

OPTIMIZE YOUR CHAMBER LISTING

INCREASE YOUR BUSINESS RESOURCES

SpearfishChamber.org has many resources for our business to increase their searchability, workforce recruitment, and sales.

Create your Spearfish Chamber login and update your profile with pictures, logos, and even job descriptions.

CREATE YOUR ACCOUNT: CHAMBER WEBSITE LOGIN INSTRUCTIONS

Go to SpearfishChamber.org

In the upper right hand corner, Click on "Member's Only"

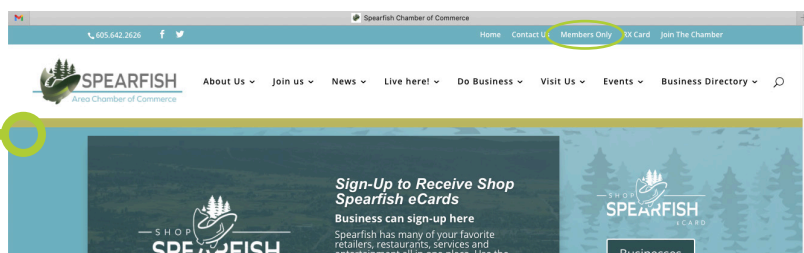
The next screen will ask for your

Username:

(Type in the email that is listed with the Chamber)

Password:

(If you forget your password or do not have one, click "forgot password" and a link will be sent to your email to reset)



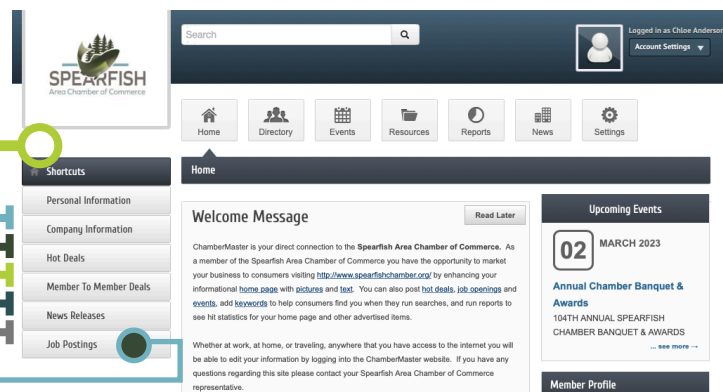
Once you are logged in, the next screen will look like this:

This is where you can change or post the following to the Chamber website:

- Personal/Company Information
- Hot Deals
- News Releases
- Job Postings
- Events for your business (posts to Chamber calendar)

Click on the tab you wish to use:

ie: Job Postings Click "Add Job Posting"



This is where you will list your job opening. Simply fill in the information requested, list the dates you wish the ad to run, add your logo, and at the bottom, click **SAVE AS DRAFT**.

(This is **VERY** important. By saving your work as a draft, it allows you to go back in and make changes. Perhaps you want to extend your time frame for running the ad ... perhaps the position becomes available again... by saving as a draft, you can go back into the ad and make changes without having to do the whole thing over again.)

Once all the information is correct and you have saved your material, **SUBMIT FOR APPROVAL**.

