



HANOVER AREA CHAMBER OF COMMERCE (HACC) MEMBERSHIP

MAKE YOUR MEMBERSHIP INFORMATION CURRENT

Are you Receiving HACC Chamber Information Monthly?

Let's make sure. You should be receiving communications from us throughout the year. The following communications are the **minimum you should receive**:

1. Take This Opportunity – sent on the last business day of each month (email only)
2. Business After Hours email announcement, either the day before or the day of the event
3. Newsletter – out in the middle of the month bi-monthly (in print or by email – your choice!)

If you are not receiving these communications, contact us so we can verify your information.

Can someone find you when they try?

Make sure they can; Update Your Online Chamber Member Profile

Your listing on the Chamber website can be seen by **over 6300 users monthly**. Make sure when they are looking for you are searchable and that your information is current.

1. Visit the chamber home page at www.hanoverchamber.org
2. On the left side of the screen, log in with your Username and Password (can't find it, contact us!)
You will see two items:
 - a. Your profile information - as it is currently showing to the public:
 - b. The document archives - *Exclusive documents* made available only to chamber members
3. From this screen, look to the right hand side where you can:
 - a) Edit your Profile
 - b) Add/Edit an event for our Calendar
 - c) Add/Edit a new Coupon
 - d) Add/Edit a new Job Posting
 - e) Add/ Edit Press Releases

Simply click on the item you want to work within and the screen to enter will open. If you are uncertain about the effects of entering in to a field, mouse over the green question mark for information.

Forgot your username or password? Have questions? No problem! Call our office and we are happy to help.

Take Advantage of all of Your Member Benefits

Not sure what all of the benefits are? Log onto the Chamber website, and click on the 'Benefits' link under the Membership heading on the left side menu. Better yet, set up a meeting with us and let's talk in person.

Hanover Area Chamber of Commerce

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www.hanoverchamber.org