

Hello Joseph Chamber Members,

We've redesigned the JosephOregon.com website with a whole new look featuring exceptional full HD images from Dave Jensen in a design that adapts to virtually any device. The website is up-to-date with the latest standards in modern design.

The redesigned directory has enhanced features too- you now can add your logo, short and long descriptions, Google map and your own image gallery. Best of all, you can make changes/updates to your listing yourself.

Ideally, a website should answer the broadest range of questions- whether that means where to eat or where to watch the best sunrise; in the past most of our resources have been spent maintaining the former at the expense of the later. The site needs to focus more on wooing a greater audience. Your self-maintenance will allow the chamber to devote those savings into creating valuable content that ultimately brings you more business in the first place.

The following describes how to manage your listing (you may want to print this for reference).

This process really very simple- you just need to follow these seemingly-long, but detailed instructions – also, administration works best on Firefox, particularly if you are on an older computer:

1. The first thing you'll need to do is to reset/create your password. We don't have it so please don't call. **So please first** create a good password **that is not a word or name and one that contains at least 8 characters including uppercase, lowercase, numbers and symbols**. This not only protects you but also protects everyone else on the system. Write it down and keep it somewhere safe (if you lose it, you can always follow this same procedure to create another one).
2. Go to josephoregon.com and click the directory link.
3. On the lower right side portion of the grey sidebar under the Business Login, click the word 'Login.'
4. This opens the Login form. Click the 'Forgot your password?'
5. Enter the email address you used when you signed up for your listing.
6. Answer the arithmetic anti-spam question correctly and click the submit button- an email will be sent to the address you entered.
7. Open your email and copy the verification code.
8. Enter your username: Your username is a contraction of the name you used when you signed up. It is made by taking the first uppercase letter of your first name and adding it, without a space to all-lowercase letters of your last name... **e.g. John Smith becomes Jsmith**. If you can't figure it out you can also use the login form to retrieve that too, or just call- we do have your username on record.
9. Follow the instructions, entering the verification code and the strong password you created beforehand.
10. **Here's where it gets a little tricky**- the system and email will then prompt you with a link to a login form, but it sends you to the wrong place, **so ignore that one**. Instead, go back to the Directory page and use the Business Login (lower right in the grey), entering your username (not your email) and password and that will bring you to your control panel where you can edit your listing.

11. Click the first button, 'Manage your Listing'
12. Click your business name in the 'Name' column.
13. This opens the listing details. At this point it's pretty self-explanatory and if you're just wanting to pay for your listing, simply click the words 'Extend Period' to create an order. If you don't need to change any of your listing details you can skip to the bottom to pay for the new order you just created.
14. **Important!** The Short description has a limit of 256 characters (including spaces). It gets shown on the category pages where other business of the same type are displayed.
15. **Important!** The long description allows you to expand further on the short description and you should make a through effort to describe everything you do or sell.
16. **Important!** The categories section allows you to get your business displayed on the appropriate pages. Use it by first selecting a category from the drop-down- this will show you the sub-categories. Clicking an available category on the left will add it to the selected list on the right. Add as many as apply (and only those that do). Clicking a selected category on the right will remove it from the list. If you feel we've left something out, please call.
17. **Important!** Logo. If you have a logo you can upload it here. The 100x100 max size doesn't seem to have any affect so just browse for logo file and assume it will go. (The actual size it uses is 300 x 300px so you could re-size to that to save time)
18. The map can be affected by just dragging the map and clicking the pointer into the proper location. (Most have already been set).
19. The rest of the fields are pretty straight forward – if you have a long complicated Hours description, you'd be best to add it into your long description.
20. You'll can also add photos for your own gallery (you can pre-size those to about 720px). A shot of the front of your building plus some interior photos or products would be good here.
21. Click 'Save' when you're done – your listing will now be updated and you can come back at any time to change it.
22. At the control panel click on 'Manage Your Orders' and follow the prompts to pay (we use PayPal to securely handle online transactions).

Your information is important! The strength of a directory is in the information it conveys; good, complete and accurate information forms an asset where both businesses and users gain benefit. When all the listings provide thoughtful, informative information, then people will naturally use our directory as a primary resource to answer their questions. Conversely, poor listings frustrate users, negatively impacting all other members on the site.

If all this seems too complicated, or you just don't have the time, we are offering an initial setup service that includes adding your logo, up to 3 professional photographs and help in developing your copy to best communicate to online users. You'll also get basic training on the system. The cost is just \$70. Please call 541-426-9017 to schedule.

Thank You,

Jeff Baird
josephdigital.com

Call 541-426-9017 for free assistance.