

How to: Add Logo & Photos

Powered by:

Step 1 Log in to the Chamber Portal

www.mygulfoastchamber.com

BUSINESS CHAMBER COASTAL ALABAMA  YOUR BUSINESS BUSINESS DIRECTORY

WELCOME TO
The Coastal Alabama Business Chamber!

 **Jobs**  **Events**  **Login**  **Join**

*Strengthening our Members, Businesses, and Community through a
Culture of Excellence!*

Login

Username:

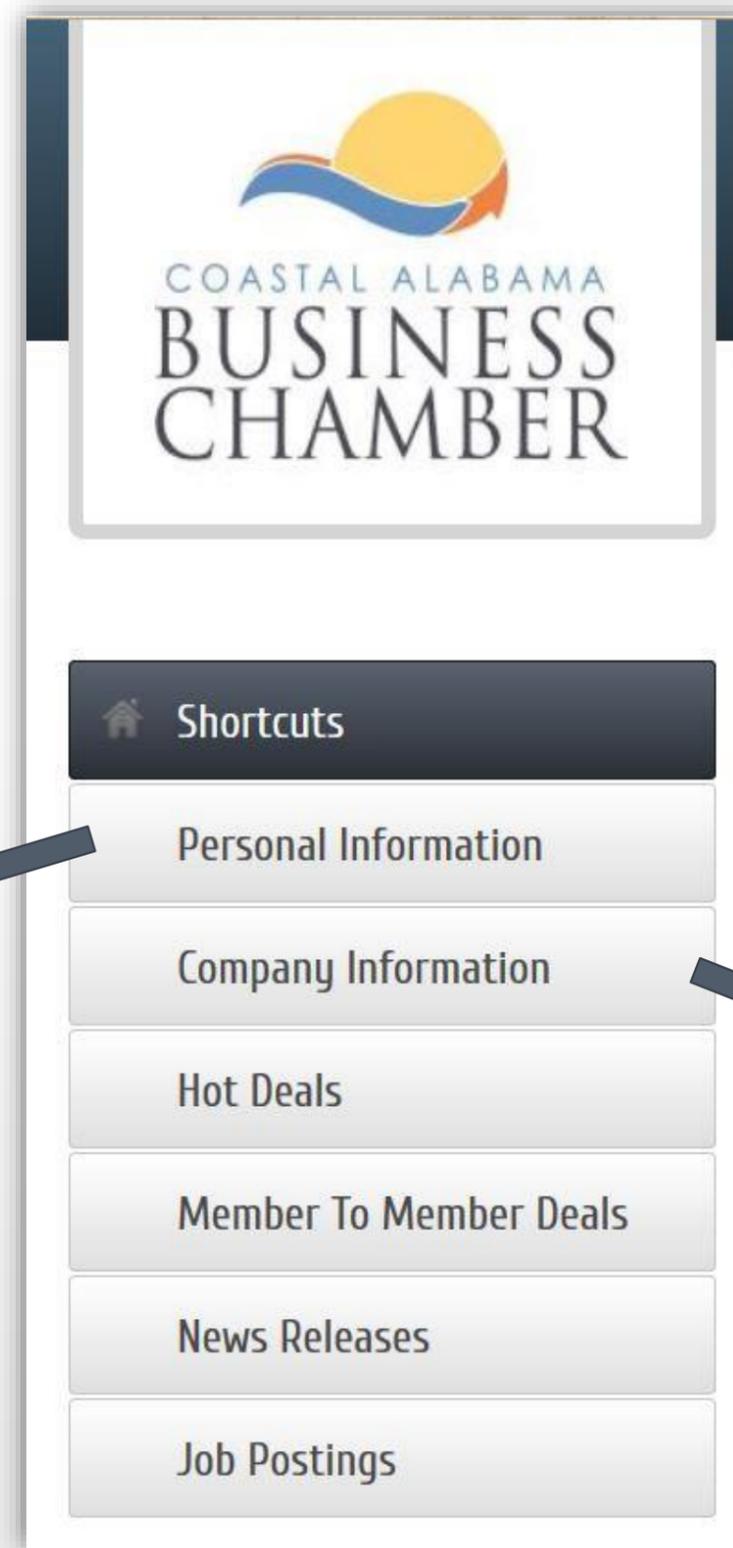
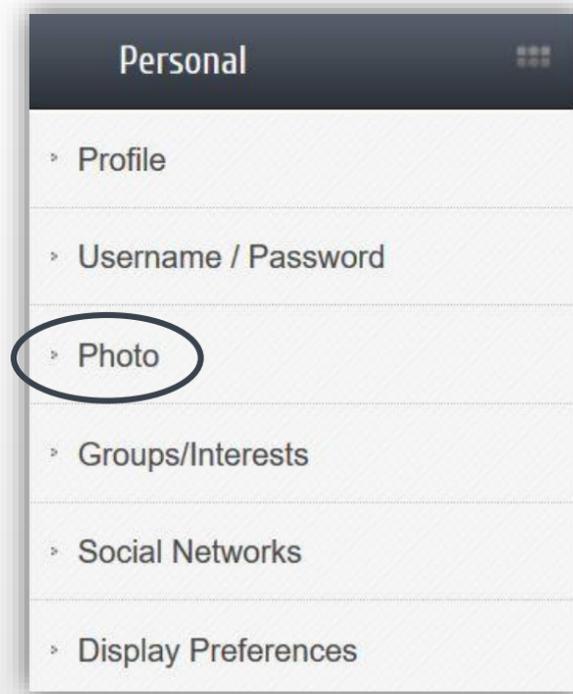
Password:

