



Colfax Area Chamber Website

The tutorial to get
your business started
on the Chamber's site
www.colfaxarea.com

By Christopher Wright

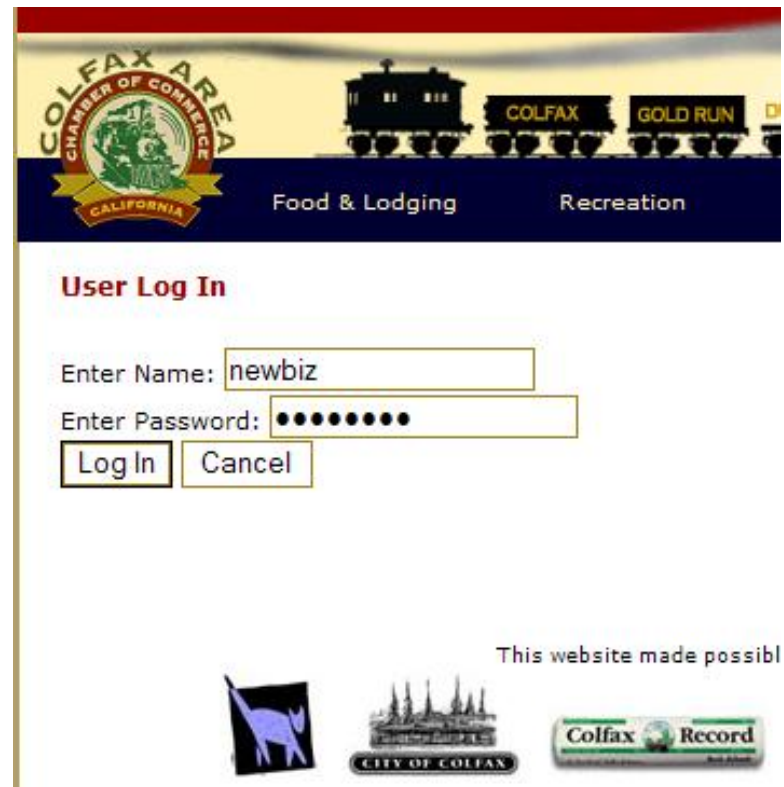
Enter the Colfax Website



- Place your pointer on Member Services
- Scroll down to Member Login
- Click on Member Login

Logging In

- On the CD you will find your temporary username and password
- Place the username in the blank box after
Enter Name: **newbiz**
- Then place the password
Enter Password: *********
- Place the mouse on the Log In box and click






The screenshot shows the top navigation bar of the Colfax Area Chamber of Commerce website. It features the Chamber of Commerce logo on the left, a train graphic in the center with 'COLFAX' and 'GOLD RUN' on the cars, and navigation links for 'Food & Lodging' and 'Recreation' on the right. Below the navigation bar is a 'User Log In' section with two input fields: 'Enter Name:' containing 'newbiz' and 'Enter Password:' containing seven asterisks. There are 'Log In' and 'Cancel' buttons below the password field. At the bottom right, there is a footer with the text 'This website made possibl' and logos for the City of Colfax and Colfax Record.

User Log In

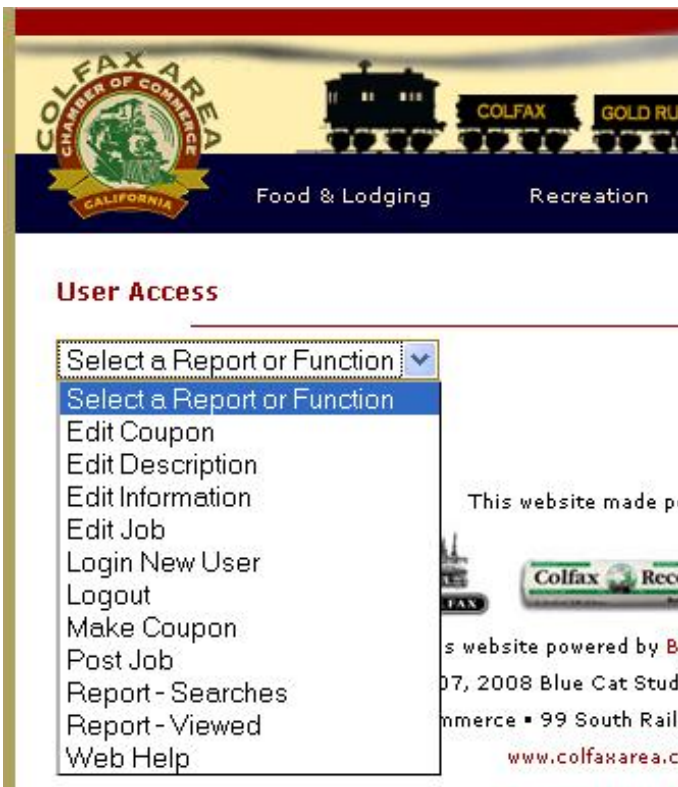
Enter Name:

