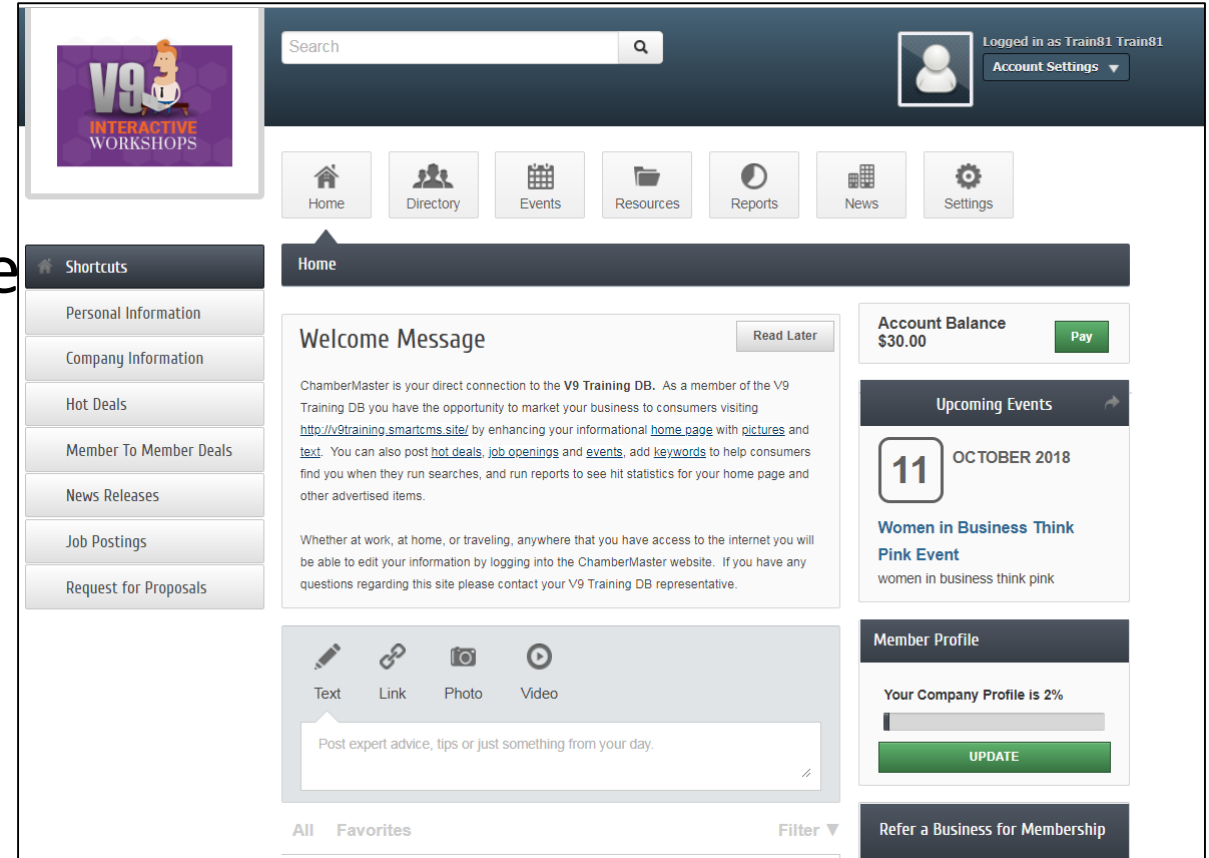


# ChamberMaster/MemberZone MIC Setup



# Agenda

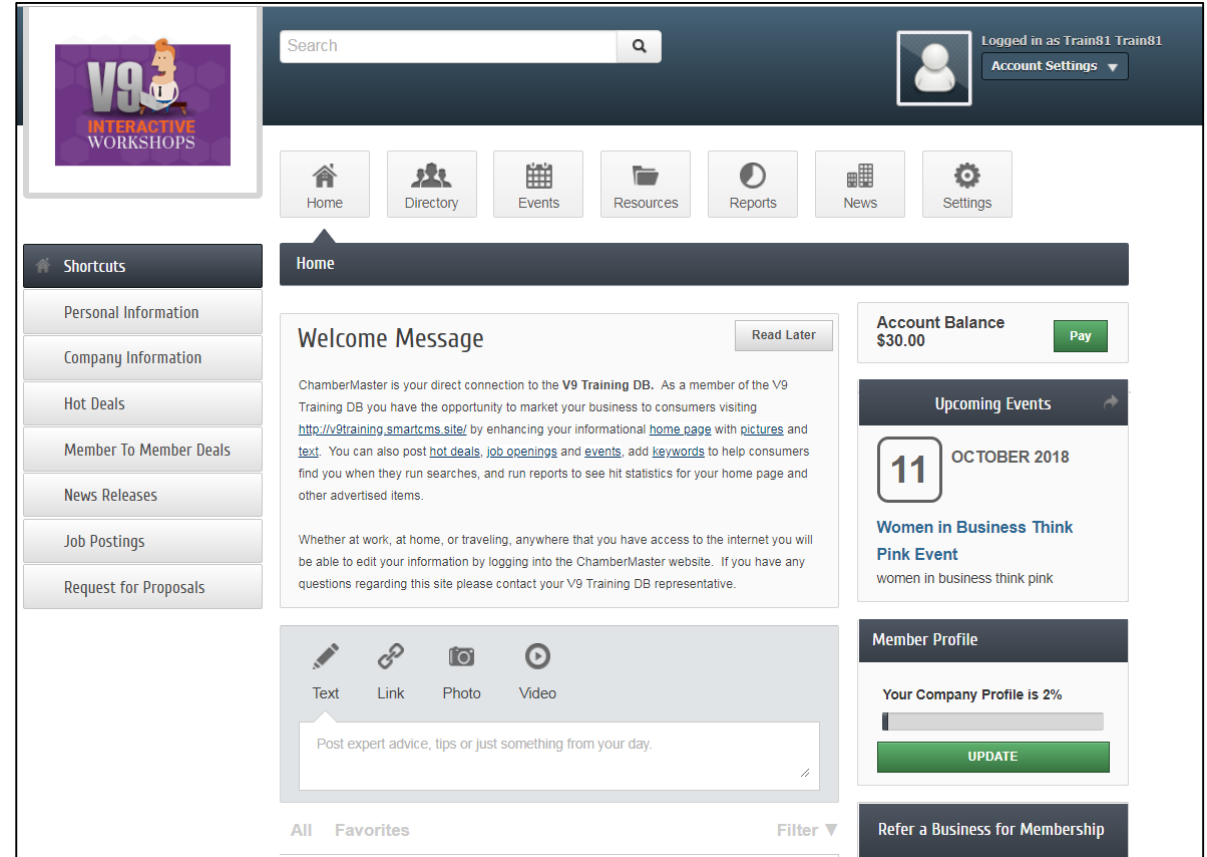
- Overview of MIC
- MIC Initial Setup (Admin)
- Setup Member Rep Permission Levels
- Assigning Users Names/Passwords



The screenshot displays the ChamberMaster website interface. At the top left is the V9 Interactive Workshops logo. A search bar is located at the top center. On the top right, a user is logged in as 'Train81 Train81' with an 'Account Settings' dropdown menu. Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A 'Shortcuts' sidebar on the left lists: Personal Information, Company Information, Hot Deals, Member To Member Deals, News Releases, Job Postings, and Request for Proposals. The main content area features a 'Home' header, a 'Welcome Message' with a 'Read Later' button, and a paragraph of text about ChamberMaster's connection to the V9 Training DB. Below this is a text input field with icons for Text, Link, Photo, and Video, and a placeholder text: 'Post expert advice, tips or just something from your day.' On the right side, there are three widgets: 'Account Balance \$30.00' with a 'Pay' button, 'Upcoming Events' for October 11, 2018, featuring a 'Women in Business Think Pink Event', and 'Member Profile' showing 'Your Company Profile is 2%' with an 'UPDATE' button. At the bottom right, there is a 'Refer a Business for Membership' button.

# Introduction

Through the MIC your members can view and edit their company information, pay bills, interact with each other, submit jobs, advertising, and events for approval, and also view statistical reports



Search

Logged in as Train81 Train81  
Account Settings

Home Directory Events Resources Reports News Settings

Shortcuts

- Personal Information
- Company Information
- Hot Deals
- Member To Member Deals
- News Releases
- Job Postings
- Request for Proposals

Home

Welcome Message Read Later

ChamberMaster is your direct connection to the V9 Training DB. As a member of the V9 Training DB you have the opportunity to market your business to consumers visiting <http://v9training.smartcms.site/> 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 V9 Training DB representative.

Account Balance \$30.00 Pay

Upcoming Events

11 OCTOBER 2018

Women in Business Think Pink Event  
[women in business think pink](#)

Member Profile

Your Company Profile is 2%

UPDATE

Refer a Business for Membership

Text Link Photo Video

Post expert advice, tips or just something from your day.

All Favorites Filter

# MIC Initial Setup

This Member Login area may be customized by you using menu selections in the Setup module. You can change your welcome message, change the menu options available, and the modules available.

