



How To Edit Your Organization Profile

Monmouth IL Area Chamber of Commerce

STEP ONE

In order to edit your profile in the Monmouth IL Area of Chamber of Commerce listing, you have to access <https://monmouthilchamber.com> and log in.


After you have logged in, click on **My Directory Listings**.

The screenshot displays the user interface of the Monmouth Area Chamber of Commerce member portal. On the left, a navigation sidebar lists options: Home, My Info, My Billing Info, My Directory Listings (highlighted with a red box), My Subscriptions, Events, Chamber Member Directory, Active Member Directory, and Resources. The main content area shows a 'CURRENT BALANCE' of \$0.00, a welcome message, and a video player for 'The Info Hub Tour'. On the right, there is an 'UPCOMING EVENTS' section listing monthly board meetings and a 'REFER OTHERS' section with a 'Refer them today!' button.

STEP TWO

In this page, you can add a logo by clicking on the profile picture.

My Directory Listing View Listing In ▾



Clear Profits Digital Marketing

Tip: To view/update business information not pulled into your directory listing or related contact information, you can view/update your Related Organization Info, Related Contact info, or Related Branch info (if applicable).

CONTACT INFO		+
Physical and mailing	227 S Main Street Monmouth IL 61642	✓
Homepage	https://clearprofitsdm.com	✓
Social site	http://facebook.com/clearprofits	✓
Social site	http://instagram.com/clearprofits	✓

DIRECTORY INFO ✎

SEARCH DESCRIPTION
Advertise your company on Facebook, Instagram, Google, YouTube, Snapchat, TikTok, LinkedIn and more. Get in touch with us and start promoting your business.


DESCRIPTION
Business owners don't have the free-time to develop a successful digital marketing strategy...let alone oversee it's launch and track it's metrics. We believe you shouldn't have to add a single marketing task to your to-do list. We know great marketing takes a unique combination of creative-OCB and IT nerd that most super-cool business owners and mangers (just like you) aren't wired with. We are excited to bring clarity that drives your profits.

ADDITIONAL INFO

CHAMBER MEMBER DIRECTORY INFO ✓

IMAGES

➕ Add ✎ Edit 🗑 Remove



Clear Profits Waiting Room

In the pop-up screen, you can drag and drop your logo and it will start uploading.

Image Manager

Click "Upload Image" and select a file to begin the process.

Drop image here

Upload

Cancel


Crop & Save

After it has been uploaded, click on Crop & Save.

STEP THREE

You can also add your website and social media accounts to your profile. Click on the plus icon right in front of **Contact Info**.

My Directory Listing View Listing in ▾



Clear Profits Digital Marketing


Tip: To view/update business information not pulled into your directory listing or related contact information, you can view/update your Related Organization Info, Related Contact Info, or Related Branch Info (if applicable).

CONTACT INFO		✎
Physical and mailing	227 S Main Street Monmouth IL 61642	✎
Homepage	https://clearprofitsdm.com	✎
Social site	http://facebook.com/clearprofits	✎
Social site	http://instagram.com/clearprofits	✎

CHANGES TO DIRECTORY INFO ✎

IMAGES

Add
Edit
Remove



In the field Phone, Email or Website, you can type in your website, your Facebook profile URL, or even your phone or email address.

Just make sure you specify the **type** of contact information you are adding.

Add Contact Info - ✕

Phones / Emails / Websites

PHONE, EMAIL, OR WEBSITE	TYPE	NOTE
https://mywebsite.com	<div style="border: 1px solid #ccc; padding: 2px;"> Homepage Homepage Social site Product page Service page </div>	

Addresses

Address	Address 2	City	State/Prov.	Postal Code
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="-- Select a State --"/>	<input style="width: 90%;" type="text"/>
Country	Type	Usage	Note	
<input style="width: 90%;" type="text" value="United States"/>	<input style="width: 90%;" type="text" value="Physical and Ma"/>	<input style="width: 90%;" type="text" value="-- No Choice --"/>	<input style="width: 90%;" type="text"/>	

Cancel
Done

STEP FOUR

Right below, in Directory Info, you can enter more information about your business. Click on the icon right in front of it.

