

Quick Guide to Posting Information on the Greater Tomball Area Chamber of Commerce Website

www.tomballchamber.org

When you log into your account, you will see this screen:

*If you do not have your account set up and need the chamber to send you an email to have you set one up, please reach out to admin@tomballchamber.org or call 281.351.7222

The screenshot displays the user interface of the Greater Tomball Area Chamber of Commerce website. At the top left is the logo, which features a large 'T' with a red swoosh and a star, with the text 'Greater Tomball Area Chamber of Commerce' below it. To the right of the logo is a search bar with the word 'Search' and a magnifying glass icon. Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a 'Shortcuts' menu with options: Personal Information, Company Information, Hot Deals, Member To Member Deals, News Releases, and Job Postings. The main content area is titled 'Home' and contains a 'Welcome Message' section. The message text reads: 'ChamberMaster is your direct connection to the Greater Tomball Area Chamber of Commerce. As a member of the Greater Tomball Area Chamber of Commerce you have the opportunity to market your business to consumers visiting http://www.tomballchamber.org by enhancing your informational home page with pictures and text. You can also post hot deals, job openings and events, add keywords to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items. Whether at work, at home, or traveling, anywhere that you have access to the internet you will be able to edit your information by logging into the ChamberMaster website. If you have any questions regarding this site please contact your Greater Tomball Area Chamber of Commerce representative. For more information about your online listing and ad placement opportunities on the Chamber website, please contact our Internet Marketing Consultant team: Michelle Bursch at 800-825-1785 x320 or michelle@chamberimc.com Ward Thompson, at 800-825-1785 x227 or ward@chamberimc.com'. Below the message is a toolbar with icons for Text, Link, Photo, and Video, and a text input field with the placeholder text 'Post expert advice, tips or just something from your day.' On the right side, there is an 'Upcoming Events' section for '26 MAY 2022' featuring 'GTACC Networking Breakfast' with the description 'Build relationships, discover new businesses and learn about what is' and a 'see more' link. Below that is a 'Member Profile' section showing 'Your Company Profile is 95%' with a progress bar and an 'UPDATE' button. At the bottom right is a 'Refer a Business for Membership' section with the text 'Refer others to the Greater Tomball Area Chamber of Commerce.' and a 'MemberPlus' section below it.

From this page you can choose what you would like to update and/or post. You can update your personal and company information as well as post information for the public and other members to see.

The next few pages provide steps to adding Hot Deals, Member to Member Deals, News Releases, Hot Deals, Job Postings and Events. You can even submit Referrals for our staff to reach out to for membership.

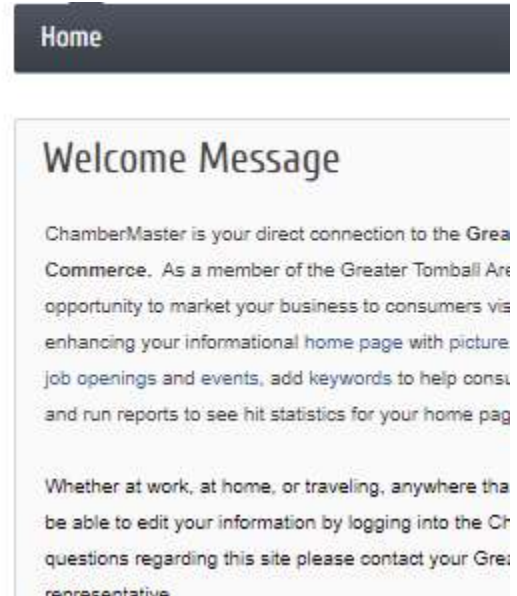
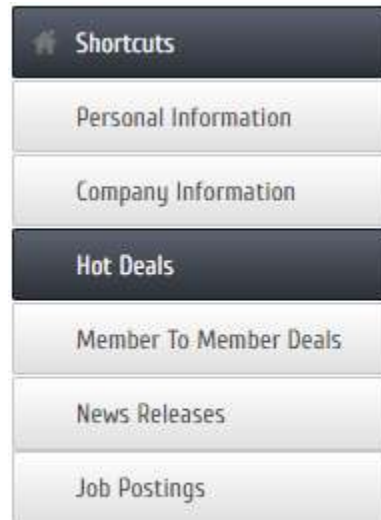
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Hot Deals

Hot Deals should be used to advertise sales or hot ticket items to the general public.

