

Instructions for Editing your Banner Chamber of Commerce Member Directory Profile

1. Visit to <https://www.bannerchamber.com/> and click “MEMBER LOGIN” in the top right corner.
2. Login using your email address and password. If you’ve forgotten your password and need to reset it, click the “Forgot your Password?” link and input your email address. You’ll then be sent an email with a link to reset your password. Return to the login page once you’ve reset your password.
3. Once you login, you’ll be taken to your member dashboard. From there, click on “Edit Profile” to begin updating your membership directory profile listing data.
4. The Directory is listed by a Main Category, with several Sub Categories listed below. You may select up to 3 different Sub Categories that best represent your line of business. (Please note: you are not required to select 3 different categories. Only one category is required.) To select more than one category, Mac Users - Select Multiple Fields with Command + Click. PC Users - Select Multiple Fields with CTRL + Click.
5. Next you will see 2 more fields “Company Logo” and “Photo.” These allow you to upload photos from your computer that you wish to have appear on your profile page. A “Photo” could be your headshot or an image of a product or the front of your business. We recommend not uploading anything over 2MB since it could slow down the loading of your profile page.
6. To embed a video on your profile, it must be first uploaded to YouTube, Vimeo or another service that allows you to embed videos on other websites. You will want to locate the video on the site where you uploaded it and copy the embed code to your clipboard. Paste this embed code in the Videos: box.
7. Fields “Social Media Profile URL” and “Social Media Type.” In the first box you want to paste the url of one of your social media sites (be sure to delete the http:// already in the field box). For example, if you have a Facebook account, open a new tab and then go to the Facebook page. Copy the url at the top of the page and paste it in the “Social Media Profile URL” field box. In the next field box “Social Media Type”, type Facebook (be sure to delete the text that is already in the field box before entering text). You can repeat this as often as needed if you have multiple social media sites (for example, LinkedIn, Twitter, YouTube etc...) by clicking the +add another box (green to the right of the fields).
8. You have the opportunity to submit a special offer to those who visit your Member Directory Profile page. For example: You may want to offer a discount off a purchase from your online ecommerce store. Type: “SPECIAL OFFER: use the promo code DISCOUNT (or whatever your discount code may be) during checkout to receive 10% off your entire order! Please be sure to type the words “SPECIAL OFFER” in front of the text for your special offer so that the info you enter here stands out on your Member Directory Profile page. If not, it will blend in with your other information and may not jump out to visitors. Also, by typing the phrase “SPECIAL OFFER” before typing your offer in the field box, your profile page will be pulled up by any visitor who types “Special Offer” into to the Member Directory search box. Another great tool to get people to visit your Member Directory Profile page!
9. Make your changes in the field boxes as needed as described above. Click the green “Continue” at the bottom of the page when you are done.

10. You'll now be taken to a preview of the data you've updated/entered. If everything looks correct, click the "Submit Changes" button. If not, click your web browser's back button to continue making changes.
11. VERY IMPORTANT!!! Be sure to hit "SUBMIT CHANGES" at the bottom of the review page. If you do not hit "Submit Changes" you will lose all of the information added to your Member Directory Profile page. Next you will receive this message: "Your account has been edited successfully."
12. if you wish to go back and make any corrections, you can click the "Back to Member Dashboard" link.
13. To view your Member Directory Profile page as others would see it, click the arrow drop down next to "Top Business Directory Categories" and type in your company name in the search box. Click on your company name or logo to view your profile.