[Forgot your username/password?](#)

Step 2 Decide where to add photos

Personal Information Photo

- Viewed publicly based on your *Display Preferences*.
- Viewed when listing group or committee members on your organization's website.

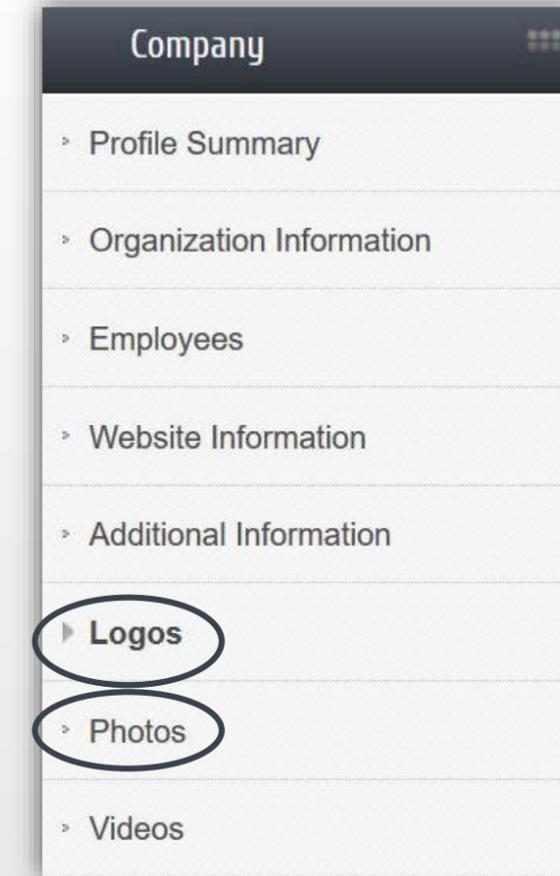


Company Information Logos

- Add your Company logo
- Upload Member Page Header

Photos

- Composed of a gallery of pictures representing your organization
- Availability based on web package



Step 3 Update Personal Information Photo

From the Home page, select **Personal Information** on the left navigation menu.

The screenshot displays the website interface for the Coastal Alabama Business Chamber. At the top left is the logo with a sun and waves, and the text "COASTAL ALABAMA BUSINESS CHAMBER". To the right is a search bar and a user profile section showing "Logged in as Mark Jones Yellow Hammer IT" with an "Account Settings" dropdown. Below the header is a row of navigation buttons: Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a "Shortcuts" menu with the following items: Personal Information (circled in red), Company Information, Hot Deals, Member To Member Deals, News Releases, and Job Postings. The main content area features a "Home" header, a "Welcome Message" with a "Read Later" button, and an "Upcoming Events" section for May 21, 2019, titled "Summer Glow Event @ The McCollough Institute".