Enter Password:

This website made possibl

User Access Menu



- Select the down arrow on the right side or click on the lettering in the box
- A menu of selections will appear
- Let us first set up your store's information, click on **EDIT INFORMATION**

Information on your Business

- You will see this page, input your business information
- You will notice after company description there is user name and password
- Here is where you can change your username and password, to something you will remember
- After that you may click on boxes that are relevant to your business
- At the bottom of the page click the box labeled **SAVE EDITS**

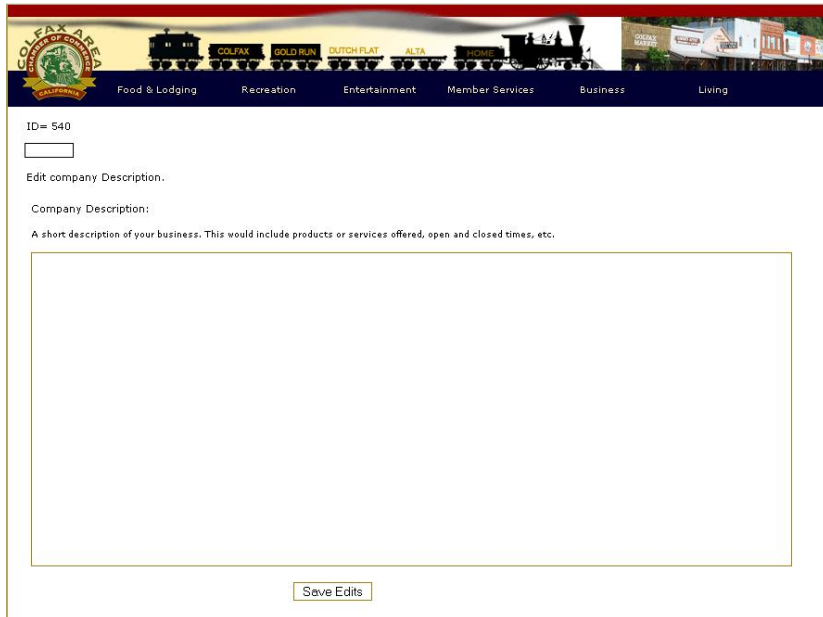
The screenshot shows a web form for business information. It includes the following fields and sections:

- Company:**
- Business Street Address:**
- Business City:**
- First Name:**
- Last Name:**
- Title:**
- Address Line 1:**
- Address Line 2:**
- City:**
- State:**
- Zip:**
- Business Phone:** Area Code: Extension:
- Private Phone:** Area Code: Extension:
- Email:**
- Website:**
- Company Description:**
A short description of your business. This would include products or services offered, open and closed times, etc.
- User Name for Login:**
- Password for Login:**

On the right side of the form, there are several links and a weather widget:

- [Events Calendar](#)
- [Links](#)
- [Visit Outdoor Places](#)
- [Keyword Search](#)
- Weather widget for Colfax, CA, showing temperatures for Fri, Sat, and Sun.
- Text: "Your Ad Here! Contact the Chamber at 346-8888."

Keywords describing your Business



The screenshot shows the website interface for the Colfax Area Chamber of Commerce. At the top, there is a navigation bar with the following categories: Food & Lodging, Recreation, Entertainment, Member Services, Business, and Living. Below the navigation bar, the page displays the ID number 540 and a small input field. The main section is titled 'Edit company Description' and contains a text area for entering the company description. A note below the text area states: 'A short description of your business. This would include products or services offered, open and closed times, etc.' At the bottom of the form, there is a 'Save Edits' button.

- You should be back at the User Select page.
- Scroll and choose the Edit Description
- Give a short description of your business
- Keywords: Help people to find your business when doing a search
- Example: **TOYS** if someone types this in search and its in your description, your store will pop up on the search.
- When done, remember to click **SAVE EDITS**

Make a coupon



- You should be back at the User Select page
- Select **Make a coupon**
- Fill in the Information
- Don't forget to make an expiration date
- Click on **Save edits and Preview**
- You can always edit your coupon at anytime with **edit coupon** on the main menu

A screenshot of a web form for creating a coupon. The form is titled 'COLFAX AREA CHAMBER OF COMMERCE CALIFORNIA' and features a navigation bar with links for 'Food & Lodging', 'Recreation', 'Entertainment', 'Member Services', and 'Business'. The form includes fields for 'ID= 540', 'Edit Coupon, cacc0070-001', 'Coupon Offer:', 'Coupon Description:', and 'Expiration Date:'. The 'Expiration Date' field is set to '2010-01-18'. A 'Save Edits and Preview' button is located at the bottom right of the form.

