



Chamber Nation[®]

powerful chamber management

www.ChamberClassRoom.com

HELP Center Index

Video Training Center:

- I. Beginning Videos
 - a. Opening Two Browser Windows Video
 - b. How to Log In Video
 - c. Membership Plans Video
 - d. Member Categories Video
 - e. Member Database Video
 - f. Sending Welcome Emails Video
- II. Intermediate Videos
 - a. The CRM System Video
 - b. Adding a Referred By Drop Down Option Video
 - c. Creating an Overnight Event Registration Video
 - d. Creating a Form Letter to Send to Your Members Video
 - e. Send Leads to Members Video
 - f. Leads Trading Game with Points Video
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 - h. Syndicated Calendar System Video
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- X. Strategy With Our Founder Videos
- a. Building Membership With Commerce Control Panel Video
 - b. Explaining the Integrated Community Tools Video
 - c. U.R. The Network and Why Video
 - d. What is Chamber Squad Video
 - e. What is Tiodew Video
- XI. Chamber Sales Support

- a. Membership Sales Plan
- b. Chamber Economics Concept (Expired Program)

- XII. What is Chamber Nation Video
- a. Interview with Chamber Nation Founder, Richard Scully Video

Member Database

- I. Tiered Membership Plans
 - a. How can I create a tiered membership graph that shows the member benefits at each level of membership?
- II. CRM System
 - a. CRM System Intro
 - b. Ticklers
 - c. Referral Tool
- III. Member Database
 - a. Can I limit members to 2 categories only?
 - b. Member-level Features
 - c. Member Database Intro
 - d. Member Database Admin
 - e. Membership Plans
 - f. Member Database Fields
 - g. Granting Access to Members
 - h. Officers/Board Members
 - i. Multi-Member Accounts
 - j. Match Merge
 - k. Mass Entry of Data

Membership Billing

- I. QuickBooks Integration
 - a. QuickBooks Integration Services

- II. Membership Billing
 - a. Red Door Plan Calculations – Convert Regular Member to Premium Membership Plan
 - b. Member Billing System
 - c. MMS Member Billing System Training Video
 - d. Member Billing Intro Video
 - e. Member Billing Reports Video
 - f. Member Renewals Video
 - g. Handling Member Renewals
 - h. Member Renewals and Duplicates
 - i. Creating Invoice Records
 - j. Invoice Documents
 - k. Email Renewal Notifications
 - l. Recording Payments
 - m. Receipt Documents
 - n. Refunds
 - o. Dropping Members
 - p. Reinstating Members
 - q. Viewing Transactions
 - r. Reporting/Data Export
 - s. Non-Dues Invoices
 - t. Membership Add Ons
 - u. Corrections/Voids
 - v. Monthly Payments with CIM
 - w. Full Automation – Nightly Jobs
 - x. QuickBooks Interface
 - y. Sync Operation

Reporting

- I. Miscellaneous Reporting Topics
 - a. Reporting Intro
 - b. Member Search/Directory

- c. Google Maps

- II. Lists and Labels
 - a. Reporting, Lists, Labels Info
 - b. Mailing Labels and Avery Forms
- III. Quick Reports
 - a. Creating a list of members that have not optimized their TCS page
 - b. Quick Reports Info
- IV. Custom Reports
 - a. Custom Reporting Info
 - b. Exporting to Excel

Communication

- I. Multipost
 - a. Multipost/Social Networking Intro
 - b. Linking to Facebook Pages
- II. Drip Marketing
 - a. Drip Marketing Intro
- III. Social Network
 - a. Networking Tools
 - b. Multipost/Social Networking Intro
- IV. Newsletter Editor
 - a. How do I upload images in the body of my newsletter article?
 - b. Newsletter Editor Intro
 - c. Newsletter Template
 - d. Editing a Newsletter
 - e. Sending Out the Newsletter
 - f. Newsletter Configuration
- V. Broadcast Messages
 - a. How do I send a Broadcast Message to only people in certain categories?

