](#)

Related Profiles

There are 4 relationships

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
Filter	Filter	Filter	Filter	Filter by name	Filter by title	Filter by email	Filter by phone	Filter By Type	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tara Bitzan	Executive Director	tbitzan@alexandriamn.org	(320) 763-3161	Employee	ACTIONS ▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jess Placek	Program & Events Coordinator	jess@alexandriamn.org	(320) 763-3161	Employee	ACTIONS ▼
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Katie DeGier	Visitor & Member Relations Specialist	membership@alexandriamn.org	(320) 335-2869	Employee	ACTIONS ▼
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lauren Johnson	Marketing & Communications Coordinator	marketing@alexandriamn.org	(320) 763-3163	Employee	ACTIONS ▼

Show 20 << < 1 > >>



View invoices and payment history

- From the **'Member portal home'** page, main contacts and editors can view all open invoices for their related profiles.
- You can view **'Payment History'** and click to **'Pay Invoices'**.



1 open invoices

Lauren Johnson

\$0.00

Alexandria Area Young Professionals

\$100.00

PAYMENT HISTORY

PAY INVOICES



Open invoices across accounts

PRINT NOW

Select invoices below to pay

<input type="checkbox"/>	Due date ⓘ	Invoice date ⓘ	Invoice ⓘ	Invoiced profile ⓘ	Description ⓘ	Item amount ⓘ	Paid ⓘ	Due ⓘ
<input type="checkbox"/>	7/30/2021	7/30/2021	56446	Alexandria Area Young Professionals	AAYP 6 Lunch Punch Card	\$90.00	\$0.00	\$90.00
<input type="checkbox"/>	7/30/2021	7/30/2021	56445	Alexandria Area Young Professionals	B2B Advertising	\$100.00	\$0.00	\$100.00

« < 1 > »

Pay open invoices

- Click '**Pay Open Invoices**' from top navigation menu or the '**Pay Invoices**' button on the right side of the home page.
- Main contacts and editors will see company invoices, other staff will view only invoices connected to their individual profile.
- Select any invoices you would like to pay by checking the box in the first column.
- To print an invoice, click on the invoice number link.



Paying invoices

- Once you select an invoice(s) to pay, you will see a **'Payment details'** pop-up screen, where you will enter your credit card and address payment information.

Payment details

\$100

Use a new card

Name On Card

Card Num

Security Code

Month

Year

7

2021

Address

City

State

Zip / Postal Code

MN

Country

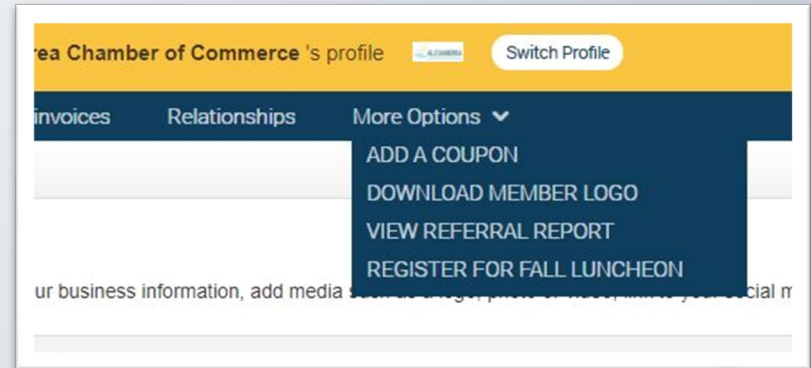
CANCEL

SUBMIT PAYMENT



Additional resources – members only content

- You can access members only content and resources under the **'More Options'** link in the top navigation menu.
- **Add a Coupon:** Click here to be directed to a page to add any coupons you want to offer on your directory listing.
- **Download Member Logo:** Click here to download the dated Chamber logo for use on your website.
- **View Referral Report:** Click here to see a year-to-date report on how your directory listing is performing.



- **Register for Upcoming Events:** Click here to register for any upcoming events.



View event history, benefits and more

- From the home page of your profile and any related profiles (for main contacts and editors), you can view event history, committee involvement, and member benefits.