COLFAX AREA
CHAMBER OF COMMERCE
CALIFORNIA

Food & Lodging Recreation Entertainment Member Services Business

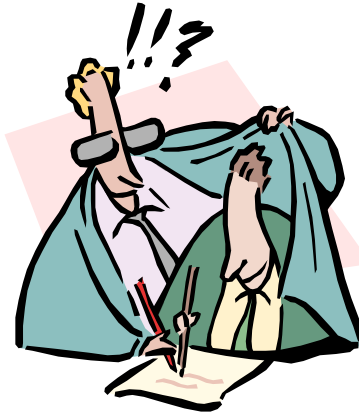
ID= 540
[REDACTED]
Edit Coupon, cacc0070-001

Coupon Offer:
The offer presented in this coupon. Such as: 20% Discount, or 2nd Night Free.
Ex: 20% off all purchases over \$100

Coupon Description:
A short description of your business or offer presented in this coupon. Please limit to less than 256 characters.
Put description here. A short description of your business or offer presented in this coupon. Please limit to less than 256 characters.

Expiration Date:

Post a Job



Company:

Job Position:

For example: clerk, cashier, driver, et cetera.

Location:

List the exact address of the job location.

Date Available: Choose A Date

The date that the selected applicant will be able to start.

Wages:

For example: \$9.00/hr or \$2,000/month.

Hours:

For example: M-F 9-5 PM or M, W, F 8-11:30 AM

PT/FT/Other:

Part-time, full-time, or other. Include here if this is a permanent position or a temporary.

Duties:

What duties will the applicant be expected to perform in the position offered?

Requirements:

Requirements that the applicant will need to have in order to be considered for employment.

Extra Notes:

Include here any extra notes you may have about the job that you feel the applicant should know before submitting an application.

Application Email:

If you'd like them to apply by email.

Application Phone:

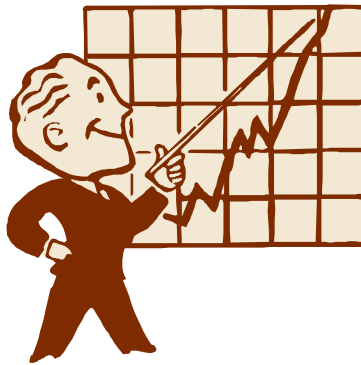
If you'd like them to apply by phone.

Application Address:

If you'd like them to apply in person or send resume.

Listing Expires: Choose A Date

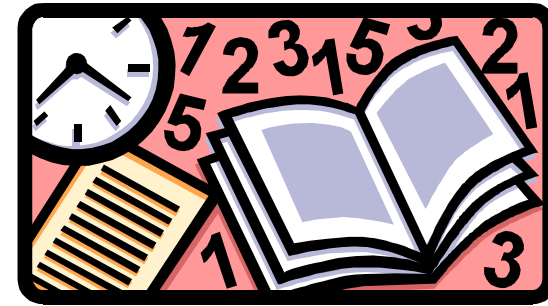
- Select the **Post Job**
- Simply fill out what you're looking for in an employee
- Make sure you specify when the listing expires
- Click **Post Job Listing**
- You may edit this at anytime also on the user select page



Tools

- **Report-Searches** a list of words that have been used on the website to find items or information.
- **Report-Viewed** a list of businesses that have been viewed by Bots or Persons
- To get reports, select dates and click **List Viewed Data** or **List Search Data**
- On any of these, just hit **Return** for select user page

Bonus Calendar



- At the home page of the Chamber website, click on **Events Calendar**
- Your Chamber password does not work on the calendar, it is a separate entity
- Get registered, on the right side click on **Register**
- After registration, you will be able to post your events for free!

Welcome to the Events Calendar! Find your kind of fun! Events for the next two weeks are displayed below. SEARCH the entire calendar by date, activity type, locale or venue for more specific information.

ADD your event to this calendar; it's free. Just register once, login and follow the instructions.

Current Events: Next Two Weeks

Monday, January 18, 2010

Name Your Price!	
January 18, 2010 - February 12, 2010	Colfax, CA Name Your Price! Therapeutic Massage for January-February. Do you only have 42 minutes for a relaxing massage? \$42 is your price. Desire luxury... READ MORE?

Friday, January 22, 2010

Colfax's Centennial Luncheon	
January 22, 2010	Colfax, CA Colfax's Centennial Celebration Luncheon- Colfax Area Chamber of Commerce Annual Meeting -History of the signing of Colfax's City... READ MORE?

The following are Ongoing Events

Colfax Heritage Museum and Visitor Center - ONGOING	
January 18, 2010 - December 31, 2015	Colfax, CA Open daily, the Colfax Heritage Museum and Visitor Center offers the visitor a look at the rich history of the Colfax area. The Depot also houses... READ MORE?

This website made possible in part by the following.

Calendar
[View Current Events](#)
[View All Events](#)
[View Ongoing Events](#)

To find more events, Search Calendar

by Category
by Venue
by Region
by County
by City
by Zip Code
by Date Range

Users
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[Event Listing Guide](#)
[Home](#)

Welcome to Colfax Area Chamber!

- You have now empowered your business with the Colfax Area Chamber website
- Your information and data is in your hands to alter at anytime
- The tools to see who, what and when are at your disposal
- Enjoy!

