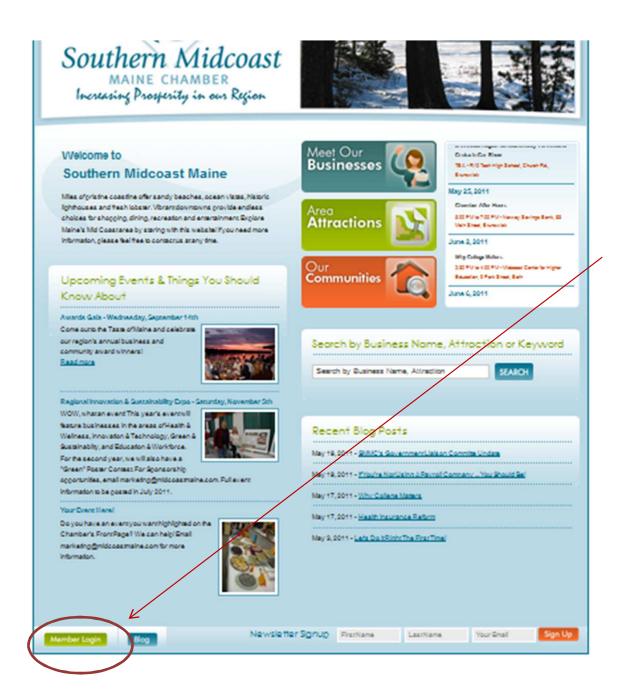


Welcome to the Southern Midcoast Maine Chamber's web site. As a member, your Business has its own "site within a site." You can detail every aspect of your page, to include adding:

- files, such as rate sheets or menus. PDF, word, excel, and other file types accepted.
- pictures, such as jpg files, that visually enhance your business for viewers.
- YouTube video clips that let you personally connect with your target audience.
- Detailed description of your business' profile (also formatted for full SEO usage).
- Your own Title Tag for your web page (assists in SEO usage).

If you have any questions or problems this presentation doesn't answer, please don't hesitate to call the chamber staff at (207) 725-8797 x2 or email info@midcoastmaine.com

Sincerely, Your Chamber Staff



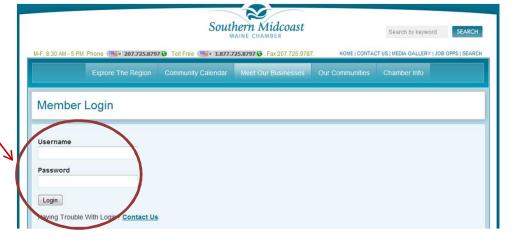
Logging into the Chamber Web Site

- Type <u>www.midcoastmaine.com</u> into your web browser.
- 2. On the Home Page, at the bottom, click on "Member Login"
- 3. This will bring you to a new screen (See next page).



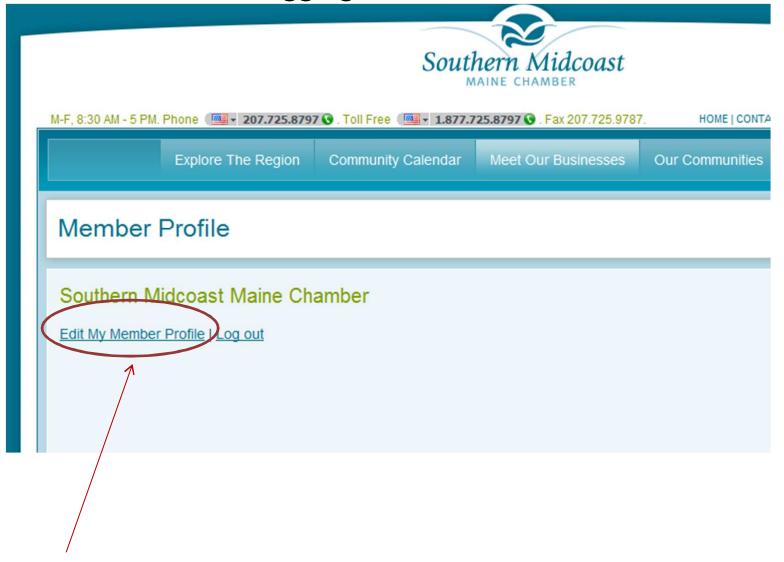
Logging into the Chamber Web Site

- 4. Enter your Username & Password. Remember that your username and password are both case sensitive!
- 5. Click "Login" when finished. You will be taken to another page with your business name (See next page).

