

BE WELL CONNECTED WITH

LIVERPOOLCHAMBER.ORG.UK

YOUR MEMBERSHIP ALLOWS YOU TO UPLOAD CONTENT TO THE WEBSITE:

- NEWS ITEMS RELATING TO YOUR COMPANY, SECTOR OR INTEREST
- DETAILS OF EVENTS YOU ARE ORGANISING THAT WILL APPEAL TO OTHER MEMBERS
- COMPANY INFORMATION FOR YOUR PROFILE PAGE

### LOGGING IN

Visit **'My Account'** and enter your log in details to get started

### UPLOAD NEWS / EVENT CONTENT

- From the **'My Account'** page, select **'Company Content'**
  - Select **'Add Content'** to begin composing a new publication
  - Choose either a news article or an event listing
  - Enter your Content Title and Introduction
  - Select the appropriate sector(s) and date
  - Upload your supporting image(s) and text
  - Select save and preview to see the final copy
  - Once your publication is ready, tick the T&Cs and submit
  - Your article will appear online when it has been moderated by the Chamber
- NB** - Until you submit an article, it will remain in your drafts for future editing
- NB** - Events include an extra field for Booking URL. This must include <http://> to work

All uploaded news and events appear on your profile page, alongside your contact details, company description and your company Twitter & Facebook activity.

#WellConnected

### EDIT YOUR COMPANY INFO

- From the **'My Account'** page, select **'Account Details'**
- Upload or replace the company logo on your profile
- Select **'Edit via MyChamber'** and select **'Profile'** to update your contact details and company information

@LpoolChamber

