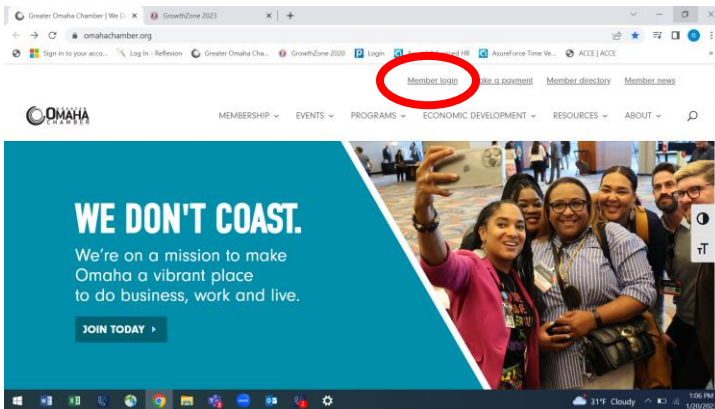


GREATER OMAHA CHAMBER QUICK START GUIDE

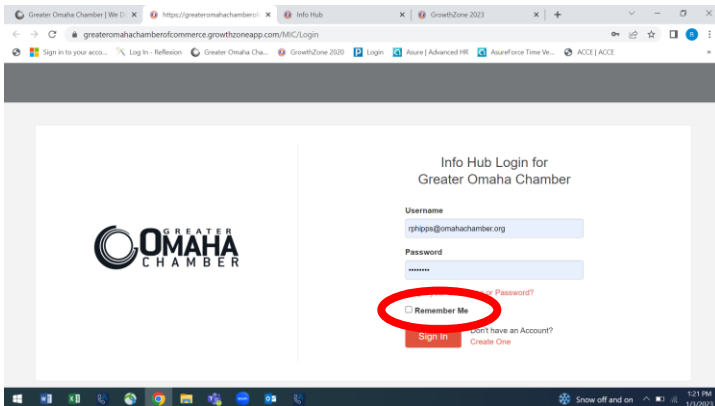
Welcome to the Greater Omaha Chamber! This **Quick Start Guide** is the first step toward maximizing your investment. In it, you'll learn how to use our web-based application that we call the Member Hub. Use it to manage your Directory listing, register for upcoming Events, and post information about your business to our Member News page on our website.

HOW TO ACCESS THE MEMBER HUB

From the home page of our website at www.omahachamber.org click on the Member Login link in the upper right corner.



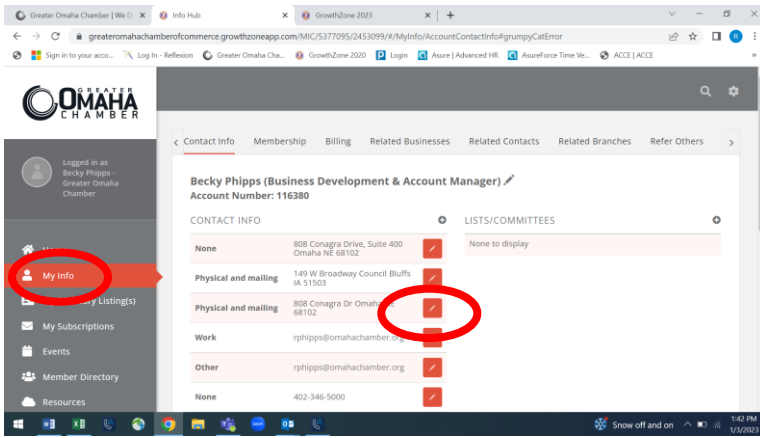
Your USER ID will be the email address you used when you created your membership. You'll create your password the first time you log in. We recommend checking the box to 'Remember Me' and save this site as a Favorite on your browser.



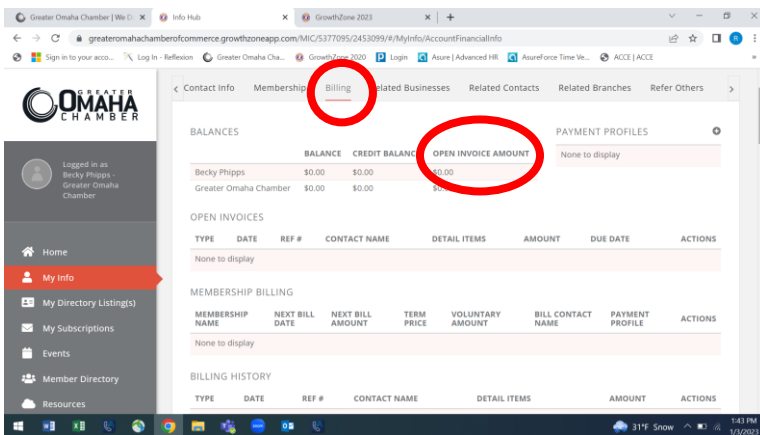
You'll be directed to the **HOME PAGE** of the Member Hub. Your name and your business will appear in the upper left corner of this page.

