## Update Directory Listing Information in the Membership Hub

1. Click My Directory Listing(s) in the Navigation Panel. The My Directory Listing page will be displayed.

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Lancaster Chamber	My Directory Listing			View Listing in +
			Tip: To view/update business informa Related Organization Info, Related Conta	tion not pulled into your directory listing or related contact information, you can view/update your ct info, or Related Branch Info (if applicable).
Logged in as Veronica Burgess - AAA Central Penn	CONTACT INFO		0	ADDITIONAL INFO
	Physical and mailing	2301 Paxton Church Rd Harrisburg PA 17110-9696	1	MEMBER DIRECTORY INFO
	Work	vburgess@aaacp.com	1	
প Home	Main	(717) 657-2244	1	
💄 My Info	DIRECTORY INFO		1	
🚍 My Billing Info	SEARCH DESCRIPTION			
My Directory Listing(s)	DESCRIPTION			
My Subscriptions	KEYWORDS			
Events	CATEGORIES			
Amber Directory	Business Category	Transportation		
Resources	Ethnicity of Organization Leader			
Member Headlines				
Q Job Board				

The My Directory Listing page in the Info Hub

2. The edit pencil icon indicates which information may be updated. Click any edit icon to open the editing window for that information.

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📛 Events	CATEGORIES		
😬 Member Directory	Business Category	Transportation	-
Resources	Ethnicity of Organization Leader		
Member Headlines			
Q Job Board			

## 3. The following directory listing settings may be updated:

**NOTE:** Those items that have asterisks\* and <mark>highlighted</mark> are only available and displayed if you have an Enhanced Online Directory listing. To learn more about an Enhanced Listing contact a Chamber Team Member at <u>info@lancasterchamber.com</u>.

## Contact Info

- For your business, you can edit the business contact fields such as emails, addresses, phone numbers, etc.
- Click the **plus** icon <sup>⊕</sup> to enter additional websites, phone numbers, or social media links.
- Update or upload logo image, by clicking on circle image.
- **Directory Info:** these are directory-specific fields that display in the directory and on the listing.
  - **Description:** this is the full business description that appears when the directory listing is opened.
  - **Keywords:** these are keywords that can be used as search criteria in the directory search.
  - **Search Description\*:** this shortened description will display when results are displayed in List view.
  - **Highlights\*:** Provides ability to add additional description of the organization in the directory.
- **Categories:** the business categories under which the organization will be displayed in the directory. *If you are interested in updating your Business Category, you should contact Angie Hornberger, Accounts Payable & Data Quality Clerk, (717) 393-3157 or <u>ahornberger@lancasterchamber.com</u>.*
- Additional Info:
  - **Member Directory Info:** Please contact Angie Hornberger, Accounts Payable & Data Quality Clerk, (717) 393-3157 or <u>ahornberger@lancasterchamber.com</u> if you want to make any changes to this section.
- Images\* Click the Add button to add images to be displayed in the directory. (May be disabled depending on the listing type)
- **Videos\*** Click the **plus** icon <sup>⊕</sup> and enter a URL for video(s) to be displayed in the directory. (May be disabled depending on the listing type)

## 4. Click **Done** to save any changes.

If you have any issues or questions, please do not hesitate to contact, Laurel Riehl, Data and Verification Specialist at <u>lriehl@lancasterchamber.com</u>