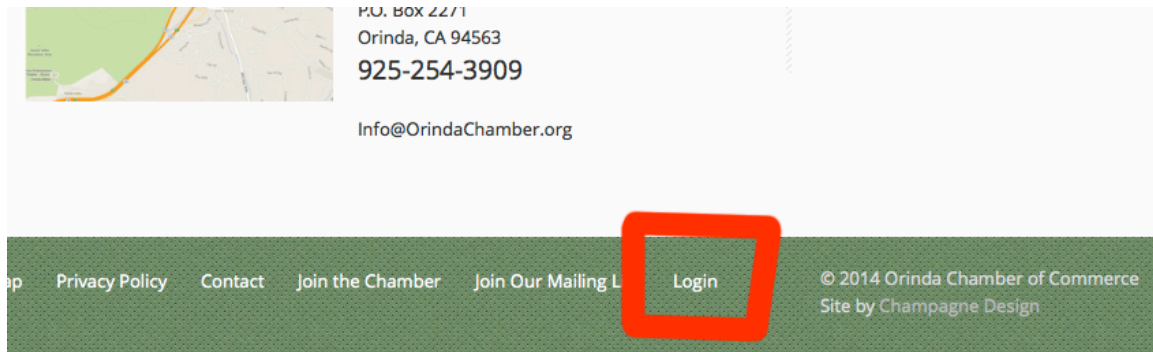


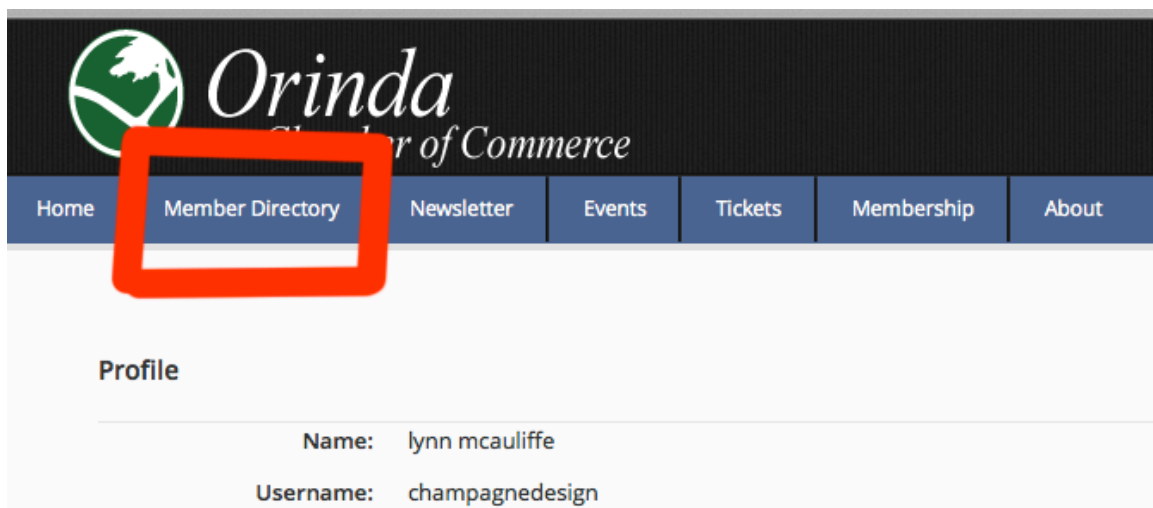
Directions for Members to update their listings

Go to Orindachamber.org

Log in at the bottom of the home page where it says: Login (white type)



Click "member directory" tab in the top menu.



Click on the letter of the directory for your business in the alphabetical list.



Find your listing and click on your business name



A screenshot of a business listing. The business name "champagne design" is highlighted with a red rectangular box. Below the name, the following contact information is displayed:

- Contact Person: lynn mcauliffe
- Email: lynnm@champagnedesignco.com
- Street: 6 Thune Ave
- City: moraga
- Phone: 925-377-1997
- Graphic and Web Design

Click on the pencil icon in the upper left: Edit Entry



A screenshot of a business listing interface. At the top, there is a search bar with a dropdown menu showing letters A through Z and 0-9. Below the search bar, the business name "champagne design" is displayed. A pencil icon is located to the left of the name. A dropdown menu is open, showing two options: "Disable Entry" and "Edit Entry". The "Edit Entry" option is highlighted in blue. The business name and the "Edit Entry" option are both enclosed in a red rectangular box. Below the name, the following contact information is visible:

- City: moraga
- State: ca
- ZIP Code: 94556

From Here your directory will come up and you can start editing.

Categories: to choose more than one category, control and click on the additional category(s).

When inputting web site address, it is best to go to the site and copy and paste the address for accuracy.

Member Directory

Q Search

Company Name

Category

- Dry Cleaners
- Education
- Engineers
- Entertainment/Party
- Environmental
- Event Planning
- Financial Services
- Fitness
- Florist
- Frozen Yogurt
- Garden Supplies
- Gifts
- Government
- Graphic & Web Design

Company Logo

Contact Person

Contact2

Contact3

Email

Street

City