MY INFO

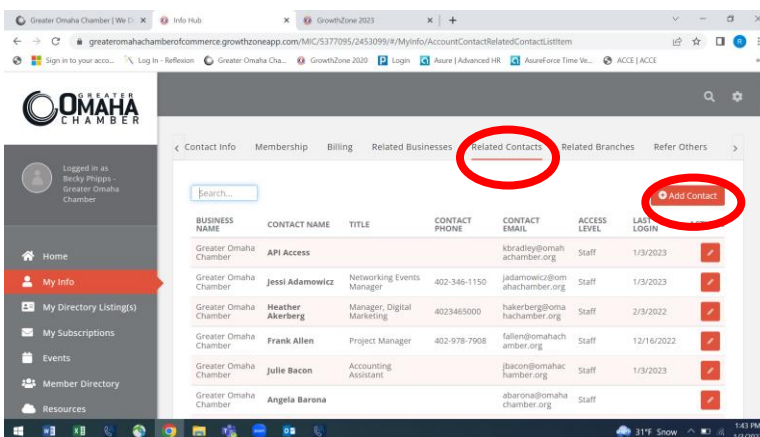
Starting on the left navigation bar, click on **MY INFO**. You'll be directed to a page that looks like the one below. At the top, you'll see your name and your title (if title is known). To add your title, click on the pencil to the right of your name. This will open a pop-up box for you to edit the content. Below your name is the address and phone number related to you. Edit this content by clicking on the pencil to the right of each line.



Click on the **BILLING TAB** across the top of this screen and scroll down to see the entire history of your membership. As you scroll, you'll see your membership renewal date and anticipated dues. At the top, if there is any **OPEN INVOICE AMOUNT** due, you can pay directly from this screen or from the invoice that was emailed to you by the accounting department.



The **Related Contacts** tab contains employees. Because every employee of a member organization is considered to be a member of the Chamber, you can add staff to your membership by clicking the orange button in the upper right-hand corner to **ADD CONTACT**. Include first and last name of your associate along with their email address (titles are optional). By adding others to your membership, you can expand your networking and visibility for your business at Chamber events and programs. **NOTE: To REMOVE staff no longer employed by you, please email name of employee and your business to MemberServices@omahachamber.org.**

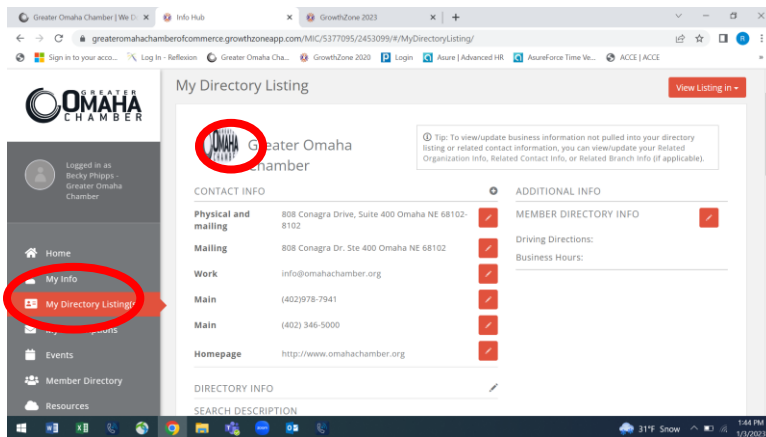


MY DIRECTORY LISTING

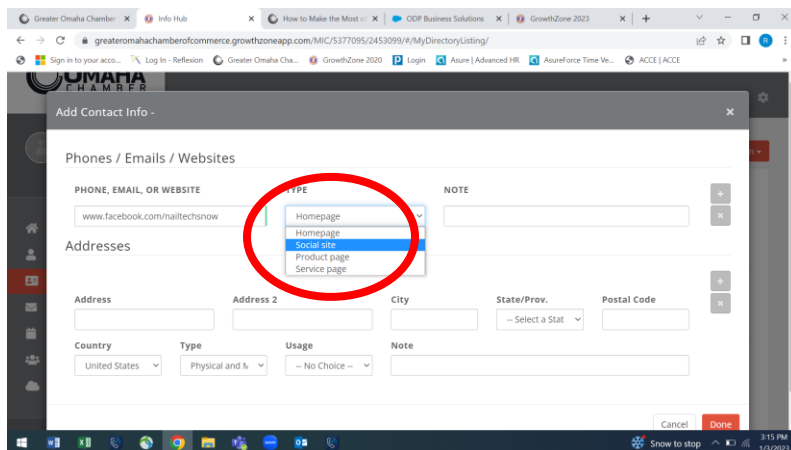
You can modify your directory listing that appears on our website (www.omahachamber.org). Click the *circle* to the left of the name of the business. A pop-up will allow you to upload your logo or a photo of your business. Click **CROP & SAVE**.

