



How to Update Your Listing in the Chamber's Online Business Directory

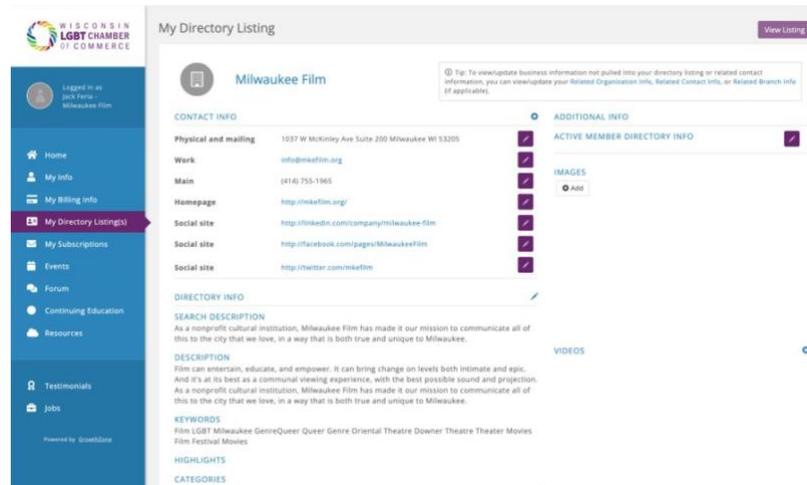
Your listing in the LGBT Chamber's Online Business Directory is a key benefit of your membership and one of the most important ways to connect with customers. Each month, there are thousands of unique searches done in the Online Business Directory by people trying to figure out where to do business.

If your listing isn't updated and correct, you could be missing out. Here is a short step-by-step preview of how to update your listing in the Online Business Directory.

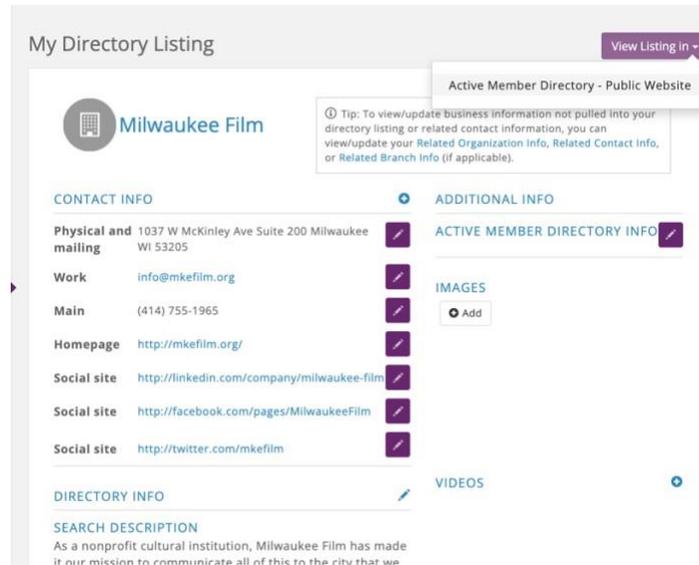
1. Go to <https://wislgbtchamber.com/> and select "Member Login" at the top left banner of the webpage.
2. Log in to your membership account to continue. Don't have a log-in? Create one in one click.

(As of January 1, 2025, the Chamber has transitioned to a new membership platform. You will need to create a new log-in as passwords did not transfer from our old platform.)

3. Once logged in, find and click "My Directory Listing(s)" on the middle left-hand side of the webpage.



4. On this page, we invite you to edit all contact information including: physical and mailing addresses, webpages, social media links, business descriptions, keywords (crucial to individuals discovering your unique offerings), and your business logo by clicking this symbol next to your organization's name:
5. Additionally, you can see how your directory listing appears online by selecting "View Listing In" at the top-right of the page and toggling down to "Active Member Directory".



If you would like to add individuals from your organization to receive updates from the Chamber, or grant editing permissions to another member of your team:

1. Select “My Info” on the top-left column and scroll to “Related Contacts”.
2. Review the list and please be sure to mark individuals no longer with your organization as inactive.
3. To add individuals, click the “Add Contact” button and complete the form with as much information as you like. You may also send the individual(s) log-in information from this pop-up.

4. Once you are finished and hit “Done”, you will be allowed to edit access levels. If the individual would like standard e-mail updates and permission to post opportunities to the Job Board, select “Standard”.



If you'd like an individual to be able to edit your directory listing and act as a key representative of your organization, select "Primary".

Finally, you may wish to mark your organization's billing contact by selecting "Billing".

If you have any questions or would like someone from the Wisconsin LGBT Chamber staff to walk you through the directory, please contact us at membership@wislgbtchamber.com.