- WIKI: [Member Login In Area – Options & Settings](#)

**Management: Member Login Area Options & Settings**

Settings Permissions Messages Menu Items MIC Help

### Member Information Center

Save Cancel

**Email Addresses**  
Select the level of exposure you will allow between members of their email addresses. Determine how/if member email addresses should be displayed within the Member Information Center (MIC). Note: Does not apply to deals and jobs postings


Members	Representatives
<p>Display Options</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Display email addresses using a link</li><li><input type="radio"/> Hide email addresses: Contact using a form</li><li><input type="radio"/> Hide email addresses: No emailing available</li></ul>	<p>Display Options</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Display email addresses using a link</li><li><input type="radio"/> Hide email addresses: Contact using a form</li><li><input type="radio"/> Hide email addresses: No emailing available</li></ul>

# MIC Rep Credentials & Permissions


An important step in adding representatives to a member is providing them with credentials to the MIC

WIKI: [Login Credentials for Rep](#)

### Login Permissions for Betty Jones

Login Credentials:  **How come I can't see the password? Watch overview [video](#) or view [slides](#)**  
(ID #1425) Betty Jones can create his/her own personal login and password.  
[Create their login right now](#) or [send them an invitation](#) that lets them create their own.

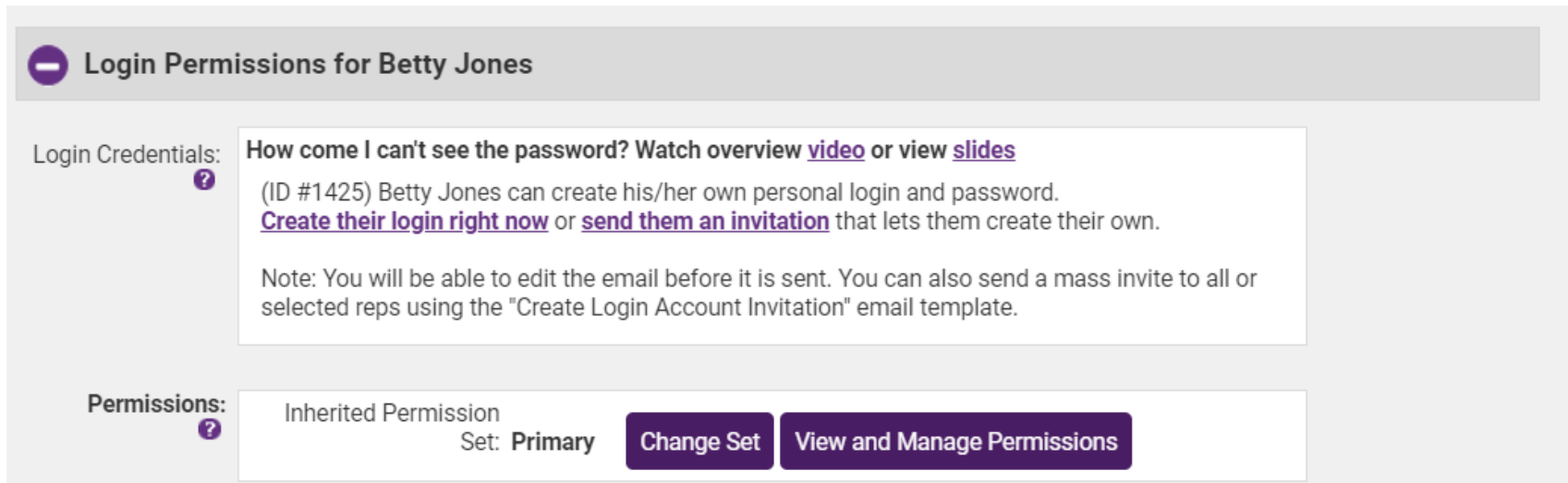
Note: You will be able to edit the email before it is sent. You can also send a mass invite to all or selected reps using the "Create Login Account Invitation" email template.

Permissions:  Inherited Permission  
Set: **Primary** [Change Set](#) [View and Manage Permissions](#)

# MIC Rep Credentials & Permissions

Permission assignments allow you to limit the access the reps will have to the Member Information Center (MIC)

WIKI: [Set Rep Log-in Permissions](#)



**Login Permissions for Betty Jones**

Login Credentials: ? **How come I can't see the password? Watch overview [video](#) or view [slides](#)**  
(ID #1425) Betty Jones can create his/her own personal login and password.  
[Create their login right now](#) or [send them an invitation](#) that lets them create their own.

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Permissions: ? Inherited Permission  
Set: **Primary** [Change Set](#) [View and Manage Permissions](#)

# Future Training...

Check out the Training Calendar to register for your continued and future training!

- [Regional Training](#)
- [Live Webinars On-line](#)
- [Recorded Training Sessions](#)

Questions?