COASTAL ALABAMA
BUSINESS
CHAMBER

Search

Logged in as Mark Jones
Yellow Hammer IT
Account Settings

Home Directory Events Resources Reports News Settings

Shortcuts

Personal Information

Company Information

Hot Deals

Member To Member Deals

News Releases

Job Postings

Home

Welcome Message [Read Later](#)

ChamberMaster is your direct connection to the **Coastal Alabama Business Chamber**. As a member of the Coastal Alabama Business Chamber you have the opportunity to market your business to consumers visiting <http://www.mygulfoastchamber.com/> by enhancing your informational [home page](#) with [pictures](#) and [text](#). You can also post [hot deals](#), [job openings](#) and [events](#), add [keywords](#) to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items.

Whether at work, at home, or traveling, anywhere that you have access to the internet you

Upcoming Events

21 MAY 2019

Summer Glow Event @ The McCollough Institute

Summer is just around the corner! Let us fill you in on the latest summer

[... see more →](#)

1 Select Photo from the left navigation menu



Account Settings

- Personal
 - Profile
 - Username / Password
 - Photo**
 - Groups/Interests
 - Social Networks
 - Display Preferences
- Company
- Billing

Photo

My Photo

This photo may be displayed publicly based on the settings of your organization. Common uses would be to display your photo when listing group or committee members on your organization's website.



2 Click the + icon

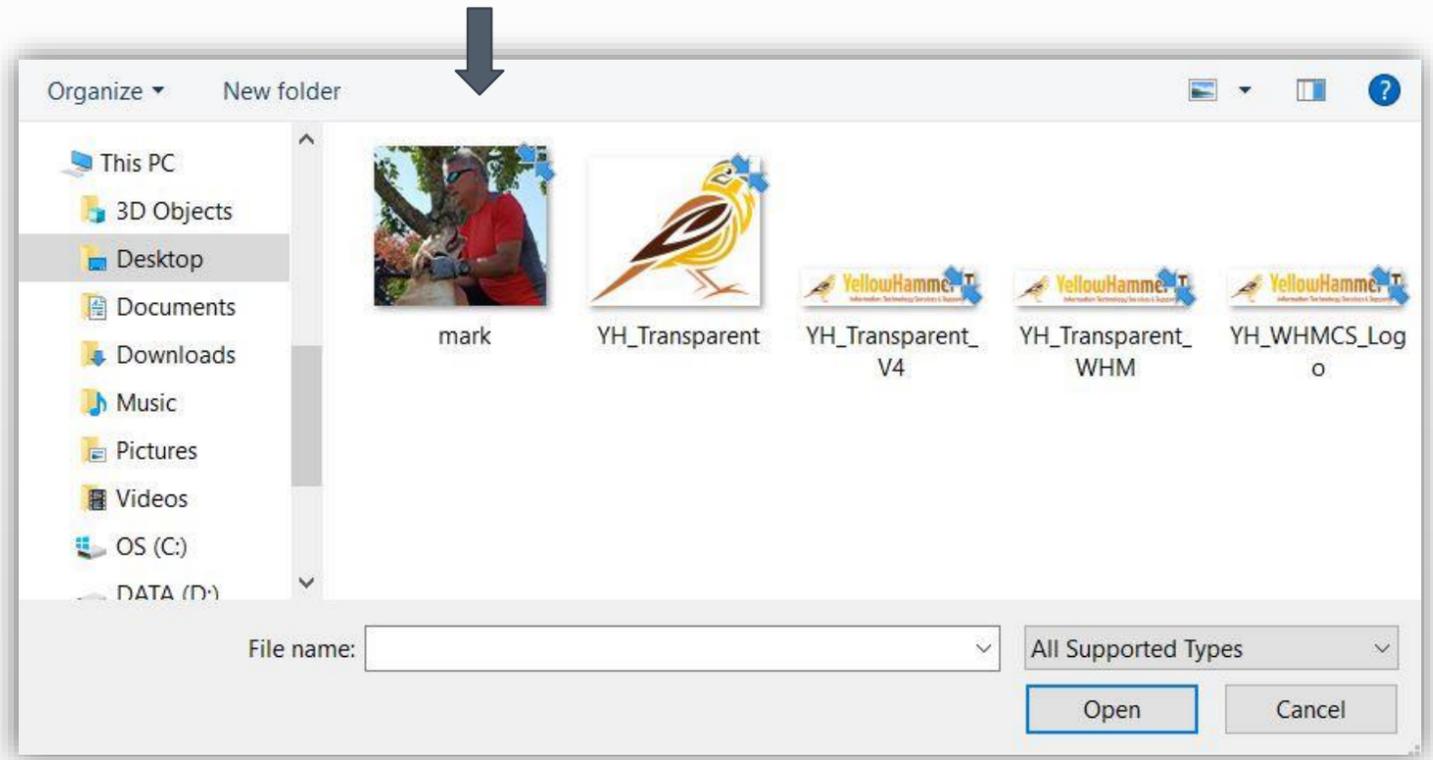
Note: After clicking the '+' and selecting a new picture, the original picture will be deleted and no longer be available.

