

# How to update and enhance your CHAMBER MEMBER PROFILE



## Boost your visibility Strengthen your directory listing Help customers find you

Your Chamber member profile powers your online directory listing, employee access, event registrations and Chamber communications. Keeping it updated helps customers, partners and fellow members find and connect with you.

### Why it's worth updating your member profile

Your Chamber directory listing is more than a basic business listing — it's a visibility tool that works for you year-round.

- Improves your **online visibility** and **search engine results**

- Helps customers and other members quickly understand **what you do**
- Keeps your **contact information** accurate across Chamber communications
- Ensures your team can access **member-only benefits** and **event pricing**

## Getting started: step by step

### Step 1: Log in to your Chamber account

1. Go to [siouxfallschamber.com](http://siouxfallschamber.com)
2. Click **Member Login** at the top of the page
3. Enter your email and password

*If you're unsure of your login or need access, call (605) 336-1620 or email [g sfcc@siouxfalls.com](mailto:g sfcc@siouxfalls.com) and the Chamber team will help you get set up.*

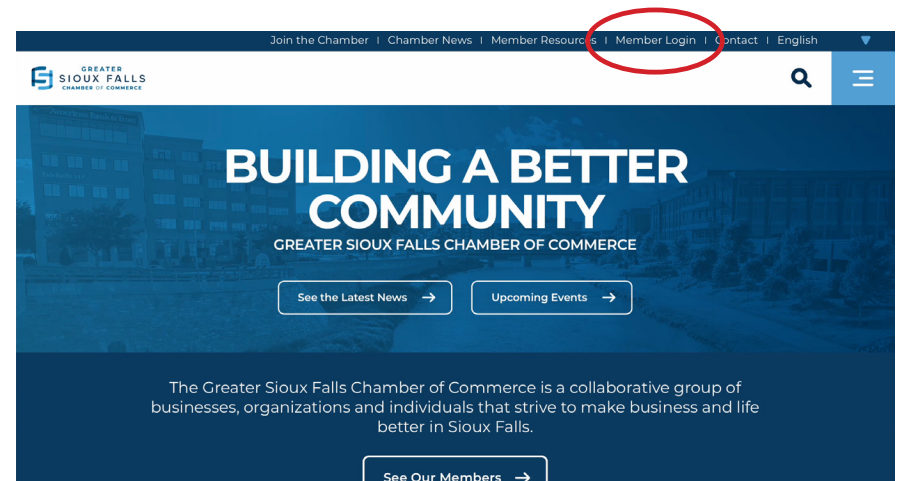
### Step 2: Switch to your business profile

1. After logging in, you'll first see your individual profile.
2. Click **Switch Profile** near the top of the screen
3. Select your business (organization) profile

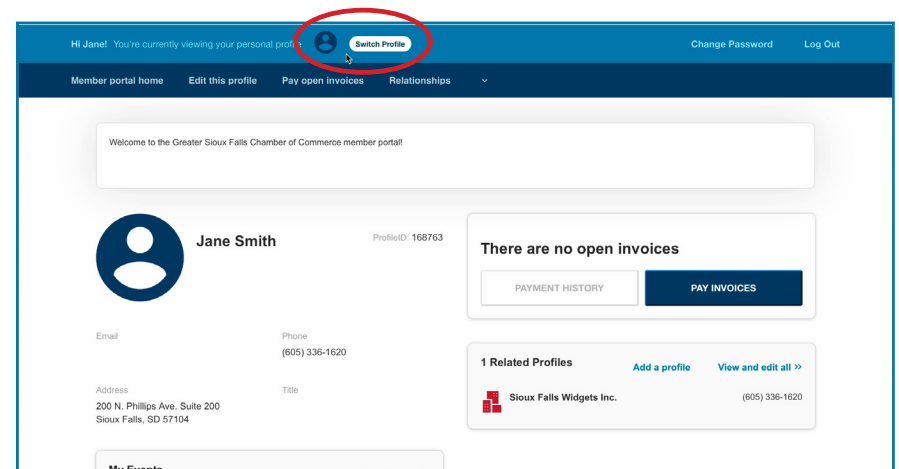
This business profile controls your Chamber directory listing.

*Note: If you do not see the option to switch to your business profile, you may not be set up as profile editor. Call (605) 336-1620 or email [g sfcc@siouxfalls.com](mailto:g sfcc@siouxfalls.com) and the Chamber team will help you get access.*

### Step 1



### Step 2



### Step 3: Edit your basic business information

Once inside your business profile, click [Edit this profile](#).

Here you can update:

- Business name
- Address
- Email
- Phone number
- Website

This information appears in the online Chamber directory.

### Step 4: Enhance your directory listing

From Edit this profile, select [Directory listing](#) in the left menu. Here you can strengthen how your business appears in searches.

You can:

- Add or update industry categories
- Add keywords
- Write a short description (appears in search results)
- Write a long description (appears when someone clicks your listing)

### Step 5: Connect to your social media

From Edit this profile, select [Social Media](#) in the left menu. Here you can add links to your social media profiles, including Facebook, Instagram and more.