Social site	http://facebook.com/clearprofits	✎
Social site	http://instagram.com/clearprofits	✎

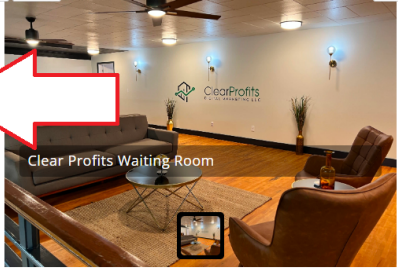
DIRECTORY INFO

SEARCH DESCRIPTION
Advertise your company on Facebook, Instagram, Google, YouTube, Snapchat, TikTok, LinkedIn and more. Get in touch with us and start promoting your business.

DESCRIPTION
Business owners don't have the free-time to develop a successful digital marketing strategy...let alone oversee it's launch and track it's metrics. We believe you shouldn't have to add a single marketing task to your to-do list. We know great marketing takes a unique combination of creative- OCD and IT nerd that most super-cool business owners and mangers (just like you) aren't wired with. We are excited to bring clarity that drives your profits.

KEYWORDS
digital marketing, facebook ads, google advertising, seo, website design, logo design, videography, online video ads

VIDEOS ○



Clear Profits Waiting Room

Here you can include:

Short description: This is a short description of your business that will appear when people see your business listing in search results.

Description: This is the full description of your business that people can see after opening your business listing on the chamber directory.

Keywords: These are the keywords that you want your business to appear when people search for those in the directory.

Highlights: This is used for you to highlight the strong points of your business.

Edit Directory Info

Search Description

Advertise your company on Facebook, Instagram, Google, YouTube, Snapchat, TikTok, LinkedIn and more. Get in touch with us and start promoting your business.

Description

Business owners don't have the free-time to develop a successful digital marketing strategy...let alone oversee it's launch and track it's metrics. We believe you shouldn't have to add a single marketing task to your to-do list. We know great marketing takes a unique combination of creative-OCD and IT nerd that most super-cool business owners and mangers (just like you) aren't wired with. We are excited to bring clarity that drives your profits.

Keywords

digital marketing, facebook ads, google advertising, seo, website design, logo design, videography, online video ads

Highlights

customer service, professionalism, fast response

Cancel Done


After submitting the info, click on Done to save it.

STEP FIVE

Add categories to your business and make it easier to be found by clicking on the edit icon in front of **Business Category**.

KEYWORDS
digital marketing, facebook ads, google advertising, seo, website design, logo design, videography, online video ads

CATEGORIES

Business Category	Advertising & Media; Advertising/Promotions; Graphic Design; Marketing	
-------------------	--	---

VIDEOS

Clear Profits | Google Partner Agency in Warre... Watch

**BY DELIVERING SOLID
AD REVENUE & GROWTH**

Here you can select all the applicable categories for your business. This will help you people find you, if they search for the business categories you have chosen for your organization profile.

Edit Categories - Business Category ✕

Categories

Search Show Selected

<input type="checkbox"/>	NAME	PARENT
<input checked="" type="checkbox"/>	Advertising & Media	
<input checked="" type="checkbox"/>	Advertising/Promotions - Advertising & Media	Advertising & Media
<input checked="" type="checkbox"/>	Graphic Design - Advertising & Media	Advertising & Media
<input checked="" type="checkbox"/>	Marketing - Advertising & Media	Advertising & Media
<input type="checkbox"/>	3D Ultrasound	
<input type="checkbox"/>	Accountants - Finance & Insurance	Finance & Insurance
<input type="checkbox"/>	Agriculture - Agriculture, Fishing & Forestry	Agriculture, Fishing & Forestry
<input type="checkbox"/>	Agriculture, Fishing & Forestry	
<input type="checkbox"/>	Animal Shelter/Rescue	
<input type="checkbox"/>	Antiques/Estate Sales/Consignments - Shopping & Specialty Retail	Shopping & Specialty Retail
<input type="checkbox"/>	Apartments - Real Estate, Moving & Storage	Real Estate, Moving & Storage
<input type="checkbox"/>	Architect	
<input type="checkbox"/>	Architectural Design & Building - Construction Equipment & Contractors	Construction Equipment & Contractors
<input type="checkbox"/>	Art Galleries - Arts, Culture & Entertainment	Arts, Culture & Entertainment
<input type="checkbox"/>	Art Gallery	
<input type="checkbox"/>	Arts & Crafts - Arts, Culture & Entertainment	Arts, Culture & Entertainment
<input type="checkbox"/>	Arts, Culture & Entertainment	