To display this photo to other members in the Member Information Center, make sure to choose "Allow my information to be displayed" in your Display Preferences.

Update Personal Information Photo

Note: Steps 3 & 4 may appear slightly different based on your operating system.

3 Select the desired image on your operating system



4 Click Open



6 Select Crop & Save

8 View personal profile
Image and repeat steps until
you are satisfied with image.



The screenshot shows the user interface for updating a profile photo. At the top left is the Coastal Alabama Business Chamber logo. A search bar is located at the top center. On the top right, the user is logged in as Mark Jones, Yellow Hammer IT, with an Account Settings dropdown menu. Below the search bar is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a sidebar menu with 'Account Settings' selected, and 'Personal' expanded to show options like Profile, Username / Password, Photo, Groups/Interests, Social Networks, and Display Preferences. The main content area is titled 'Photo' and contains 'Save Changes' and 'Clear Changes' buttons. Below this is the 'My Photo' section, which includes a thumbnail of the user's current profile picture and a '+' icon to add a new one. A note below the photo states: 'Note: After clicking the '+' and selecting a new picture, the original picture will be deleted and no longer be available.' At the bottom, a final instruction reads: 'To display this photo to other members in the Member Information Center, make sure to choose "Allow my information to be displayed" in your Display Preferences.'

My Photo

7 Select Save
Changes

Note: After clicking the '+' and selecting a new picture, the original picture will be deleted and no longer be available.

To display this photo to other members in the Member Information Center, make sure to choose "Allow my information to be displayed" in your Display Preferences.

Step 4 Update Company Logo

From the Home page, select **Company Information** on the left navigation menu.

The screenshot displays the user interface of the Coastal Alabama Business Chamber website. At the top left, the logo features a sun and waves with the text "COASTAL ALABAMA BUSINESS CHAMBER". To the right is a search bar and a user profile for "Mark Jones" with "Account Settings". A central navigation bar contains icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left, a "Shortcuts" menu lists "Company Information" (circled), Personal Information, Hot Deals, Member To Member Deals, News Releases, and Job Postings. The main content area shows a "Welcome Message" with a "Read Later" button and an "Upcoming Events" section for May 21, 2019, featuring the "Summer Glow Event @ The McCollough Institute".

COASTAL ALABAMA
BUSINESS
CHAMBER

Search

Logged in as Mark Jones
Yellow Hammer IT
Account Settings

Home Directory Events Resources Reports News Settings

Home

Shortcuts

- Personal Information
- Company Information
- Hot Deals
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- News Releases
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Home

Welcome Message [Read Later](#)

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Whether at work, at home, or traveling, anywhere that you have access to the internet you