Make sure the **ADDRESS** is correct. *If you have a physical location*, then the *type of address* should be **PHYSICAL and MAILING**. If you work out of a home office (i.e. as a business consultant, etc.), make sure the address is **MAILING ONLY**.

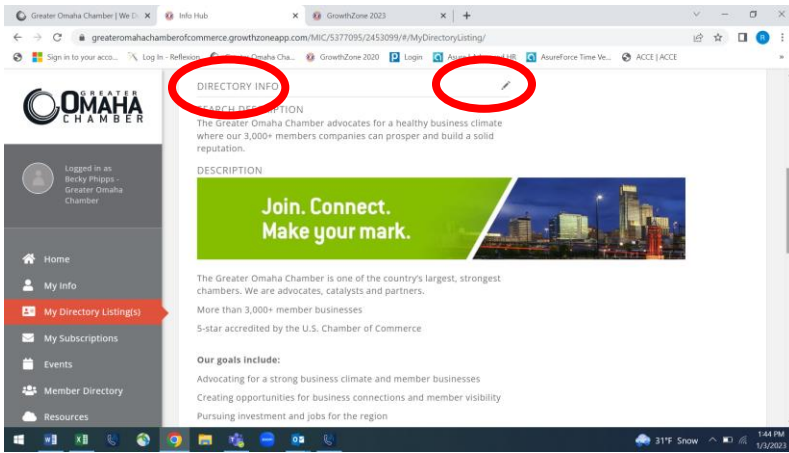
Check for accuracy on **PHONE NUMBER, WEBSITE ADDRESS, EMAIL ADDRESS**, etc. If you need to edit, use the pencil in the orange box to the right of the item.



To add more information (i.e. a Facebook business page, a LinkedIn business page, etc.), click the **PLUS** sign (+) to the right of **CONTACT INFO** (see previous image). A pop up will enable you to enter the type of address (for example a Facebook business page below that is different than the company's website). Make sure you use the drop-down to indicate specifically the type of contact channel.



In the center section of this page is the **DIRECTORY INFO**. To the right, you'll see a gray pencil. If you click on the pencil, it brings up a form that you'll complete to tell your company's story.



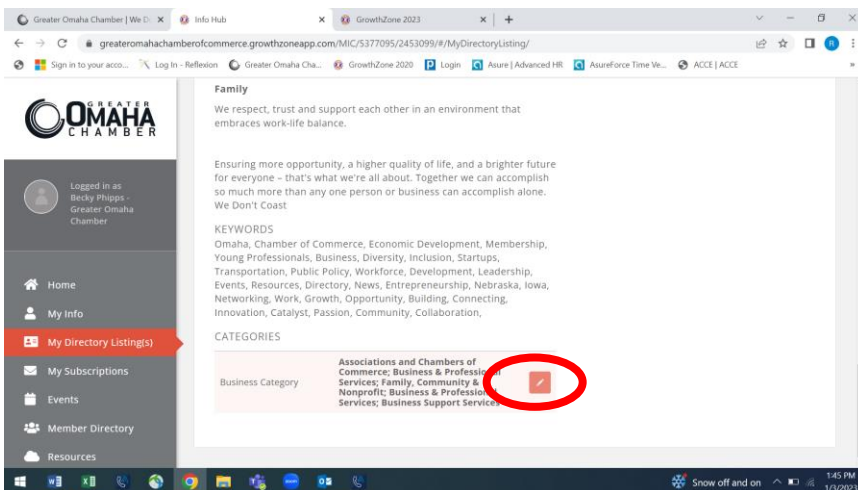
SEARCH DESCRIPTION: Think 'billboard'. Keep it short and to the point. Who you are and what is your business about?

DESCRIPTION: Tell the rest of the story. Think of your 'About Us' page on your website. Grab a paragraph (or 2) of content from that page and use it here. This should give us an idea of your areas of expertise and why people do business with you.

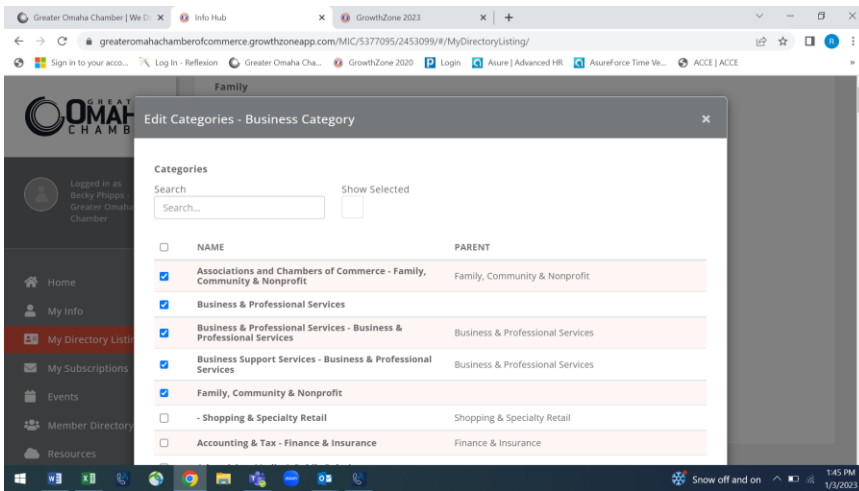
KEY WORDS: Think 'Google' search. What key words (or phrases) would people use on Google to find a business like yours? Add every variation you can think of. Separate words or phrases with a comma.

