



### Website: Member Listings and Access

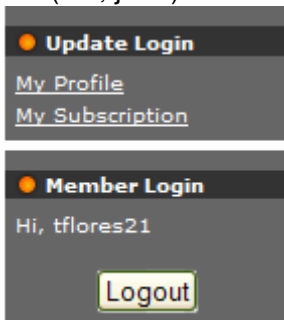
Thank you for joining the Fellowship Chamber! As a member, you have a free directory listing on our website, advertising your business to everyone who visits. You also have the ability to enhance and update your listing at any time.

Another feature of membership is your access to a member-only section of our website. In this section you have the ability to download the full versions of our past guest speaker's messages and the Fellowship Chamber's member logo.

#### Changing your password and username:

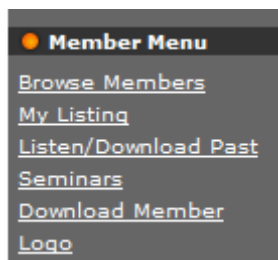
Upon joining the Fellowship Chamber, a general directory listing and login is created for you. We ask for you to login as soon as possible to change your login password and if desired, you may change your username. To do so;

1. Go to <http://www.fellowshipchamber.com> in your web browser.
2. In the member login area, please sign in. Your username is first initial and last name (i.e., jdoe). Your default password is fcroseville.
3. You will receive a message of successful login. Click OK.
4. Find the Update Login section located on the right hand side of the webpage. Click "My Profile."
5. You will see your profile information on the page. Place your mouse cursor on the "Edit" button and a submenu "Update Your Profile" will appear. Please select to update.
6. Change the information as needed in the fields and click "Update."
7. A message will appear "Your settings have been saved."



#### Accessing the Member Menu Area:

From this menu you can edit your directory listing, listen and download guest speaker messages and download the Fellowship Chamber Membership logo.

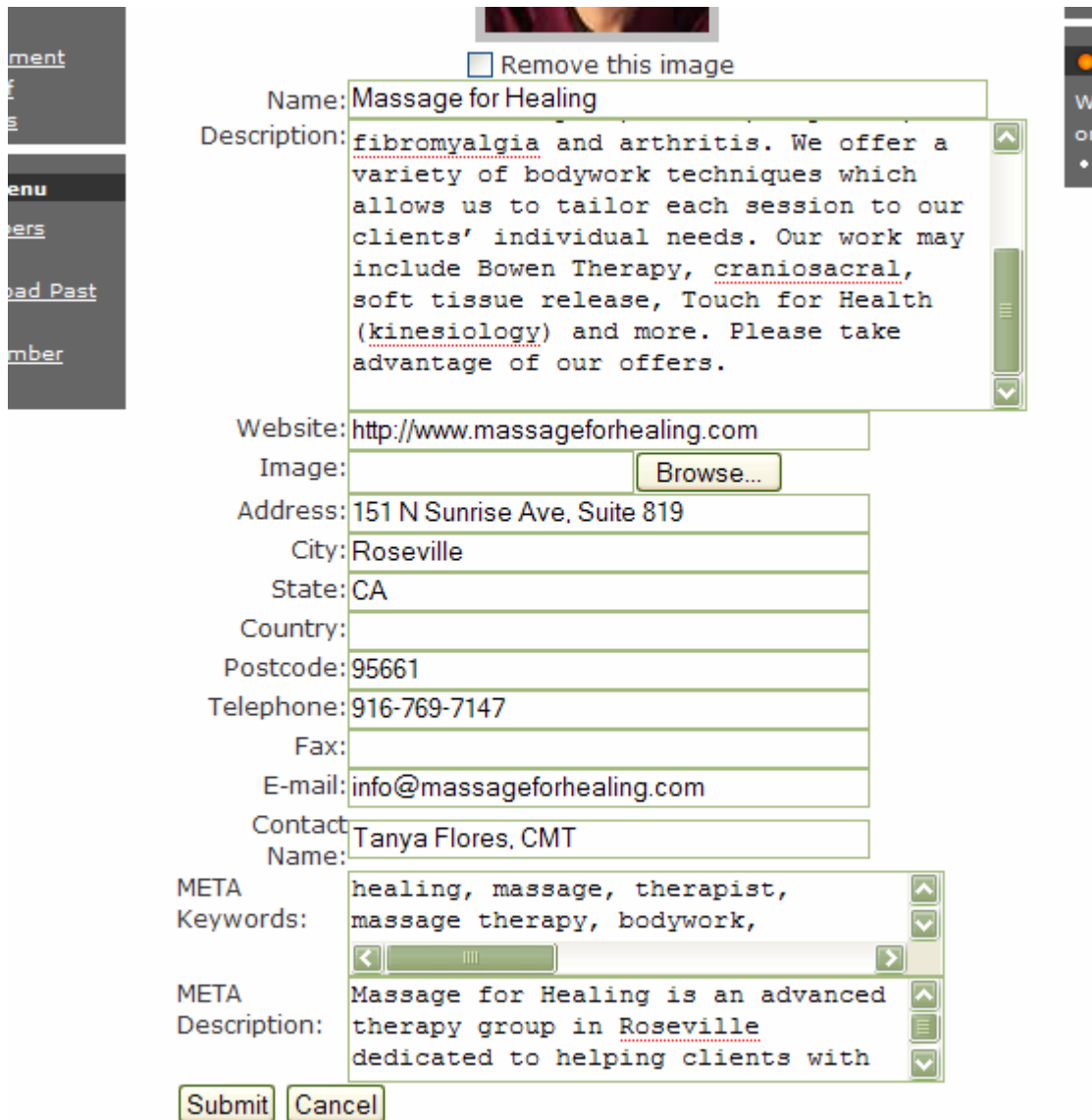


1. Click on "My Listing". This will open your directory listing edit page.
2. Click on the edit icon.

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- An edit form will open where you can update your business listing information. Please update as necessary and click "Submit" to save.



The screenshot shows a web-based edit form for a business listing. At the top, there is a small image placeholder with a "Remove this image" checkbox. Below this are several text input fields: "Name" (filled with "Massage for Healing"), "Description" (filled with a paragraph about fibromyalgia and arthritis), "Website" (filled with "http://www.massageforhealing.com"), "Image" (with a "Browse..." button), "Address" (filled with "151 N Sunrise Ave, Suite 819"), "City" (filled with "Roseville"), "State" (filled with "CA"), "Country" (empty), "Postcode" (filled with "95661"), "Telephone" (filled with "916-769-7147"), "Fax" (empty), and "E-mail" (filled with "info@massageforhealing.com"). There is also a "Contact Name" field filled with "Tanya Flores, CMT". Below these are two "META" sections: "Keywords" (filled with "healing, massage, therapist, massage therapy, bodywork,") and "Description" (filled with "Massage for Healing is an advanced therapy group in Roseville dedicated to helping clients with"). At the bottom of the form are "Submit" and "Cancel" buttons.

**Note:** Images uploaded can be up to 120 x 120 px. When displayed in the business listing area, the image will be automatically reduced to 60 x 60 px.

### Downloading Fellowship Chamber Member logo:

- From the Member Menu, select "Download Member Logo".
- Please follow the instructions on the page to save and use the logo as you like.

**If you have questions, please contact our webmaster, Tanya Flores at [webmaster@teamflores.com](mailto:webmaster@teamflores.com).**