Address

206 Broadway St.
Alexandria, MN 56308

Title

My Events

September 20, 2021
Fall Luncheon: Activating Our Community

August 24, 2021
Leadership Alexandria Program 2021

April 21, 2021
Spring Luncheon - Master Your Mindset

April 24, 2017
Chamber Spring Luncheon

January 30, 2017
Chamber Annual Celebration

View all events >>

Upload Media

+ Add new

istingPhoto1
Image
Copy URL Edit

Chamber Logo
Image
Copy URL Edit

4 Related Profiles

Add a profile

View and edit all >>

Tara Blizan

tbizan@alexandriamn.org
(320) 763-3161
Main Contact

Jess Ptacek

jess@alexandriamn.org
(320) 763-3161
Billing Contact

Katie DeGier

membership@alexandriamn.org
(320) 335-2869

Lauren Johnson

marketing@alexandriamn.org
(320) 763-3163

Benefits

Email Blast

0 of 1 benefits used

\$0.00 used

\$100.00 total value

Fall Luncheon Ticket

0 of 4 benefits used

\$80.00 used

\$80.00 total value

Upload media

You have the ability to upload logos, pictures, and documents directly to your account, as well as images and videos for your directory listing.

Our online member directory can display images and videos on your listing. When accessed, this section of your members-only area will allow you to upload this media directly to your listing on the directory, so you can promote yourself as best as possible.

Click the '+ Add new' button to add new content!



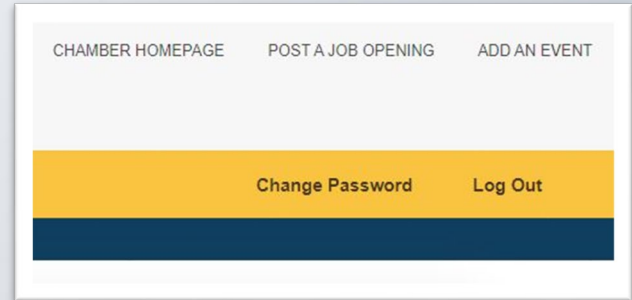
Upload Media

[+ Add new](#)



Change your password

- You can change your password at any time on the top right menu of the Members Only page.
- Once you have a username and password, you can use it to access any members-only or restricted items, like event discounts, member benefits and other self-service items we offer.



Current Password

New Password

Repeat Password

[CANCEL](#) [CHANGE PASSWORD](#)

Enjoy discounts for event registration

- Some of our events include special pricing for members and their employees as well as special benefits depending on your membership level.
- Look for the login information to ensure you get every discount you deserve or access to any benefits that might be part of your membership.



Fall Luncheon: Activating Our Community
Monday, September 20, 2021 11:30 AM

Log In

Registration Contact
Select Items
Attendees

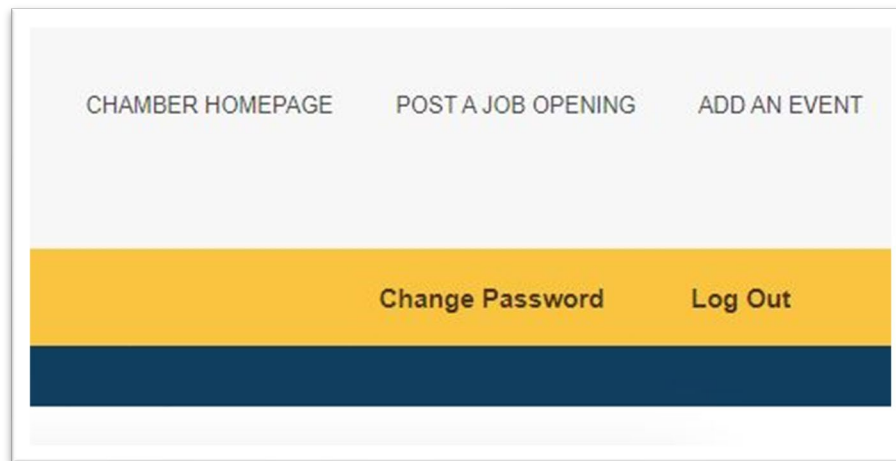
Registration Contact

Log in above for faster registration and special pricing

Organization Name *
First Name *
Last Name *
Email *

Check out other areas of our website

- To access any of the public resources on our site and check out your Directory listing, you can use the links at the top of the portal.
- Click “**Post a Job Opening**” to be directed to our Jobs Board. This tool is free for members to use.
- Click “**Add an Event**” to be directed to the Douglas County Community Calendar. Add events and see what is going on in the area.





MemberClicks