HIGHLIGHTS: If there is an award or accreditation that would make people more likely to buy from you, add that here.

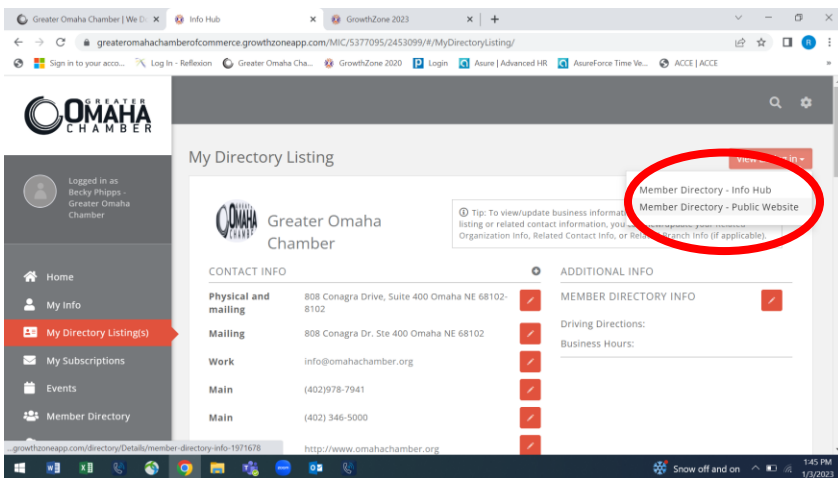
Once you've completed all the sections, **click the orange DONE button in the lower right corner** to save your work.



Finally, click the orange pencil in **CATEGORIES** (see above). Review the entire drop-down menu and check any boxes that are applicable to the work that you do.



Once you've completed your review, **click the orange DONE button in the lower right corner** to save your work. Now click the *VIEW LISTING* drop-down and choose *MEMBER DIRECTORY-Public Website* to check your work.



MY SUBSCRIPTIONS

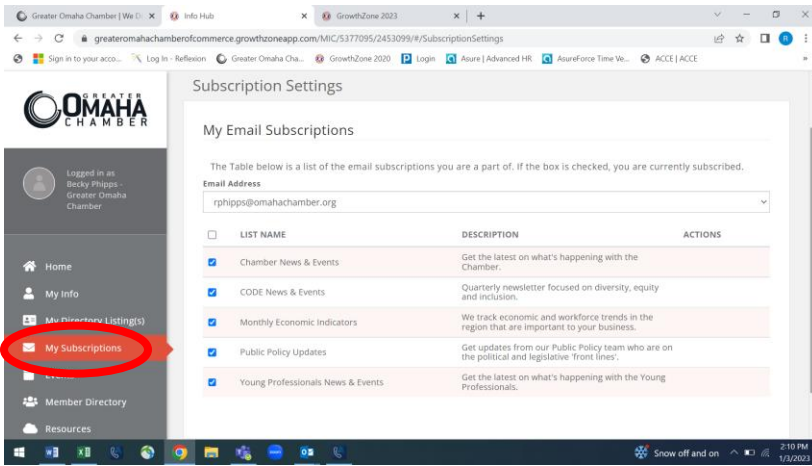
Make sure to select *Chamber News & Events*; you'll receive the twice monthly email newsletter.

If you're interested in our DEI work, click for *CODE News & Events*.

Monthly Economic Indicators provides year-on-year comparisons for a variety of economic measures including unemployment and new home construction. If the financial health of the Greater Omaha area is of interest, select this.

Want to know what we are doing in Lincoln to lobby on behalf of your business and other chamber member businesses? Choose to receive our *Public Policy Updates*.