Upcoming Events

21 MAY 2019

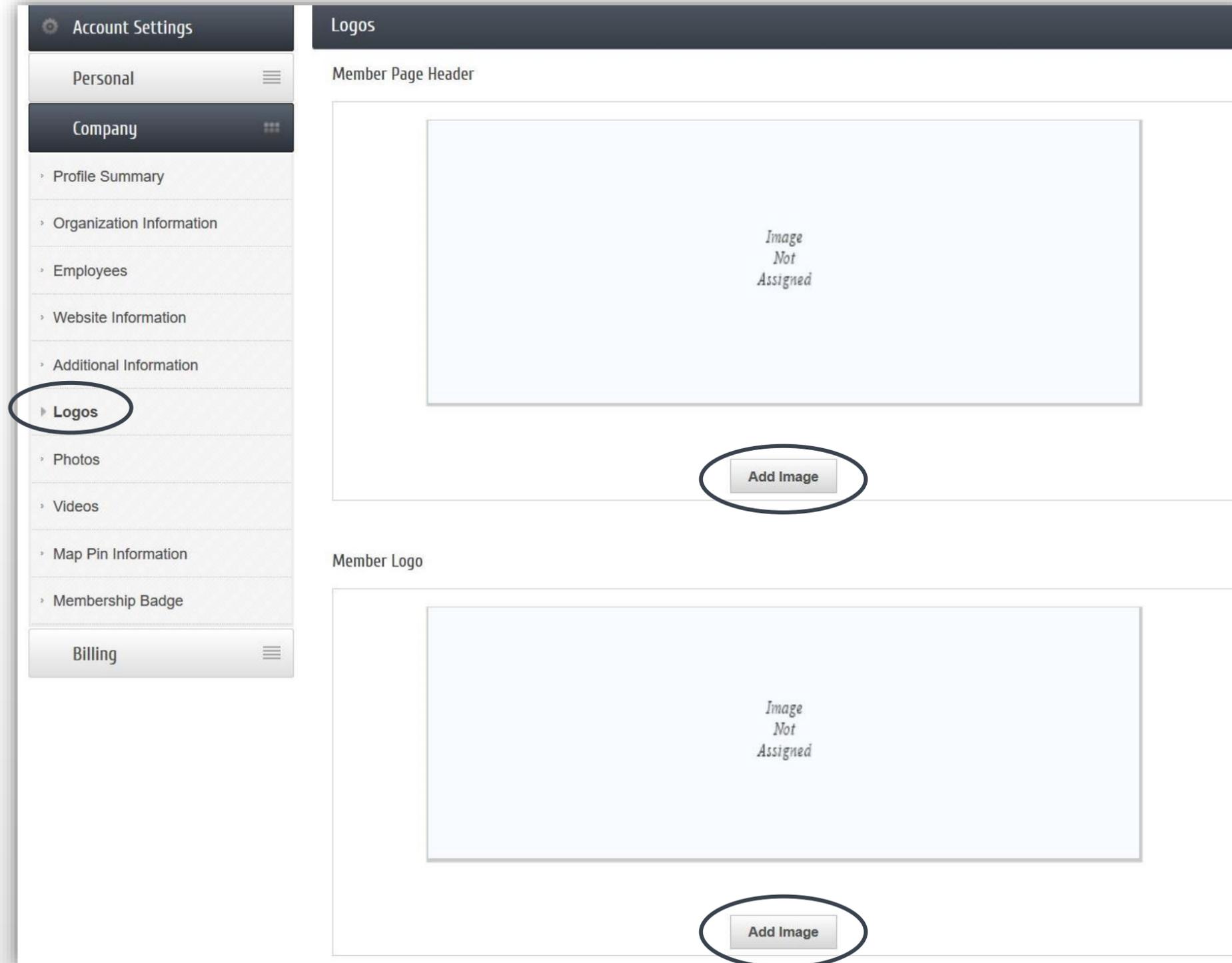
Summer Glow Event @ The McCollough Institute

Summer is just around the corner! Let us fill you in on the latest summer

[... see more →](#)

To add your organization's Logo or Member Page Header photo:

1 Choose Logos from the left navigation menu



2 Select Add Image in each box to update the Member Page Header and Member Logo

3 Select **Browse** & find the image on your operating system



Add Image

For best results, upload an image that is 1200 x 225. If a larger image is uploaded it will be downsized appropriately while maintaining the aspect ratio so not to distort the image. Smaller images are not recommended.

Image File Path:
 No file selected.

* only image files of type **.gif, .jpg, .jpeg** and **.png** are allowed for placement in this location.

