

# how to log in to your account

*Step One:* Visit our website at [coffeegachamber.com](http://coffeegachamber.com)

*Step Two:* Place your cursor over the third browsing tab at the top of your page labeled "**Members**." Click on the fourth option that appears labeled "**Member Login**."



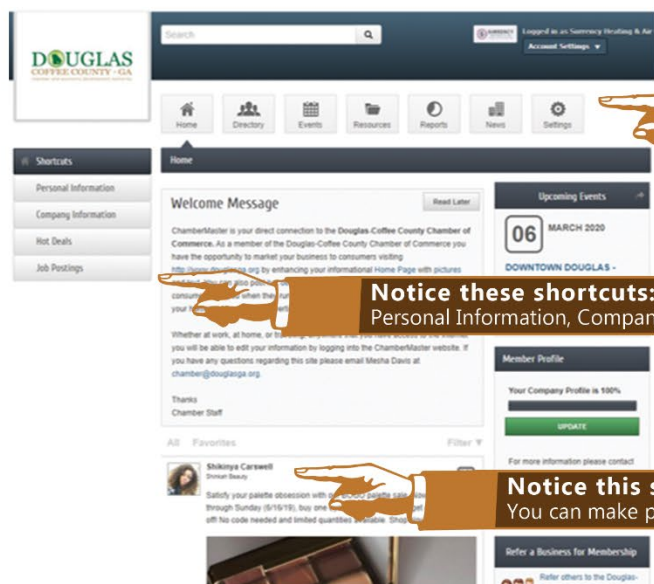
*Step Three:* Enter your **username** and **password** in the space provided. Usernames are typically the primary email you used to apply. Passwords are a four digit generated code. **Don't know your log in?** Give us a call at 912.384.1873 or email [chamber@douglasga.org](mailto:chamber@douglasga.org)!



# how to manage your account

*Step One:* log in to your account at [coffeegachamber.com](http://coffeegachamber.com)

*Step Two:* notice the following features on the **HOME** page as it appears below.



## Notice these icon options:

Home, Directory, Events, Resources, Reports, News, and Settings

Click **"Home"** to get back to this page. Click **"Directory"** to search other members or groups. Click **"Events"** to add an event to our website or view current events. Click **"Reports"** to see how many web views, hot deal views, and job posting views you've had. Click **"Settings"** to update your information and access billing.

## Notice these shortcuts:

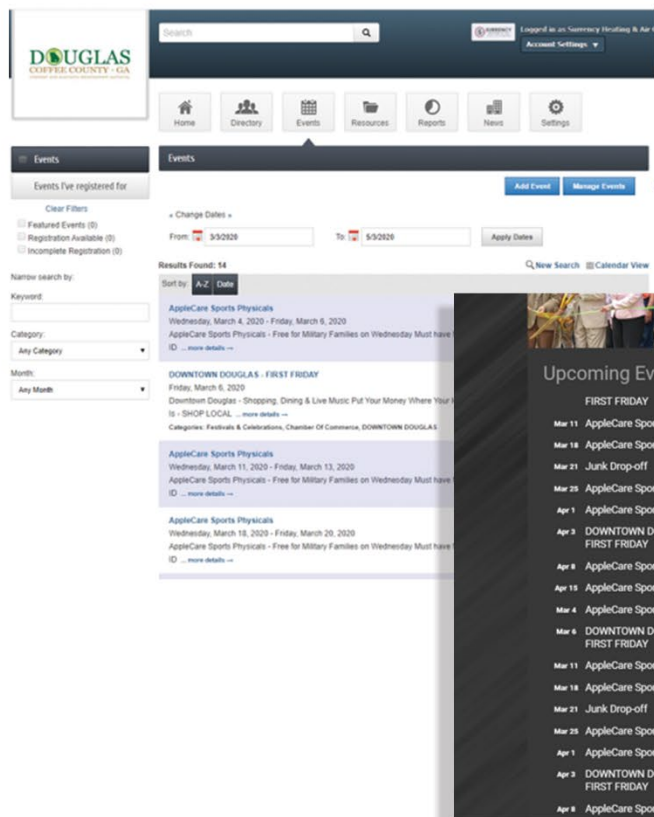
Personal Information, Company Information, Hot deals, and Job Postings

Click **"Personal Information"** to update your log in. Click **"Company Information"** to update your information and web page. Click **"Hot Deals"** to view other hot deals and create your own. Click **"Job Postings"** to view and create job postings.

## Notice this social feature:

You can make posts about your business to keep other members in the know!

*Step Three:* click the **EVENTS** icon as shown above and notice the following features.



## Click here to add and manage events:

Your events will be shown in the scrolling margin of our home screen!

## HOME

### Business is brewing in Douglas-Coffee County, Georgia

and the Douglas-Coffee Chamber of Commerce is percolating progress. Whether you seek the ideal quality of life in which to grow your family, or a hard-working and eager workforce, available property and logistical advantages to grow your business, you've come to the right place. Welcome to Douglas, Georgia and Coffee County.