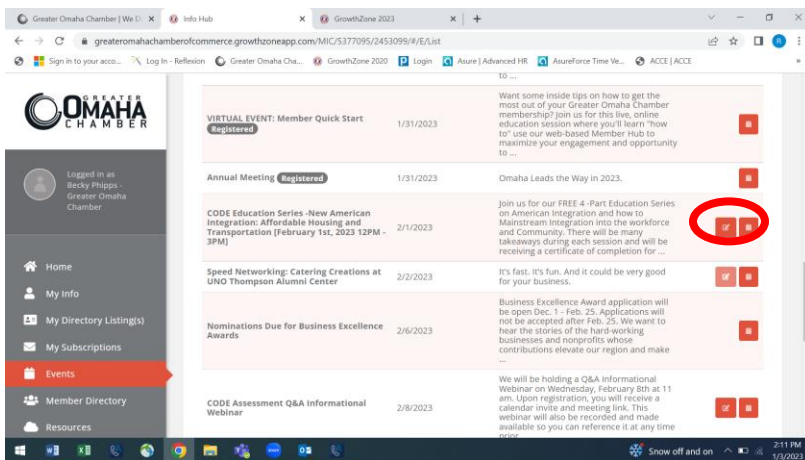
Finally, if you want to get involved with our Young Professionals initiatives, choose to receive the *YP News & Events*. **Click the orange DONE button** to save your selections.



EVENTS

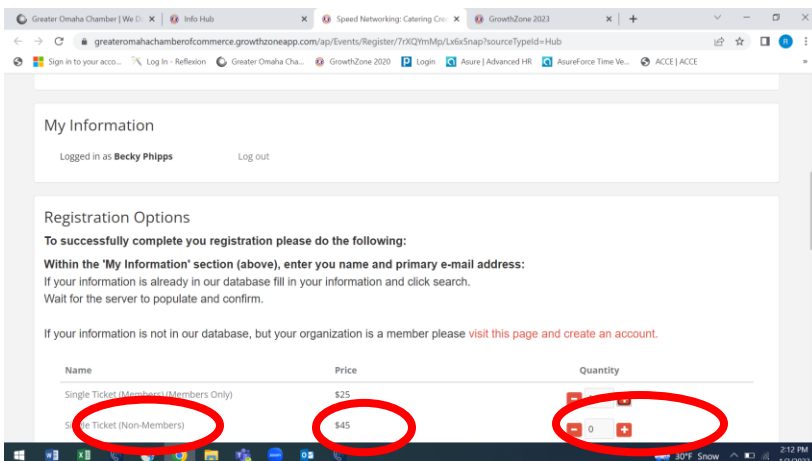
One of the top 3 reasons members join is for networking! We offer programs and events that allow you to connect with other Chamber members. To register for upcoming events, you can get there two ways:

FROM THE LEFT orange button to the right side of this page.



Once you've clicked on the left orange button, you'll be taken directly to the registration page.

1. *Choose Single Ticket Members* (the price to participate will be listed under PRICE). You can choose 1 or more tickets.



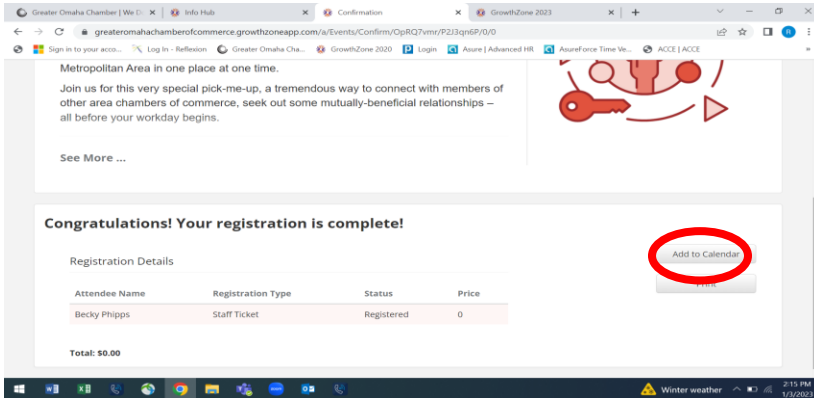
Because you're in the Hub, *it's assumed that you're ticket #1*. Your contact details will automatically be filled in. (If you're bringing guests, you'll add their contact details below your registration.)

2.

If there is a fee to participate, you'll be given the opportunity to fill in your form of payment here. Enter details and then click on the orange PAY NOW button in the lower left corner.

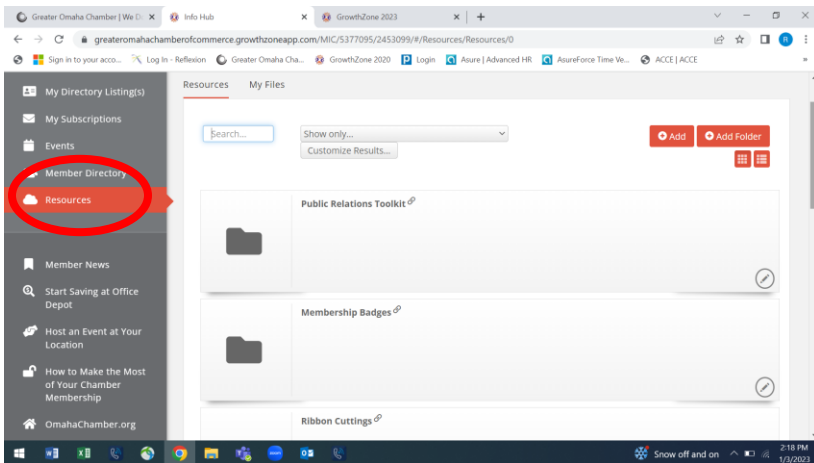
3.