After checking all the boxes that are applicable for you business, click on **DONE** to save.

STEP SIX

Make your profile stand out with pictures and videos.

In the right side of the page, click on the Add button in front of **Images**.

ADDITIONAL INFO

CHAMBER MEMBER DIRECTORY INFO



IMAGES



Then drag and drop the picture you want. You can also include a title and a caption for the picture, but this is optional. Then click on **Crop & Save** to finish.

Image Manager

Position selection rectangle around area to be saved then click "Crop & Save" (supported file types: .jpeg, .jpg, .png, .gif, .bmp).



Alt Text

Title

Clear Profits Waiting Room

Caption

Upload

Cancel

Crop & Save

To add a video to your organization profile, click on the plus icon in front of **Videos**.

VIDEOS




Keep in mind that you have to have the video uploaded to YouTube to add it. After pasting the URL of your video, you can enter a title and a description as well.

After you have finished, click on **DONE** to save it.

Video ✕

Url


Name

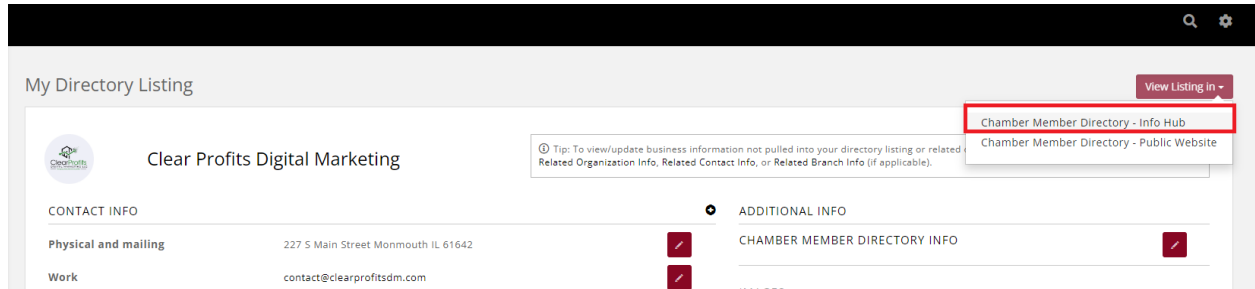
Description

Cancel Done

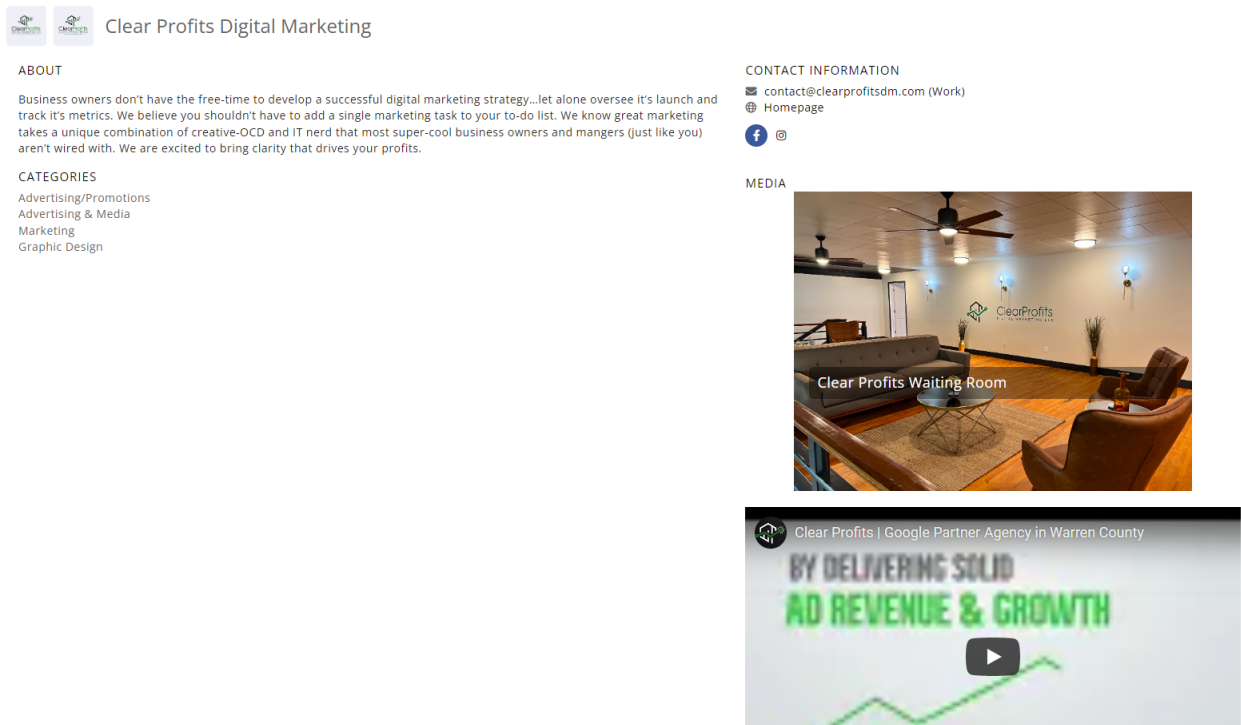