- b. How do I edit a saved broadcast message?
- c. Broadcast Messages Intro
- d. Bounced Emails
- e. Broadcast Message Configuration
- f. Managing Lists
- g. Email Unsubscribe Requests
- h. Formatting Tips
- i. Avoiding Spam Filters
- d. Members –v- Non-Members
- e. Custom Fields
- f. Admin Fields
- g. Editing Attendees/Payments
- h. Refunds
- i. Event Reporting
- j. Discount Codes
- k. Event Registration Messages
- l. Event Registration Configuration
- m. Event Billing: Separate from Dues Billing

Event Management

- I. Event Registration
 - a. Event Registration Intro
 - b. Setting Up a Registration
 - c. Packages
- II. Calendar Invites
 - a. Invitations
- III. Calendar of
 - f. RFP – Topics/Committees – Setup
 - g. RFP – Message Function
 - h. Screen Proposals and Assign Reviewer by Type
- IV. Events
 - a. How do I print the Chamber Calendar from the Website?
 - b. Calendar of Events Intro
 - c. Calendar of Events Usage
 - d. Calendar of Events Fields
 - e. Attendance Tracking
- III. Elections
 - a. Elections Intro
 - b. Creating Elections
 - c. Election Reports
 - d. Election Emails
- V. Calendar Automation
 - a. Broadcasting Member Events
 - b. Member Calendar Network
- IV. Online Learning
 - a. Online Learning Module
 - b. Designing Your Courses

Members Area Functions

- I. Resource Reservations
 - a. Resource Reservations Intro
- II. Proposal Submissions
 - a. Request for Proposal System
 - b. RFP – Setup
 - c. RFP – Edit Request – Pg 1
 - d. RFP – Edit Request – Pg 2, 3, 4, & 5
 - e. RFP – Topics/Committees
- V. Message Boards
 - a. Message Boards Intro
 - b. Creating Message Boards
 - c. Creating Topics
 - d. Email List Enabled Message Boards
- VI. Surveys
 - a. Survey Intro
 - b. Creating Surveys
 - c. Survey Emails

- d. Survey Reports
- VII. Projects/Committees
 - a. Project/Committees Intro
 - b. Edit Projects/Committees
- VIII. Media and File Center
 - a. File Archive
 - b. File Management
 - c. File Archive Video
 - d. Mass Upload File Archive Video

Banners and System Stats

- I. Banner Ad Manager
 - a. Banner Ad Manager

Website Module Management

- I. Tiodew Website Editor Training
 - a. Tiodew Website Editor Training
- II. Snappages Website Editor Training
 - a. Snappages Website Editor Training
- III. Library
 - a. Library Intro
- IV. Legislative Action Center
 - a. Legislative Action Center Intro
- V. Online Store
 - a. Online Store Intro
- VI. Classified Ads
 - a. Classified Ads Intro
 - b. Classified Ads Submission
 - c. Classified Ads Editor
- VII. Job Board
 - a. Job Board Module
- VIII. Photo/Mobile Albums
 - a. Photo Album Intro
 - b. Managing Photos

- IX. Relocation Guide Manager
 - a. Relocation Guide Intro
 - b. Editing Relocation Guide Elements
- X. Daily Deal Approval
 - a. Coupon System
 - b. Daily Deal Administration
- XI. Donations/Wish List
 - a. Donations/Wish List Intro
- XII. Forms Builder
 - a. Forms Builder Info
- XIII. News Manager
 - a. News Manager vs. Press Releases
 - b. News Manager/Press Releases
 - c. Entering Content Into the News Manager
- XIV. Press Releases
 - a. How do I add photos to my press release?
 - b. My press release is showing before the date it is supposed to
 - c. Press Releases vs. News Manager
 - d. News Manager/Press Releases

Web Editor

- I. Webmaster Code and Ideas
 - a. Making the Background of Images Transparent
 - b. Adding Rollover Images to Websites (Sample Code)
- II. Snap Pages Editor
 - a. How do I change my password?

- b. How do I create a link page?
- c. How do I create a billboard ad clickable to another website?