4. You'll immediately receive a confirmation that includes the link to download the event to your calendar (see right hand side of the confirmation page).



RESOURCES

Nearly 80 percent of the Greater Omaha Chamber's members have fewer than 50 employees. We understand that small business has different needs than large companies. As a result, we strive to provide some basic resources that will help businesses of all sizes.



In the resources section of the Member Hub, you'll find:

PR Toolkit

This contains 2 sample press releases plus a comprehensive list of local media (radio and television) that you can use to contact media if you have news worth sharing!

Membership Badges

This is where you'll find the Greater Omaha Chamber logo. Use it on your website or on your collateral or proposals.

Ribbon Cutting

Is your business new within the past 12 months? Did you open a new location? Remodel your current location? Or relocate? Any of these qualify you for a Chamber supported ribbon cutting. Review the

Ribbon Cutting Guidelines, then submit the Ribbon Cutting Request Form. You'll find great ideas for hosting your event in the Ribbon Cutting Tips.

Volunteering

If you want to make new connections while increasing visibility for your business, you might want to serve as a volunteer. There are many ways to plug into the Chamber. Check out the list of opportunities by using the link.

Awards

Put your business in the limelight by nominating yourself, or nominate another Chamber member. There are a variety of awards for businesses based on size of organization. See links to the Business Hall of Fame, the Business Excellence Awards and the Small Business of the Month awards.

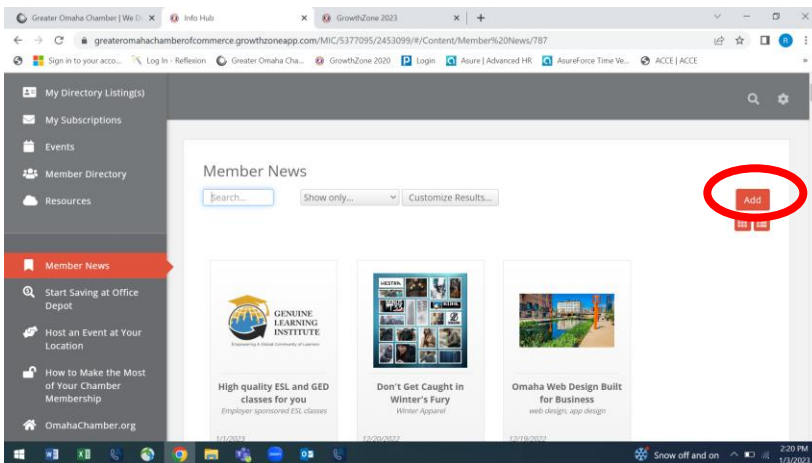
Host or Sponsor a Chamber Event

From small meetings to large events, there are numerous ways for you to invite people into your business or get your name in front of attendees at our marquee events. Click the Event Hosting and Sponsorship link for more details.

MEMBER NEWS

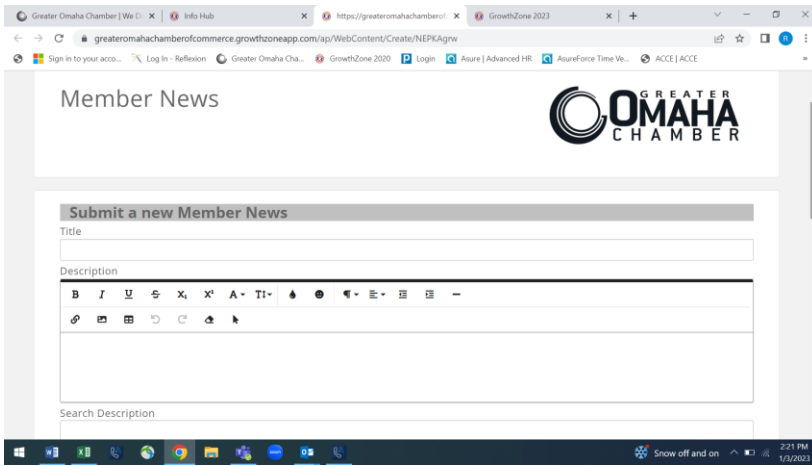
Want to share something about your business? Shout-out new staff members? Give a discount for a specific product during a specific timeframe? Maybe you want to educate the public on something that you do. Your news is YOUR NEWS. Let people know about it with Member News. **Members are allowed to post 3 news items every month for FREE on the Chamber's website!**

Click on the orange ADD button in the right-hand corner of the Member News page.