Are these images yours? Finding images on the internet does not mean you have the rights to post them. For example, do not upload Getty, Corbis, iStockPhoto images or other similar images without proper rights or you may incur legal action. By uploading an image here you agree you have the rights to use and reproduce the image.

4 After you select an image, click **Done**



Add Member Logo

For best results, upload an image that is 600 x 600. If a larger image is uploaded it will be downsized appropriately while maintaining the aspect ratio so not to distort the image. Smaller images are not recommended.

Image File Path:
 No file selected.

* only image files of type **.gif, .jpg, .jpeg** and **.png** are allowed for placement in this location.

Are these images yours? Finding images on the internet does not mean you have the rights to post them. For example, do not upload Getty, Corbis, iStockPhoto images or other similar images without proper rights or you may incur legal action. By uploading an image here you agree you have the rights to use and reproduce the image.

Member Page Header

- Use an image that positively identifies your organization
- Size: 1200x225 or larger

Member Logo

- Use your organization's logo
- Size: 600x600 or larger

Account Settings

- Personal
- Company**
 - Profile Summary
 - Organization Information
 - Employees
 - Website Information
 - Additional Information
 - Logos**
 - Photos
 - Videos
 - Map Pin Information
 - Membership Badge
- Billing

Logos

✓ Successfully Saved.



YellowHammer IT

Information Technology Services & Support

Change Remove

Member Logo



Change Remove

Search Results Icon

This feature has been disabled.

Save Changes Cancel

5 Select Save Changes

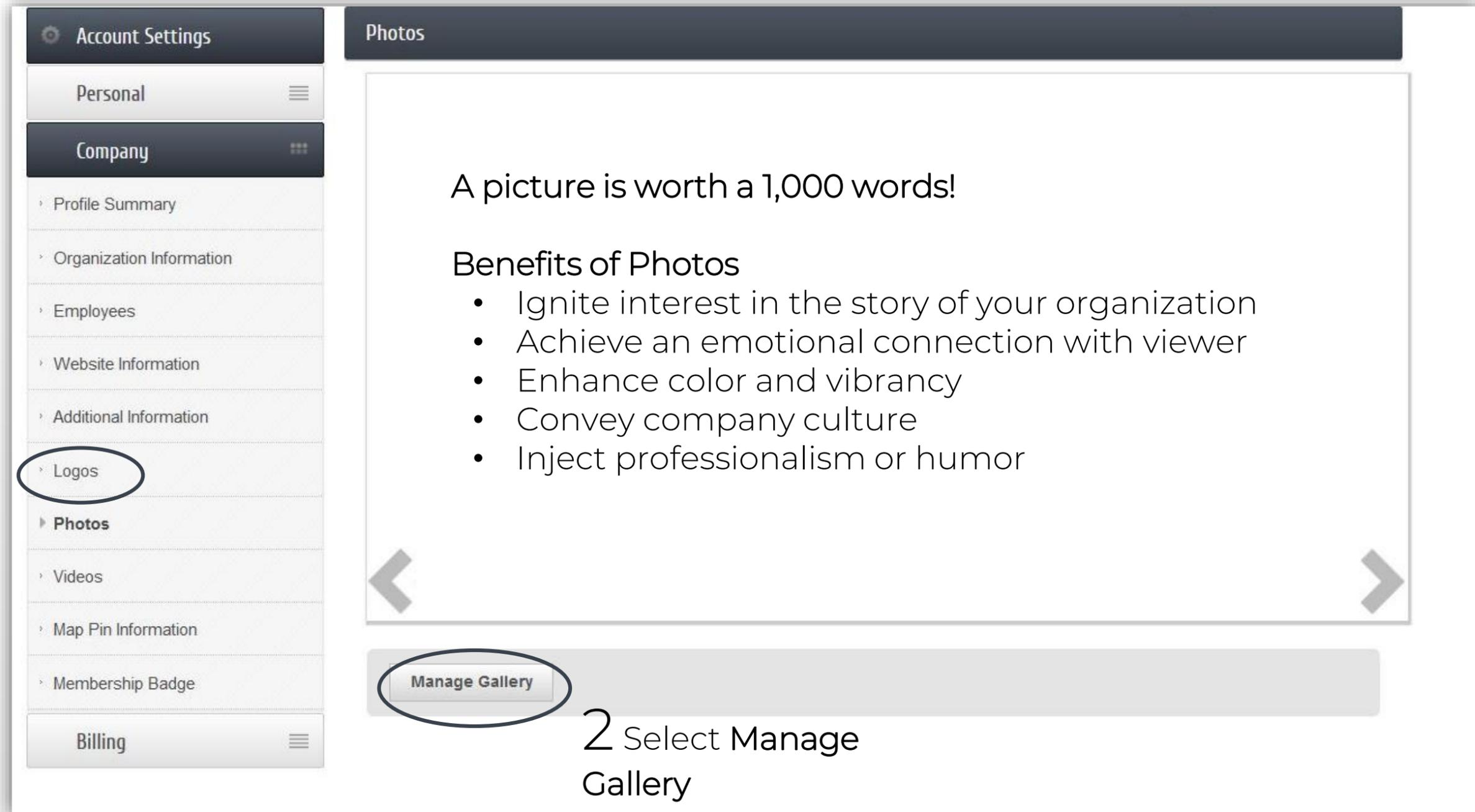
A Successfully Saved message under the Logos heading