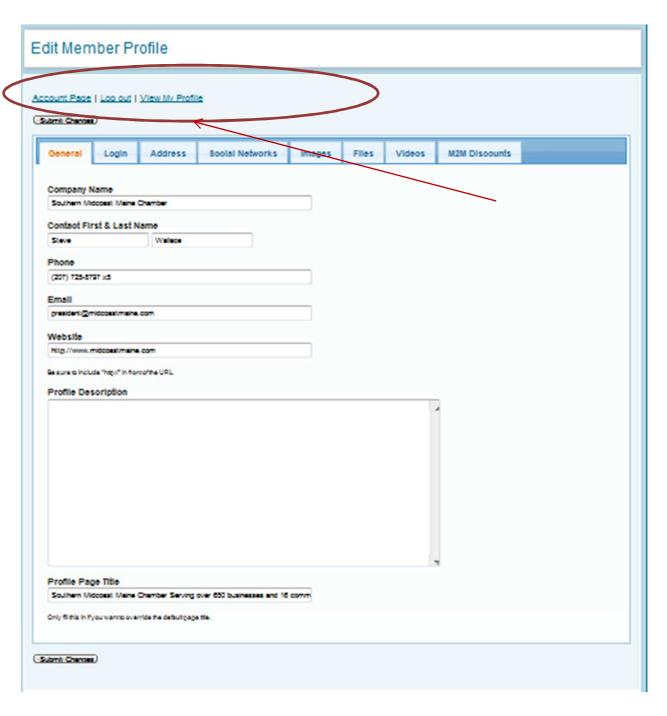


Note: If you do not remember your login information, call any chamber staff member and they will assist you immediately.

Logging into the Chamber Web Site



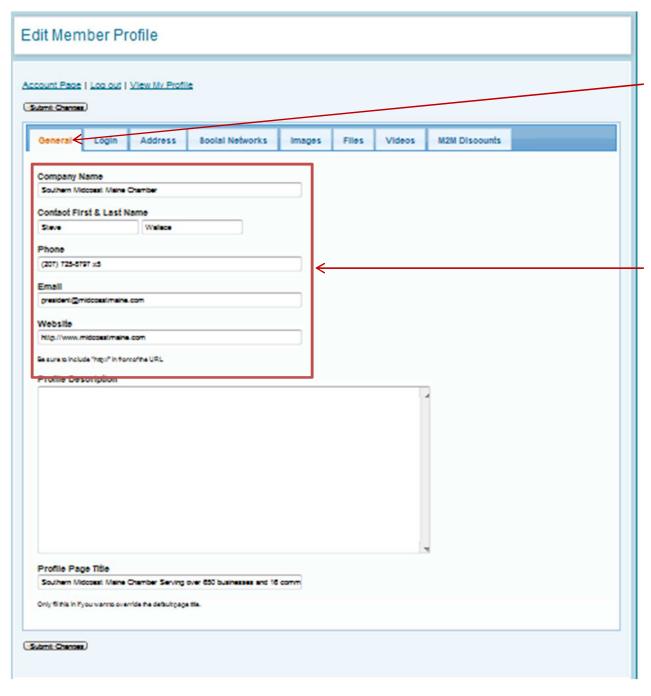
6. When you enter your login and password and hit enter, your business name should appear. Select "Edit My Member Profile" to continue



General Information

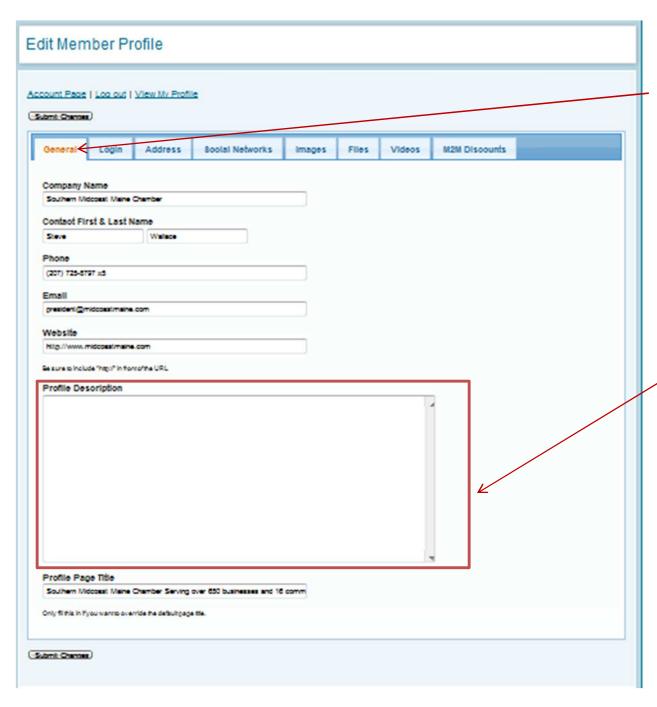
The three links across the top of your screen are administrative in nature. If clicked on, they will:

- Account Page: bring you back to the original login page.
- Log Out: Logs You out of your member profile.
- View My Profile: takes you to the website to look at your company updates "real time."