1. Click on Hot Deals Shortcut on left side of the screen.



2. To Add a Hot Deal – Click Add Hot Deal Button
To Manage your Existing Hot Deal – Click Manage Hot Deal



3. Enter or revise the Information to be released. Once you Create or Manage (Edit) your Hot Deal, you Submit For Approval



Once Approved by Chamber Staff, the Hot Deal will post to the website until the specified end date.

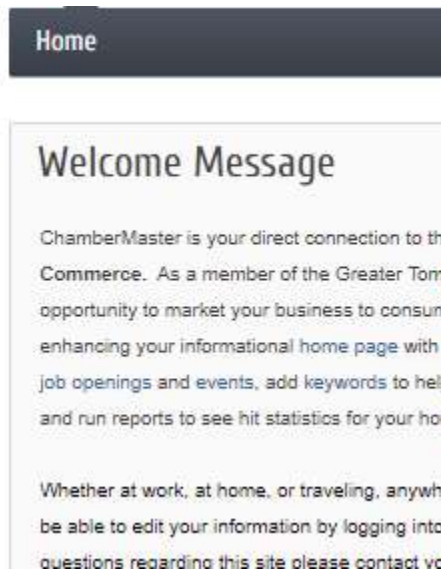
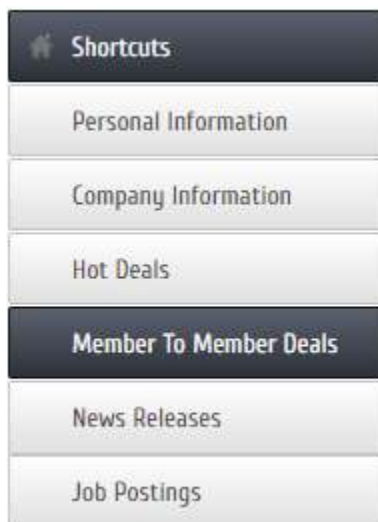
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Member to Member Deals

Make offers that are only available to fellow Chamber members

1. Click on Member to Member Deals Shortcut



2. To Add a Member to Member Deal – Click Add Member to Member Button
To Manage your Existing Member to Member Deal – Click Manage Member to Member Deal Button



3. Once you Create or Manage (Edit) your Member to Member Deal, you Submit For Approval



Once Approved by Chamber Staff it will post to our website and can only be seen by other Chamber members.

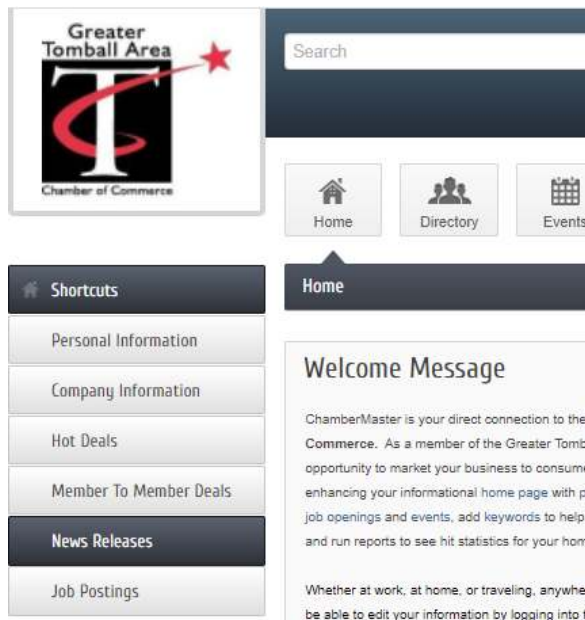
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News Releases

Post releases regarding your business, success stories, interesting tidbits, or information about an upcoming event.

1. Click on the News Release Shortcut on the left side of the screen.



2. To Add a News Release – Click Add News Release Button
To Manage your Existing News Release – Click Manage News Release



3. Enter or revise the Information to be released. Once you Create or Manage (Edit) your News Release, you Submit For Approval

Once Approved By Chamber Staff, it will post to the website and will also push to the Chamber's Facebook page.

