

1

Add a News Item

To add a news item, go to the bottom of your profile. There you'll find the *Manage My Account* section. Click on the *News Feed* tab. You can write a news item in the text box, or click on the camera icon to upload a photo.

2

Add a Coupon

To add a coupon, click on the *Place an Ad* link. Then, select the category your ad best fits. Continue to the next pages and fill out the form with details pertaining to your ad. You can images to your ad or choose to keep it text-only. Your ad is good for 30 days.

The screenshot shows the website profile for 'TEST COMPANY'. At the top, there is a search bar and a 'WELCOME, KRIS' message with a profile picture and 'PROFILE LOG OUT' link. The main header features the 'SUBURBAN ESSEX CHAMBER OF COMMERCE' logo and navigation links: HOME, ABOUT US, EVENTS, MEMBERSHIP, OUR COMMUNITIES.

The profile content includes:

- TEST COMPANY** profile with a photo of a dog, contact info (123-123-1234), and a 'Photographers' category.
- Membership Details** section showing 'Member Type: Under 50 employees' and 'Membership Expires On: 12-12-2014'.
- Description** section with the text 'Test Company This is about us'.
- Photos** section with a photo of a panda.
- News Feed** section with two updates from 'kris'.
- Coupons and Classifieds** section with a 'PLACE AN AD' button and two coupon listings: 'test ad MAY 30 2013' and 'test ad SEPTEMBER 3 2013'. A red circle with the number '2' is overlaid on this section.
- Manage My Account** section with tabs for 'Profile', 'News Feed', and 'My Account'. The 'News Feed' tab is selected.
- At the bottom of the 'Manage My Account' section, there is a text input field with the placeholder 'kris, write a short...' and a 'Post Update' button. A red circle with the number '1' is overlaid on this input field.

On the right side of the page, there are several advertisements:

- 'BECOME A MEMBER TODAY!' banner.
- 'TEAM APPROVAL' Physical Therapy Center ad.
- 'FIND NEW ROADS' Schumacher Chevrolet ad.
- 'JOB TRAINING PROGRAM' ad.
- 'PROVIDENT BANK' ad.
- 'NOTARY PUBLIC' ad.
- 'BBB' logo.

The footer contains:

- Navigation links: SUBMIT AN EVENT, ABOUT US, CONTACT US, BECOME A MEMBER.
- Address: 238 Broad Street, Room 2F, Bloomfield, NJ 07003, 973-748-2000, fax 973-748-2450.
- Social media icons for Facebook, Twitter, Email, LinkedIn, and a plus sign.
- 'Member Since 2014' logo and 'Sponsored by SUCCURI' logo.

3

Edit Profile

To add edit your profile, go to the bottom of your profile. There you'll find the *Manage My Account* section. Click on the *Profile* tab. You can edit each part of your profile. Click on *Save Changes* when done.

The screenshot shows the website for the Suburban Essex Chamber of Commerce. At the top, there is a navigation bar with the logo and the text "SUBURBAN ESSEX CHAMBER OF COMMERCE". Below the navigation bar, there are several sections: a profile picture of a dog, a map, and a "WELCOME & MEMBER TODAY!" banner. The main content area is divided into several columns, including "Membership Details", "Description", "Photos", "News Feed", and "Coupons and Classifieds". At the bottom of the page, there is a "Manage My Account" section with tabs for "Profile", "About Us", and "My Account". A red circle with the number "3" highlights the "Profile" tab. Below the "Profile" tab, there is a form with various fields for editing the profile, including "Name Required", "Google Map Location", "Title", "Business Name", "Address", "City", "State", "Zip Code", "Business Description", "Business Type", "Phone", "Fax", "Website", and "Number of Employees".

4

Change your Profile Photo

To add edit your profile photo, go to the bottom of your profile. There you'll find the *Manage My Account* section. Click on the *Profile* tab and then the *Change Avatar* link. You can upload a new image that is either a JPG, GIF, or PNG format. Make sure the image is under 1 meg in size. Also, it should be square. If it is not, the system will automatically cut the image.

The screenshot shows the profile page for 'TEST COMPANY' on the Suburban Essex Chamber of Commerce website. The page includes a search bar at the top, navigation links (HOME, ABOUT US, EVENTS, MEMBERSHIP, OUR COMMUNITIES), and a profile header with a dog's photo and contact information. A red circle with the number '4' highlights the 'Change Avatar' link in the 'Manage My Account' section. Below this, the 'Change Avatar' form is visible, including instructions, a 'Browse...' button, an 'Upload Image' button, and a 'Delete My Avatar' button. The footer contains contact information and social media links.