

# The Member's Guide to Website Navigation

**(for dummies!)**

*Lake Eustis Area Chamber of Commerce Edition*

## Table of Contents

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Finding Lake Eustis .....	Page 3
Logging in to your Member's page .....	Page 4
• Obtaining a new password .....	Page 5
Writing a Description .....	Page 6
Posting a Coupon .....	Page 6
Adding a Youtube Video .....	Page 7
Post a Job Opening .....	Page 7
Entering a Testimonial .....	Page 8

## Finding Lake Eustis

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Let's start with the basics, shall we?

1. Turn on your computer.
2. Open the Start menu.
3. Open Internet Explorer.
4. In the address bar, type in: [www.eustischamber.org](http://www.eustischamber.org)

\*You should now see the 'Welcome to Eustis' homepage. From this page you can access many other parts of the website. Including your Member's page, coupons that members post up, area information, local maps, and much more!

Well Done!

## Logging in to your Member's Page

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Now that you're on the website, you're probably going to want to update your Member's page, right? If you don't understand what that means, some examples are:

- Typing a short summary of what your business does and how you can be contacted by the community.
- Posting a coupon related to your business on the site.
- Posting an open job position within your company.

So that means you're going to have to LOG IN to your member's page. How do you do that?

Simple:

1. You're on the homepage, correct? Good. Now on the top underneath the lovely Lake Eustis Area Chamber of Commerce picture, you are going to find a horizontal list of options. The first option in that list is **Members** and we want you to click on that.
2. Now you're going to see yourself come to a page with a long list of businesses that are members of the chamber. You're not going to worry about that list you're just going to look to the left and find a smaller list of different options. The last option is what you need to click on next. It says: **Update Listing (Members Only)**
3. This next page will have two boxes in the middle of the page in which you are going to type your e-mail in the first box and your password in the second.

Now that you've logged in to your account you are free to update anything that has to do with your page. Like a short explanation of what exactly your business is all about, or you could post a coupon on the site!

## Obtaining a New Password

Some of you might be sitting there shaking your head as you're reading this saying: "But I don't know my password!" Well, never fear, because the Eustis Chamber is here!

Underneath those two boxes you see with the words **Email Address** and **Password** next to them respectively; you will see three other words that fit your situation. Those words form the question of: Forgot your password?

1. Click on the underlined word Forgot.
2. You will be brought to another page that states: **Your password will be sent to the Email address of record**. Under that statement there is a box in which you will type your Email address.
3. Once you have submitted your Email then you should proceed to check your Inbox for a message with your password inside.
4. After you have obtained your password from the email, you must start the entire process over again.
  - a. Go to the Chamber Website.
  - b. **Update Listing (Member's Only)**
5. Now you're back to the page that asks for your Email address and password. Type each in the appropriate boxes and click on **Member Log In**.

Now you're logged in!

## Writing a Description

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Once you're logged in, you're going to come to a page with several entry options. (I.e. Business Name 1, Web Address, Email, Contact Name, etc.) Scroll down this page and you're going to find the Description box. In this box you'll find several options that are affiliated with programs such as Word or Notepad. Type a brief paragraph or however long description you'd like and scroll down to the bottom of the page and you'll find an "**Update Your Member Listing!**" button. Now you're done!

## Posting a Coupon

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On the same page as the Description, just below it you're going to find a box with similar options as the Description. You'll see the expiration date box above that. Type up your coupon deal and scroll down to the bottom of the page and click the "**Update Your Member Listing!**" button.

## Adding a Youtube Video

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Just below the Coupon box you'll see a smaller box without the options you have for the description and coupon boxes. This is for the Youtube embed code. Something to suggest to you is to open a new tab in internet explorer or a whole new window and go to the youtube website ([www.youtube.com](http://www.youtube.com)) and search for the video you would like to post on your member's page. Once you have found this video, look below it and you will find a few options which include: Like (this is the thumbs up button), Dislike (this is the thumbs down button), Share, and Flag (this is the flag button). The button you should be concerned with is the Share button. You'll see a link to the video which will be highlighted for you and below that the option to embed. Click this option and another box will be brought down. This will have another code highlighted for you to copy and paste it into the box on the Eustis Chamber of Commerce website. Now that you've done that scroll down and click the **"Update Your Member Listing!"** button.

## Posting a Job Opening

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Underneath the Youtube video box, there is a job posting box. Here you can type up a brief description about who you are looking to hire for this position. Scroll down and click on the **"Update Your Member Listing!"** button.

## Entering a Testimonial

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Just below the Job Posting box, there is another box with options similar to the Description and the Coupon box. Just like those boxes write about how wonderful and lovely it is to work with the Lake Eustis Area Chamber of Commerce. Scroll down and click the “**Update Your Member Listing!**” button. And you’re done!