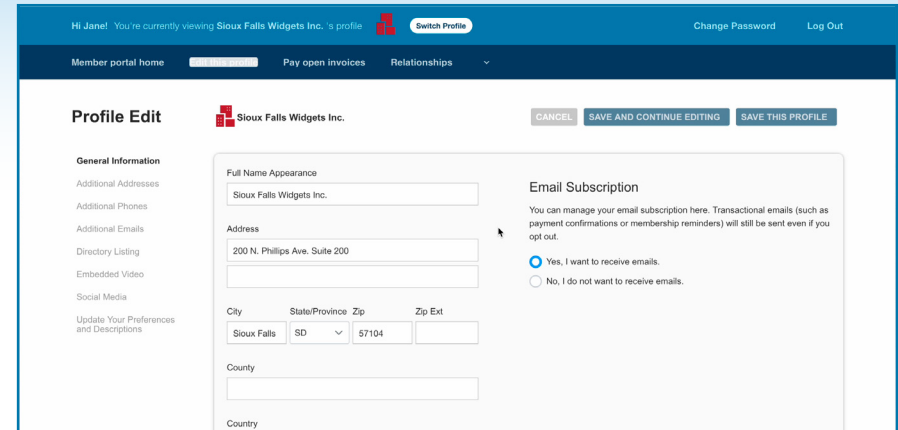
**PLEASE NOTE:** Text-based updates that affect your official membership record—such as your business name, contact information, address, directory listings, social media links or member discounts — are submitted through the Member Portal for review. Please allow three business days for changes to be approved. Media updates, including logos and photos, are published directly and do not require approval.

### Step 6: IMPORTANT! Save your changes!

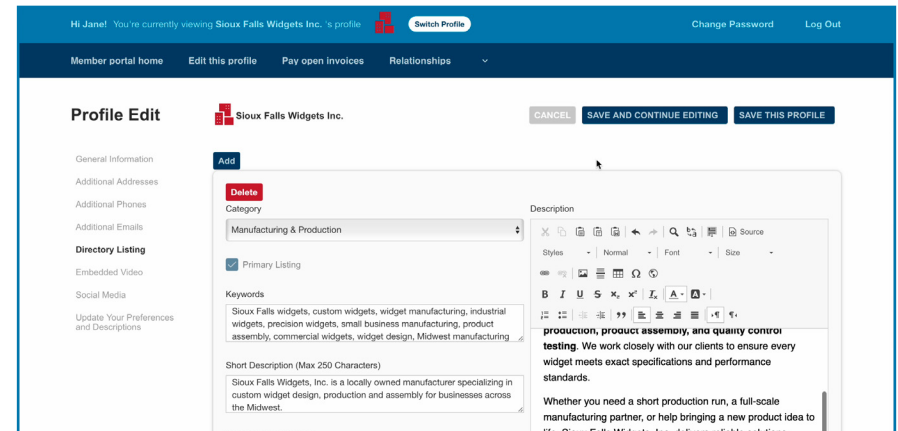
Click [Save this profile](#).

Your updates will not be saved until you click the blue [Save this profile](#) button at the bottom of the page. This is the most commonly missed step.

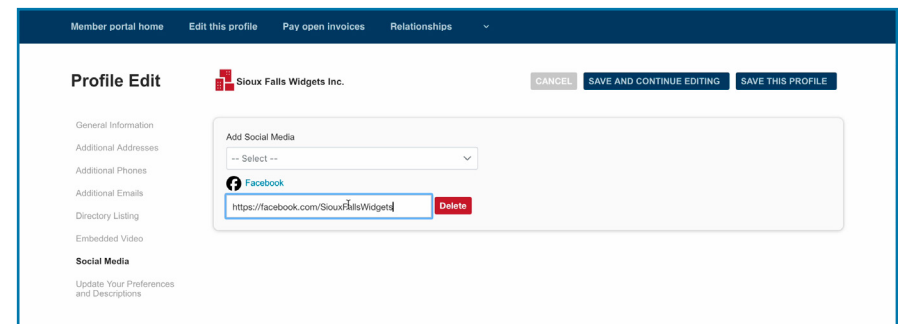
### Step 3



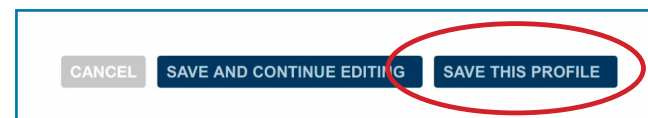
### Step 4



### Step 5



### Step 6



## Step 7: Upload your logo and images

Adding your logo and photos helps visually represent your business and strengthens your directory listing. You may upload up to five photos to your directory listing.

1. Click **Member Portal home** and scroll down to **Manage Files and Images**.

### Upload your logo

2. Click **+ Add logo**.
3. In the **Upload Media** window:
  - Under **Title**, enter your business name
  - Under **Format**, select **Image**
  - Under **Content Type**, select **Listing\_Logo**
4. Click **Upload a File** and select your logo file (JPG or PNG; files must be under 2MB).
5. Click **Upload**, then **Save**.

You should see a confirmation message.

### Upload photos of your business

6. Click **+ Add photo**.
7. In the **Upload Media** window:
  - Under **Title**, enter a descriptive label (e.g., Exterior of office, Team at work, Popular product)
  - Under **Format**, select **Image**
  - Under **Content Type**, select **Listing\_Photo\_1** (use the next available option for additional photos)
8. Click **Upload a File** and select a JPG or PNG image (under 2MB).
9. Click **Upload**, then **Save**.

You should see a confirmation message.

## That's it!

Your Chamber member profile is now complete and ready to work for you — helping customers and fellow members find, recognize and connect with your business. As a reminder, text-based updates to your membership details are reviewed before publishing and may take up to three business days to appear. Logo and photo uploads are published immediately and do not require approval.

If you have any questions, don't hesitate to reach out to the Chamber team at (605) 336-1620 or [gsfcc@siouxfalls.com](mailto:gsfcc@siouxfalls.com)!

## Step 7