STEP SEVEN

After your profile has been completed, you can see how it looks like.

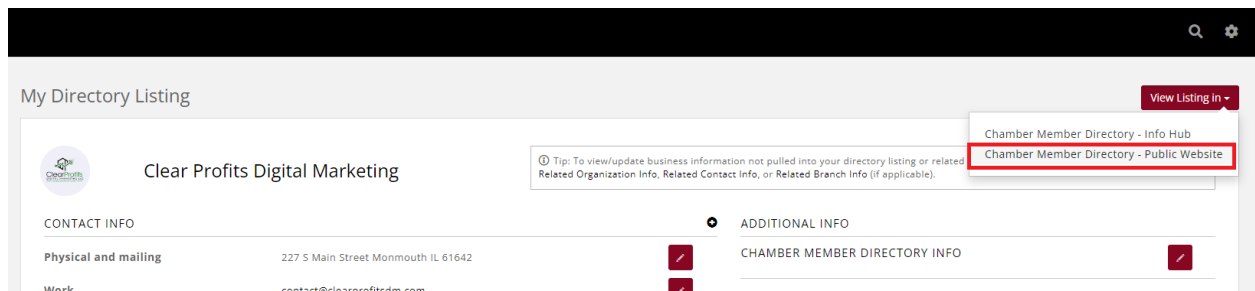
To see how it looks like on Info Hub which are for active members, click on **View Listing In** and select **Chamber Member Directory - Info Hub**



You should see something like this:



To see how it looks on the public website which everyone will have access, click on **Chamber Member Directory - Public Website**.



It should look like similar to this:

Back to Search



Clear Profits Digital Marketing



Marketing, Graphic Design, Advertising/Promotions, Advertising & Media

@ Send Email

<https://clearprofitsdm.com>



About

Business owners don't have the free-time to develop a successful digital marketing strategy...let alone oversee it's launch and track it's metrics. We believe you shouldn't have to add a single marketing task to your to-do list. We know great marketing takes a unique combination of creative-OCD and IT nerd that most super-cool business owners and mangers (just like you) aren't wired with. We are excited to bring clarity that drives your profits.