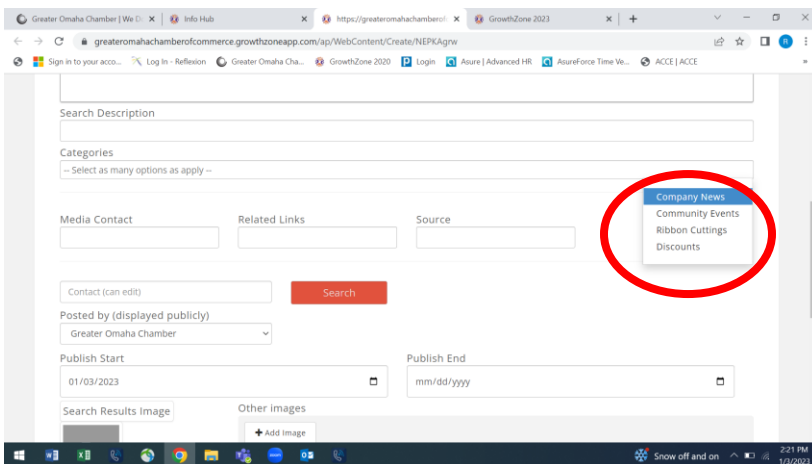
This opens up a form. You'll give your news a Title. Think of something 'catchy'. Give us an idea of what the news is about. But think billboard: keep it short and to the point!

Then fill out the story in the Description. Notice that you can highlight text and make it bold, italicize, or underline it using the bar below.



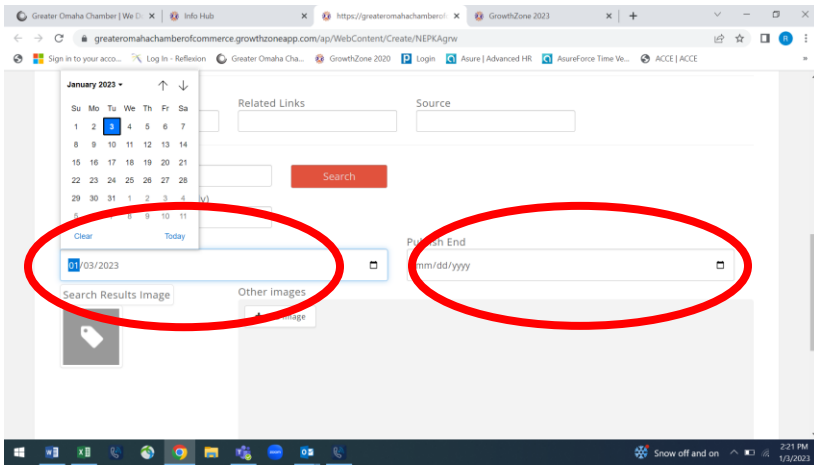
You'll need to choose a category that your news falls under. There are 4:

- Company News
- Community Events
- Ribbon Cuttings
- Discounts



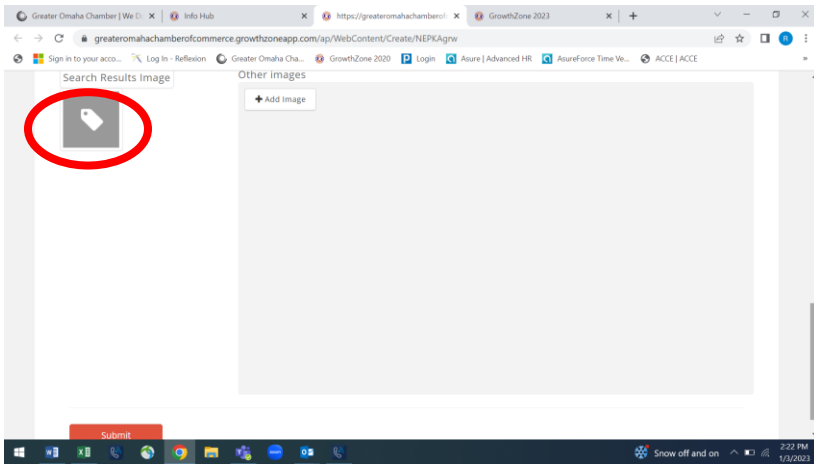
Determine a Start Date (REQUIRED). (Keep in mind that Chamber marketing/communications team have 2 days to review and approve, so add those review dates into your timeline to ensure that your news is up with plenty of time for people to see it on our site).

Determine an End Date (OPTIONAL). End dates aren't required; however, you'll likely want to use an end date for Community Events, Ribbon Cuttings and Discounts since there's no need to have this information on the website after the event or discount is over.

