

# Welcome to Your Basalt Chamber of Commerce Webpage

## Instructions for Keep Your Company Information Current

As a member of the **Basalt Chamber of Commerce** you have the opportunity to market your business to consumers visiting <http://www.basaltchamber.org> 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, your direct web connection to the Basalt Chamber of Commerce.

A basic web page is complimentary with your membership. The enhanced web page - which enables you to add more photos, your logo, a longer description and other features – is just \$50 per year for members. That's an exclusive web page for just \$50 a year!

Whether you have a basic or enhanced web page, it's important to keep your company information current. The following steps will help you to do this quickly and easily.

### **Start by opening a web browser (i.e. Internet Explorer, Firefox, etc.)**

Go to [www.basaltchamber.org](http://www.basaltchamber.org) .

Click the "Chamber" tab on the top right. Within the drop-down options, click "Member Login" This takes you to the login screen provided by ChamberMaster.

In the **Login window**, type your login name and password and click Continue. [If you don't know your username and password, click "Forgot your username/password?" At the next screen provide your email address. Your password will be sent to you. If the system doesn't recognize you're email address you might not have provided it. Call the Chamber at (970) 927-4031.]

### **For all actions below, follow these steps first:**

Click the "Settings" tab (with the wheel) in the upper right hand corner

Click "Company" tab in the left-hand navigation bars. Make any changes.

(Always Click "Save Changes" at the bottom of the page when finished)

### **Then:**

### **To add/edit/update your business information:**

Click "Organization info". Make any needed changes to your contact and address info.

Click "Save Changes" when finished

WILLITS • SOUTHSIDE • HISTORIC DOWNTOWN

The Red Caboose • Lions Park behind Town Hall  
PO Box 514, Basalt, CO 81621  
Phone: 970.927.4031 • Fax: 970.927.2833 • [www.basaltchamber.com](http://www.basaltchamber.com)



**FOR MEMBERS WITH AN ENHANCED WEBPAGE OPTION**

**To update information on your webpage**

With the “Company” tab still open, click the “Website Information” choice in the left-hand navigation bar.

Make sure “Use Organization Information” is checked if you want the information you just viewed to be the same on your webpage. (If this box is checked you will need to change your “Organization Information” via the process above.)

Edit the fields in the Web Description/Text Context area; add any bulleted items and keywords.

**To add a logo or Member Information Page Image (Header):**

With the “Company” tab still open click “Logos”

Click Add Image below the Image Type that you wish to add

Type the path and filename of the desired graphic file or click Browse to locate your image.

Click done.

Click “Save Changes” at the bottom of the page.

**To add a map image:**

Click on “Map Pin Information”

Choose either “Google Maps” to activation locational service or “Uploaded Image” to add your own image.

If selecting Uploaded Image, then click View/Edit Image then “Add Image”. Type the path and filename of the desired graphic file or click Browse to locate and click Open when desired graphic is located. Click done.

**To change or remove an existing logo, photo, or uploaded map image**

Follow the steps above then click “change” or “remove” in the boxes below each image.

**While you’re on the site, take a look around and see all the options.  
Be sure to click “Save Changes” at the bottom of each page when editing.**

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***All Basalt Chamber members receive a basic webpage listing with membership.  
An enhanced webpage – with opportunities for more complete information, photos, videos  
and other features - is provided for just \$50 per year with your membership.***