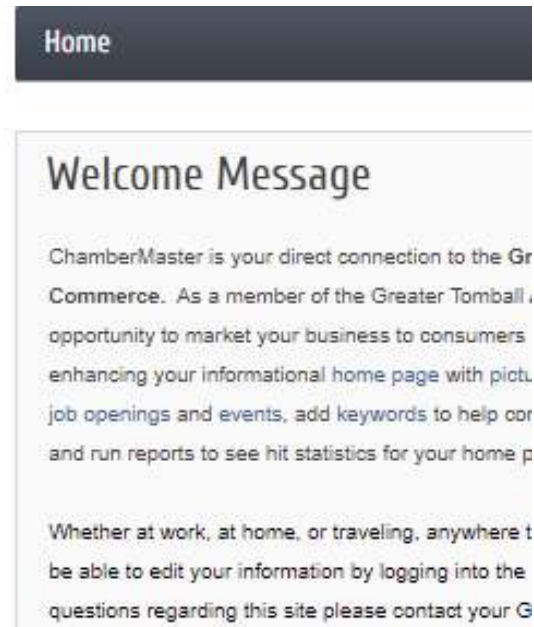
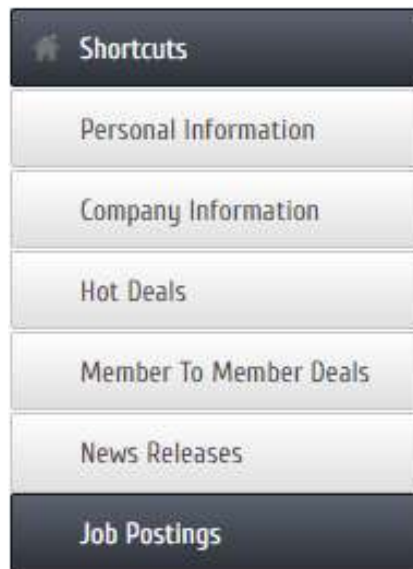
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Job Postings

Post the jobs you're looking to fill!

1. Click on Job Postings Shortcut on the left side of the screen.



2. To Add a Job – Click Add Job Posting Button
To Manage your Existing Job Posting – Click Manage Job Postings



3. Once you Create or Manage (Edit) your Job Posting, you Submit For Approval



Once Approved By Chamber Staff, it will post to the website and will also push to the Chamber's Facebook page.

The job will stay posted until the end date indicated by you on the posting. If the job is filled prior to the indicated end date, you are able to revise or delete the job posting.

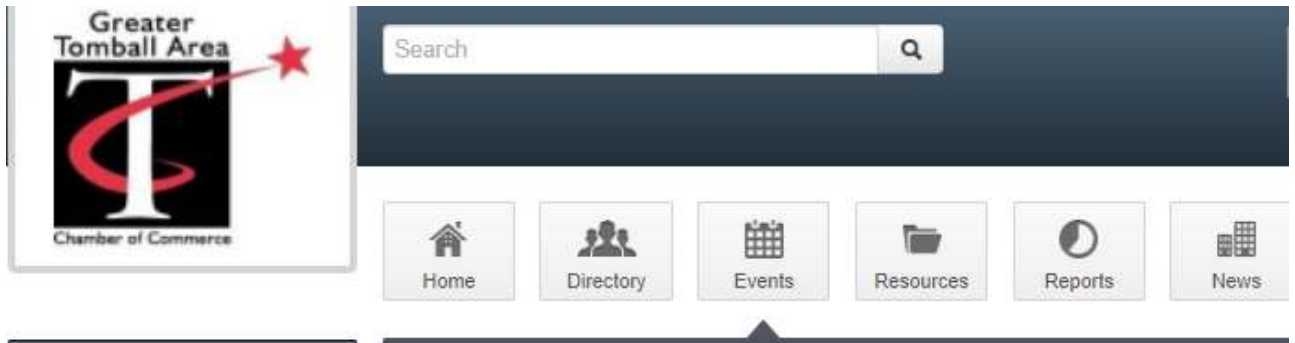
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Events

Share your events! The event will stay on our events calendar. Be sure to place a link in your event to where any interested parties can find out more information or how to contact you.

1. From the Home Page, Click on Events



2. To Add an Event – Click Add Event Button To Manage your Existing Event – Click Manage Events Button



3. Once you Create or Manage (Edit) your Event, you Submit For Approval



Once Approved by Chamber Staff, the Event will be posted on the website calendar of events.

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Referrals

We love getting referrals! If you feel we should reach out to a business about chamber membership, please let us know!

1. From the Home Page, locate the Refer a Business for Membership box located on the right side of the screen. Click on the blue wording in the box.

2. Complete the information and hit the Submit button.

A chamber staff member will reach out via the information provided.

Questions regarding referrals or membership, please reach out to Alex Wellbrock, Membership Development Director awellbrock@tomballchamber.org

Home

Refer a Business for Membership

We appreciate your referral of prospective members. Please provide the information below and we will be in contact with them regarding the benefits of Greater Tomball Area Chamber of Commerce membership. Thank you!

Organization:

Primary Contact:

Contact Information:

Message to Staff:

May we mention that you referred them to us?
 Yes
 No