Updating My Member Information: General

Most of the information in this tab is self explanatory. Remember, the information typed in these spaces will show up on the internet and will be used by search engines such as Google.



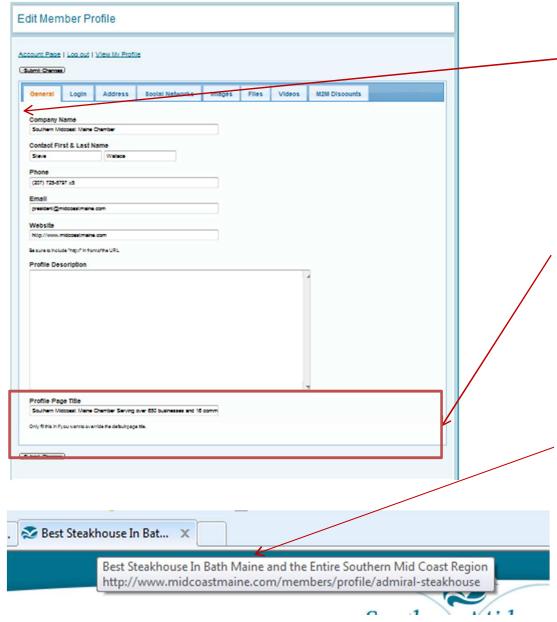
Updating My Member Information: General

This is where you get to do a detailed write-up on your products and services. The information you type here will also be searchable.

Type as much descriptive information as you'd like. A scroll bar will automatically be created on your page when needed.

Top Items Search Engines Look At:

1st: URL, 2nd Title Tag, and 3rd, Page Content

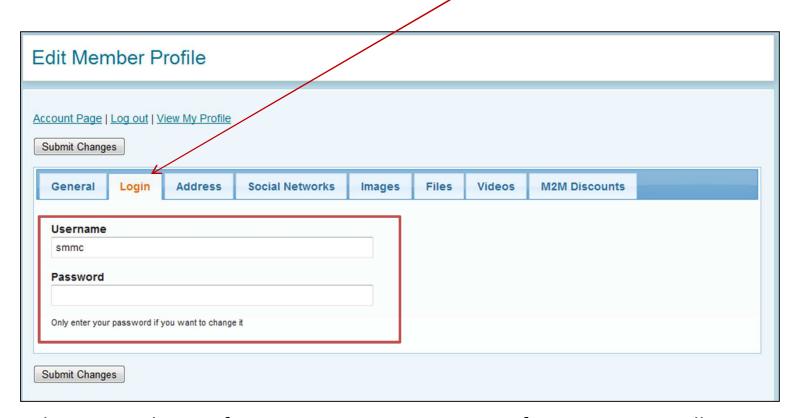


Updating My Member Information: General

This feature will help your business be better profiled in the search engine ratings. If you don't put anything in this box, your business name will automatically appear. The opportunity is to display your business and what it does.

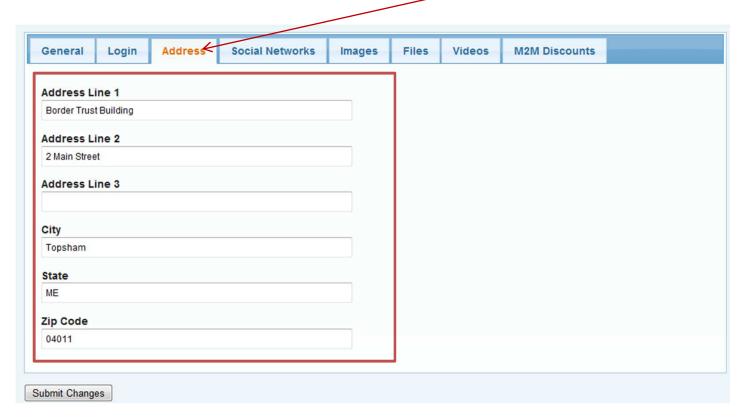
Example: Notice that Admiral Steakhouse is in the URL, but the title tag is "Best Steakhouse in Bath Maine and the Entire Southern Mid Coast Region."