To update the logo or Page Header pic, select Change or Remove

Step 5 Add Company Photos

Note: If this feature is not available, upgrade to the next web package.

1 Under the Company tab, choose **Photos** from the left navigation menu



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu is under the 'Account Settings' header and includes sections for 'Personal' and 'Company'. Under the 'Company' section, the following items are listed: Profile Summary, Organization Information, Employees, Website Information, Additional Information, Logos, **Photos**, Videos, Map Pin Information, and Membership Badge. The 'Photos' item is highlighted with a dark background and a white arrow pointing right. Below the navigation menu is a 'Billing' section. The main content area is titled 'Photos' and contains the text 'A picture is worth a 1,000 words!' followed by the heading 'Benefits of Photos' and a bulleted list: 'Ignite interest in the story of your organization', 'Achieve an emotional connection with viewer', 'Enhance color and vibrancy', 'Convey company culture', and 'Inject professionalism or humor'. At the bottom of the main content area is a 'Manage Gallery' button, which is circled in red. A large number '2' is placed to the left of the 'Manage Gallery' button, with the text 'Select Manage Gallery' to its right.

Account Settings

Personal

Company

- Profile Summary
- Organization Information
- Employees
- Website Information
- Additional Information
- Logos
- Photos**
- Videos
- Map Pin Information
- Membership Badge

Billing

Photos

A picture is worth a 1,000 words!

Benefits of Photos

- Ignite interest in the story of your organization
- Achieve an emotional connection with viewer
- Enhance color and vibrancy
- Convey company culture
- Inject professionalism or humor