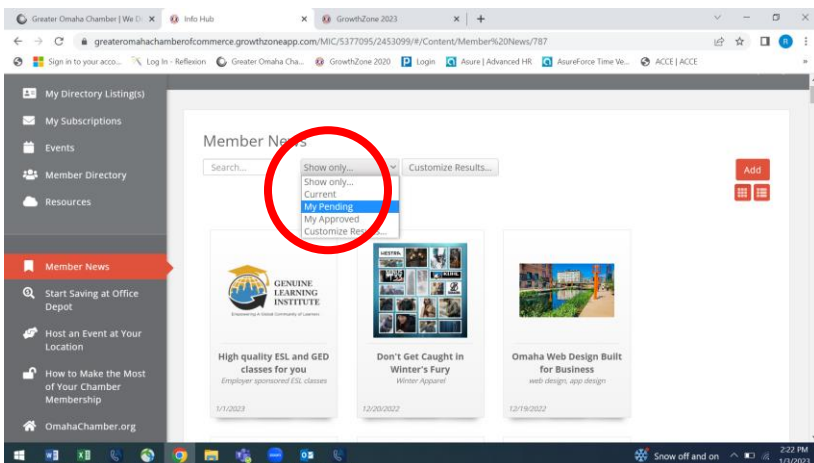


Upload an image to make your news story stand out. Click on the 'price tag' image to upload your logo or a photo or a jpg or gif flier of your event or news. (Note: If your story is about the 3rd annual fundraiser for an organization, you can add photos of the past events using the +Add Image button.)

Click the orange SUBMIT button in the lower left-hand corner to post your news. (It will be pending until the marketing team approves and posts it to the live site at www.omahachamber.org).



Once you've submitted a Member News entry, you can go back and edit by clicking the drop-down box from *SHOW ONLY* to *MY PENDING* or *MY APPROVED*. In either instance, your tiles of your news will appear and there will be a pencil in the lower right-hand corner. Click the pencil and it will open the form that you submitted. You can then make any changes to the description, the dates, the title, whatever. Click the orange button to save your changes.

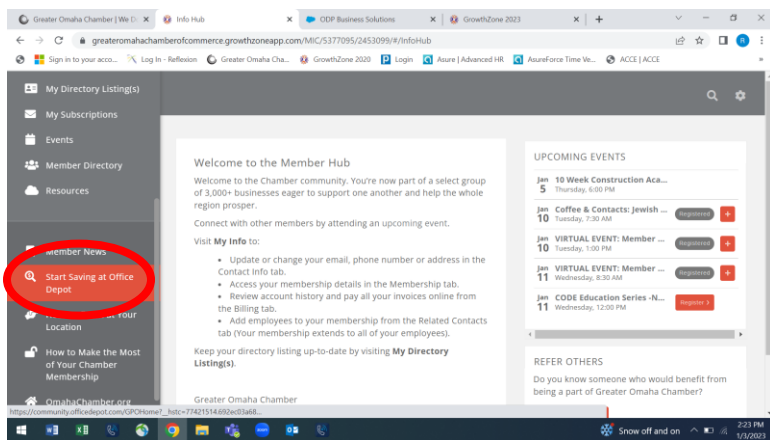


OFFICE DEPOT SAVINGS FOR YOUR BUSINESS AND YOUR STAFF

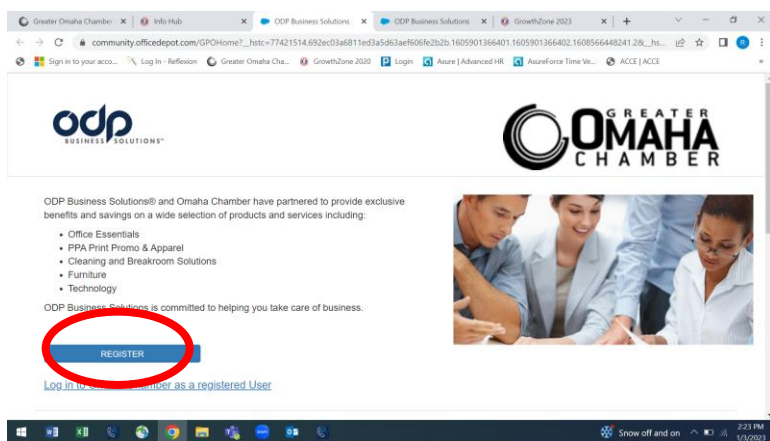
You can enroll your business in the Office Depot savings program which offers Greater Omaha Chamber members **savings of 5% to 55% off everything** from paper and pens to ink jet toners to computers, from desks and chairs to cleaning supplies. Everything is available for ordering online with shipping directly to your company. *Since its launch, the Office Depot Discount program has provided Greater Omaha Chamber members with an average savings of 23%!*

And as an extra perk, you can share the link with your staff and they can enroll using their *personal email and personal address*. They'll enjoy the same savings and you've just given your employees a new benefit at no cost to your business!

To enroll, simply follow the Office Depot Discount link:



Click to REGISTER.



COMPLETE THE FORM and submit! You'll receive a confirmation email and the website URL with a code that you'll use to order and receive your discounts!!

Thank you for using the Greater Omaha Chamber's Member Hub!

Please feel free to share this document with your colleagues – remember all of your local employees are covered under your membership.

We appreciate your membership and if you have questions please contact the membership specialist who is your account manager directly or you can email memberservices@omahachamber.org.