Douglas-Coffee County is proud to be among the state's fastest-growing communities – due, in part, to our premium central location in beautiful Southeast Georgia, with easy four-lane and interstate access to the southeastern United States. Our location puts us between 1 and 2 hours by truck or rail from 3 major East Coast ports and 4 major interstates.

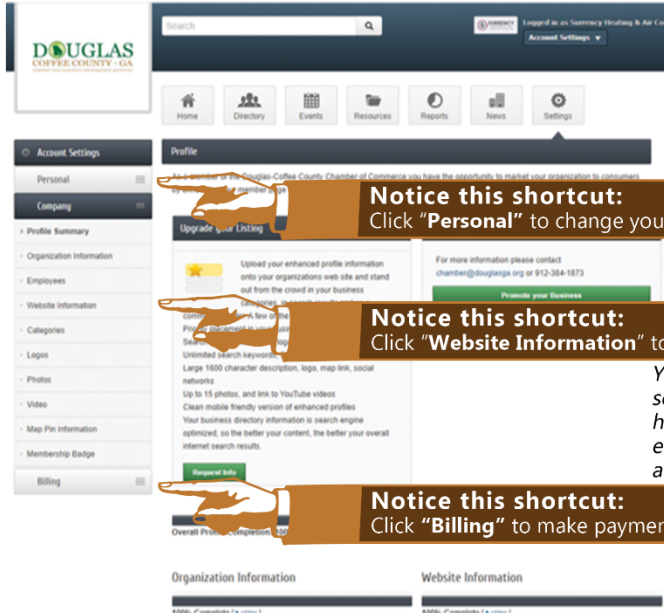
The Douglas-Coffee Chamber of Commerce strives to support area businesses in all aspects of development and to partner with them in success. Entrepreneurs are important to this area, and Coffee County is part of the Georgia Small Business Development Center (SBDC) Network, offering business development services in partnership with the SBDC in the community through their office on the campus of South Georgia College. Global trade also supports job and business growth in Douglas; Coffee County products ship to more than 30 countries





# how to manage your account

*Step Four:* click the **SETTINGS** icon as shown in step two and notice the following features



**Notice this shortcut:**

Click **"Personal"** to change your username and password.

**Notice this shortcut:**

Click **"Website Information"** to update your web page.

You can update your business description, hours of operation, driving directions, keywords, social networks, and basic contact information. You can also click the **"Logos"** shortcut shown here to add pictures and your logo to the web page. You can click the **"Map Pin"** shortcut to ensure its accuracy. You can view how many view you get by clicking on the **"Reports"** icon at the top of the page as shown in Step Two.

**Notice this shortcut:**

Click **"Billing"** to make payments and view invoices.

*Step Five:* make sure to always click **SAVE CHANGES** at the bottom of your screen.

*Step Six:* if you need any help, **CALL US** at the Chamber! We're here to help. See our contact information below.

# how to view your web page

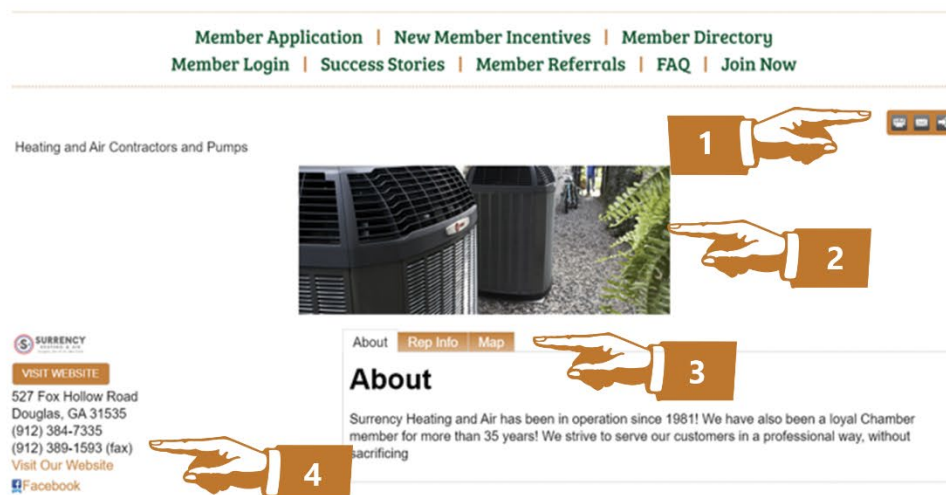
*Step One:* visit our website at **coffeegachamber.com**

*Step Two:* place your cursor over the third browsing tab at the top of your page labeled **"Members"** and click on the second option that appears labeled **"Member Directory."**

*Step Three:* type your business name in the **SEARCH BAR** below.



*Step Four:* notice the following features below.



## Page Features

### Feature One

Customers can print this page, share it by email, or phone

### Feature Two

Choose a photo. or put your logo here

### Feature Three

Your description, reps, and map/driving directions are shown on these tabs

### Feature 4

Your logo, a link to your website, your contact info, social media accounts, and hours of operation are listed here.