Manage Gallery

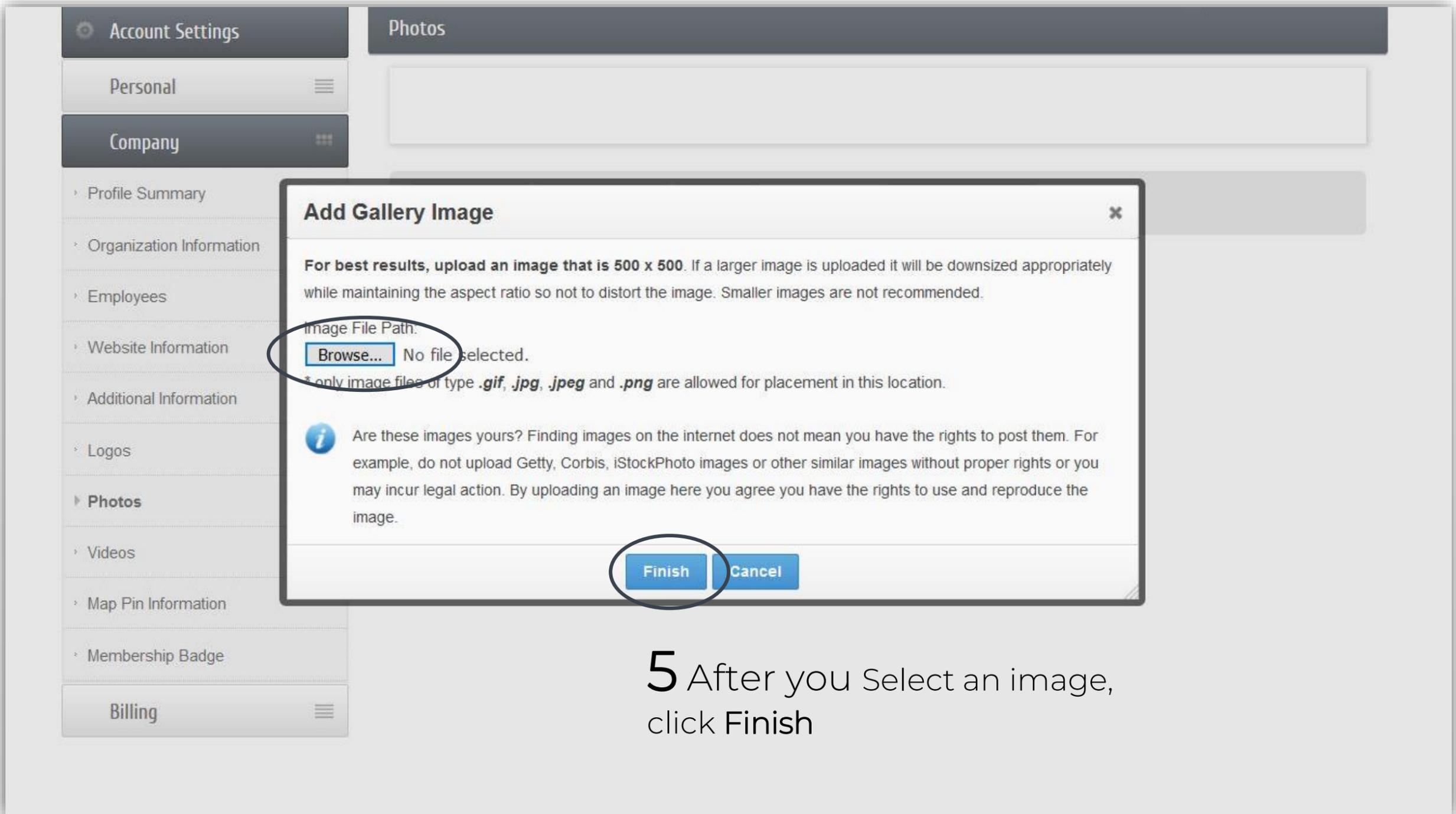
2 Select Manage Gallery

The screenshot shows a user interface for account settings. On the left is a sidebar menu with sections for 'Account Settings', 'Personal', 'Company', and 'Billing'. The 'Company' section is expanded, showing options like Profile Summary, Organization Information, Employees, Website Information, Additional Information, Logos, Photos, Videos, Map Pin Information, and Membership Badge. The 'Photos' option is selected, leading to a 'Photos' panel on the right. This panel has a dark header and a large empty white box. Below the box is a light gray bar containing four buttons: 'Add Image', 'Save Gallery', 'Close', and 'Delete Gallery'. The 'Add Image' button is circled in black. Below the screenshot, the text '3 Select Add Image' is displayed.

3 Select Add Image

Add Company Photos

4 Select **Browse** to find an image on your operating system



5 After you Select an image, click **Finish**

Add Company Photos

Photos

* gallery change detected



Position: Caption:

*pending save
[Remove]



Position: Caption:

*pending save
[Remove]



Position: Caption:

*pending save
[Remove]



Position: Caption:

*pending save
[Remove]



Position: Caption:

*pending save
[Remove]

Add Image Save Gallery Clear Changes Delete Gallery Close

5 Select Add Image to develop your gallery



6 Include a Caption for each image and click and drag images to organize the position (order) in which they will display.

7 Select Save Gallery



View Company Photos



A Successfully Saved message under the Photos heading

Account Settings

- Personal
- Company**
- › Profile Summary
- › Organization Information
- › Employees
- › Website Information
- › Additional Information
- › Logos
- ▶ Photos**
- › Videos
- › Map Pin Information
- › Membership Badge

Billing

Photos

✔ Successfully Saved.

[Manage Gallery](#)