



Getting the Most Out of the New IndyChamber.com

We recently [announced](#) the launch of our new and improved Indy Chamber [website](#). It was designed with you in mind, and we hope that you find it more intuitive and easy to use.

We want to be sure you are getting the most out of your new digital member benefits. To make things a little easier, we've created this how-to email with walk-throughs to learn how to claim your company listing, how to edit your company's profile, and most importantly, how to submit news articles to be published in our news feed.

Step One: Claim Your Company Listing (reserved for your company's Chamber Liaison)

Link: <https://indychamber.com/member-directory/>

- Search for your organization's name and click on the listing. Once there, click the "Claim Listing" button to the right of the company name. Fill out the short form to set up a USER NAME and PASSWORD.
- Once you've completed this process and our team has approved your claim, the main Chamber Liaison will have the ability to edit their company's listing, submit Member News articles, and add Member to Member discounts.
- Additional employee users can be added after the Chamber Liaison has claimed the company listing. See Step 4 for more info.

Step Two: Add Member News

Link: <https://indychamber.com/member-directory/submit-member-news/>

- Now that the Chamber Liaison has claimed the organizations' listing and created a login, he/she may now use the member directory to upload member news and member-to-member discounts.
- When logged in, your company listing will include a "Submit Member News" button on the top right that will link to a form to upload news.
- Please follow the prompts for uploading member news.
- *PLEASE NOTE: When adding supporting files to your member news, supporting files must be in a JPEG, PNG or similar image file source.*

Step Three: Update Your Company Information & Add Member to Member Discounts

- Head to your organizations' listing and click the "Login" button located to the right of the member company name.
- Once logged in, you may update your organizations' information by clicking "Edit Listing" in the black navigation bar at the top of the page. This will provide you the option to update information and add member-to-member discounts.

Step Four: Adding Additional Subscribers

- Once the Chamber Liaison of your company has claimed the company listing, other employees from your organization may now create their own login accounts as subscribers.
- Once you navigate to your company's member directory listing, a "Join Listing" button will appear to the right of the listing company title name. Additional subscribers will click that button to register as a user for the company. *PLEASE NOTE: the "Join Listing" button will only appear if your company's Chamber Liaison has claimed the company listing.*
- After joining, these additional employee users will be able to and upload member news and view member-to-member discounts.