Updating My Member Information: Login



This is your login information. By typing in new information, you will reset your username and password. The chamber can retrieve your username if you forget it, but not your secret password. We can, however, reset a new password for you at your request (You must be the key contact on the account for us to take this action).

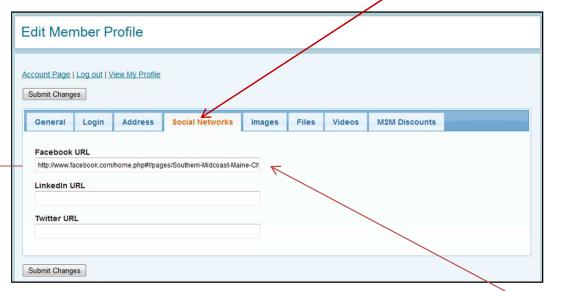
Updating My Member Information: Address



What you see is what you get in these fields. Fill in your new information and hit "Submit Changes" when done.

Updating My Member

Information: Social Networks

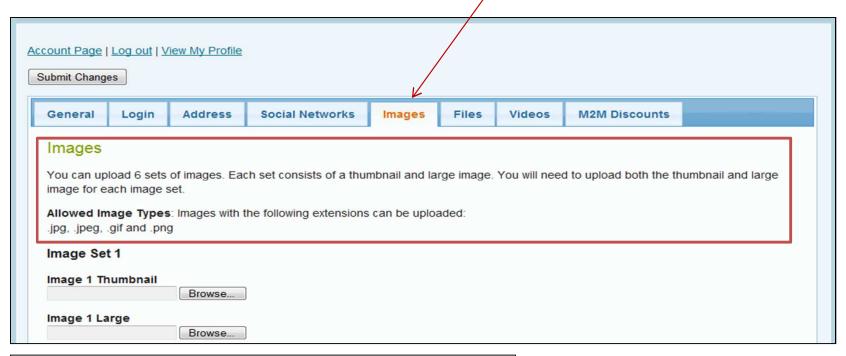


If you have social network pages, copy and paste the URL from your browser and paste them into these spaces. When completed, the appropriate icon shows up on your member profile (see diagram on left)





Updating My Member Information: Images

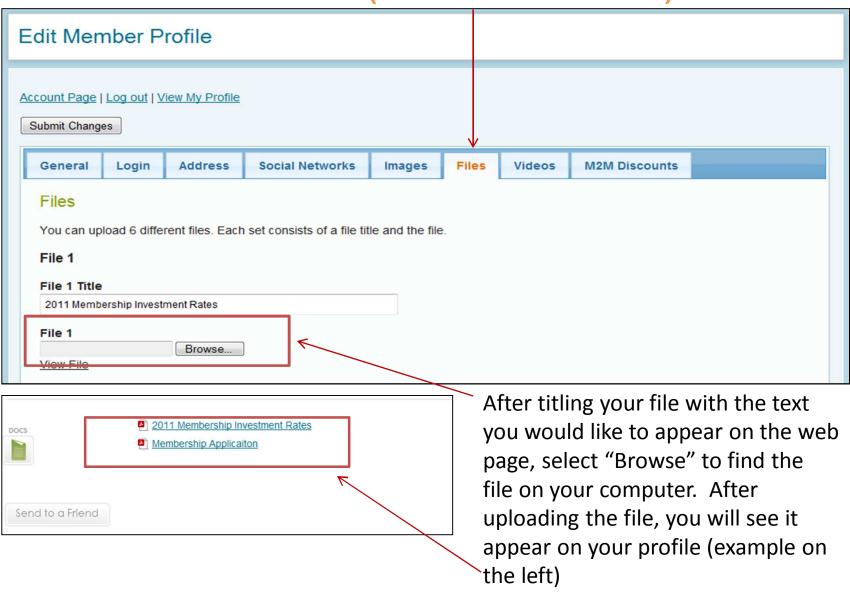




You can add images to your profile page from any computer. Simply follow the instructions. When complete, your member profile will automatically update (see image to left). Max 6 images.

Updating My Member

Information: Files (Max of 6 different files)



Updating My Member Information: Videos (Max of 6)

Edit Member Profile Account Page | Log out | View My Profile Submit Changes General Login Address Social Networks **Images** Files Videos **M2M Discounts** YouTube Videos You can include up to 6 YouTube videos in your profile Simply enter the URL of the YouTube video pages in the textboxes below. Example URL: http://www.youtube.com/watch?v=2kQ83 4RdkA YouTube Video 1 YouTube Video 2

As with adding social networking sites, cut and paste your YouTube video links into the spaces provided. When complete, they will show up on your profile (see example below; example provided Cook's Lobster House member profile).