Admin Community and Posts

- I. Various
 - a. Add a Custom Field (Like a business anniversary)
 - b. Approving Pending Events
 - c. Banner Ad “Impressions” Now Available
 - d. Billing Q&A
 - e. Broadcast Message Details
 - f. Can I put an alternate billing address in my member database?
 - g. Category List – Suggested Starter List
 - h. Chamber Nation Web Mail
 - i. Chamber Recreation System
 - j. Connecting 1and1 Webmail to Outlook
 - k. Daily Deals
 - l. Drip Marketing System
 - m. Google Apps Migration for Microsoft Outlook®
 - n. Grid/Touch Screen Directories
 - o. Keeping Member Categories Under Admin Control
 - p. Limited Address Information on MAPPING
 - q. Member Keyword Guide for Search Optimization
 - r. Member Not Showing Correctly

- s. on Street View Mapping System
- s. MMS Banner Ad Manager
- t. MMS Broadcast Messaging
- u. MMS Calendar of Events
- v. MMS Classified Ads
- w. MMS Configuration Area
- x. MMS Contact Database/Member Referrals
- y. MMS Coupon System and Daily Deals
- z. MMS Drip Marketing
- aa. MMS Event Registration System
- bb. MMS Forms Builder and Forums
- cc. MMS Legislative Action Center and Library
- dd. MMS Media and File Center
- ee. MMS Member Database Fields
- ff. MMS Membership Billing System
- gg. MMS Membership Plans
- hh. MMS Mobile Photo Album – Shared with Members
- ii. MMS Multi Post and Social Networking
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- kk. MMS Newsletter Creator
- ll. MMS Online Learning
- mm. MMS Online Store and Donation System
- nn. MMS Projects and Committees
- oo. MMS Reporting

- pp. MMS Resource Reservation
- qq. MMS Survey System
- rr. MMS System Introduction
- ss. Mobile App Users Guide
- tt. Monthly Newsletters and Customer Meetings
- uu. New Photo Grid Membership Directory
- vv. New Prospect List vs. Lead List Trigger
- ww. NEW: Graphics Dashboard
- xx. Newsletter Editing Solution Shown
- yy. Newsletter Open-Rate Detection
- zz. Outlook or Google Apps?
- aaa. Press Releases
- bbb. Real Value of Joining a Chamber Study
- ccc. Recreation Assets – GPS Override
- ddd. Recreation Site Mapping, Multi Chamber, Street View
- eee. Red Indicators in Member Email Lists
- fff. Setting Up Your Own Google Analytics Account
- ggg. Survey Report – How do I get the survey results after it is sent?
- hhh. Translating Your Website
- iii. Understanding Google Analytics
- jjj. Using CRM Tool – Drip Marketing
- kkk. Way to Create Ambassador Page using Projects and Committees

- III. What is a Membership Card?

Mobile App

- I. Mobile App Manager
 - a. Mobile App Manager Intro
 - b. Ordering a New Mobile App
 - c. Updating Mobile App Info
 - d. Managing Mobile App Content
 - e. Managing Mobile App Pages
 - f. Managing Mobile App Features
 - g. Managing Mobile App Categories
 - h. Managing Mobile App Links
 - i. Managing Mobile App Spacers

Chamber Onboarding

- I. Verification Services
 - a. Verified Chamber Member
- II. Admin Cheat Sheet
 - a. Administrative Cheat Sheet – Great Tips to Remember
- III. Merchant Account
 - a. Fair Commerce Merchant Account Options
 - b. Merchant Account Privacy, System Policies and Copyright
 - c. Merchant Account Setup Information
- IV. Data Conversion
 - a. Data Conversion Process – QuickBooks Integration

Optional Upgrades

- I. Promotional Toolbox by CommunityLink (Free)

- a. Incredible Promotional Tools for Chambers of Commerce
 - II. Chamber Texting Services
 - a. Chamber Texting Consulting Services
 - III. Chamber Website Makeover's
 - a. \$499.95 Website Makeover
- General**
- I. Miscellaneous
- a. Members and Admins
 - b. Application Time-Out
 - c. MMS Configuration
 - d. How to Limit Grid View Code to One Category with DisplayedRight System
- II. Chamber Advertising
 - a. Chamber Advertising Live Network Feed
 - b. Understanding the Value of Chamber advertising

Additional Support:

www.ChamberOnboarding.com
www.ChamberStaff.com
www.MemberOnboarding.com

Direct link to index topics: <https://tiodew.zendesk.com/hc/en-us>