

WAYZATA AREA CHAMBER


A Member's Guide to the Members-Only Area

An illustrated guide to getting the most out of the Chamber's interactive self-service online profile.

The screenshot shows a web browser window displaying the member portal for the Greater Wayzata Area Chamber of Commerce. The page features a dark blue header with navigation links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Member Directory". A "Switch Profile" button is also visible. Below the header, the profile information for the Greater Wayzata Area Chamber of Commerce is displayed, including contact details and a list of events. A "My Events" section lists upcoming events with dates and titles. To the right, there is a section for "There are no open invoices" with a "PAY INVOICES" button. Below that, a "4 Related Profiles" section lists other members with their names, titles, and contact information.

Hi Judy! You're currently viewing Greater Wayzata Area Chamber of Commerce's profile [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Member Directory](#)

 **Greater Wayzata Area Chamber of Commerce**

Email: info@wayzatachamber.com Phone: (952) 473-9595

Address: 402 E. Lake Street, Wayzata, MN 55391 Title:





My Events [View all events »](#)

- March 11, 2021
Bundle Up For Business!
- July 16, 2020
UNITE THE NORTH: Minnesota Vikings Season Preview
- July 20, 2017
Speaker Luncheon: The History of Hotels on Lake Minnetonka At The Hotel Landing
- March 23, 2017
Business @ Benz with Donation Creations

There are no open invoices

[PAYMENT HISTORY](#) [PAY INVOICES](#)

4 Related Profiles [Add a profile](#) [View and edit all »](#)

-  **Becky Pierson**
President
bpieron@wayzatachamber.com
(952) 473-9595
Billing Contact Main Contact
-  **Brooke Beyer**
Community Events Coordinator
bbeyer@wayzatachamber.com
(952) 473-9595
-  **Judy Johnson**
Director of Membership Services
johnson@wayzatachamber.com
(952) 473-9595
-  **Anna Skemp**
askemp@wayzatachamber.com

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Chamber's Vendor





WAYZATA AREA CHAMBER

Membership has its privileges

- Our website is powered by MemberClicks by Personify, the association industry's most powerful Association Management Software system.
- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us!

What can I do here?

- Update your contact information (plus organization information if you're the main contact or an editor)
- Pay invoices for any related profiles (main contacts/editors) [as well as enroll in ARB (Automatic Recurring Billing)]
- Access members only content
- View your benefits and more
- Upload media (company logo, staff pictures, directory photo gallery and video)
- Change your password

Below is sample view of the Wayzata Area Chamber's member profile page.

The screenshot shows a web browser displaying the member profile page for the Greater Wayzata Area Chamber of Commerce. The page features a dark blue header with navigation links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Member Directory". On the right side of the header, there are links for "Change Password" and "Log Out".

The main content area includes the chamber's logo (three green squares) and the name "Greater Wayzata Area Chamber of Commerce". Below this, contact information is displayed in a grid:

Email	Phone
info@wayzatachamber.com	(952) 473-9595
Address	Title
402 E. Lake Street Wayzata, MN 55391	

A "My Events" section lists upcoming events:

- March 11, 2021: Bundle Up For Business
- July 16, 2020: UNITE THE NORTH- Minnesota Vikings Season Preview
- July 20, 2017: Speaker Luncheon: The History of Hotels on Lake Minnetonka-At The Hotel Landing
- March 23, 2017: Business @ Benz with Donation Creations

On the right side, there are two main sections:

- There are no open invoices:** Includes buttons for "PAYMENT HISTORY" and "PAY INVOICES".
- 4 Related Profiles:** Lists other members with their names, titles, and email addresses. The list includes Becky Pierson (President), Brooke Beyer (Community Events Coordinator), Judy Johnson (Director of Membership Services), and Anna Skemp.

The bottom of the screenshot shows a Windows taskbar with the search bar, task icons, and system tray information (72°F Sunny, 9:33 AM 8/1/2022).



Log in to take control of your membership

- You will need to use your username and password to gain access to our private Members Only Area, or to receive member rates on event registrations.
- If you ever forget your password, click the 'Forgot your password?' link to receive an email with a password reset link

Login

Username

Password

Remember My Login

Login

[Forgot your password?](#)



Switch Profiles

- If you are the main contact or an Editor of related organization profiles, you will be able to easily switch the profile you are editing at any time!
- Make sure to save any edits before you switch to another profile!

The screenshot displays the Wayzata Area Chamber of Commerce member portal. At the top left, the logo 'WAYZATA AREA CHAMBER' is visible. Below it, a dark blue banner contains the text 'Hi Judy! You're currently viewing Greater Wayzata Area Chamber of Commerce's profile'. A navigation menu includes 'Member portal home', 'Edit this profile', 'Pay open invoices', and 'Relationships'. On the right side of the banner, there are links for 'Change Password' and 'Log Out'. A white 'Switch Profile' dropdown menu is open, showing three options: 'Greater Wayzata Area Chamber of Commerce' (with a green grid icon), 'Brooke Beyer' (with a blue person icon), and 'Becky Pierson' (with a circular profile picture icon).



Edit Your Member Profile

This link will open a page that allows you to update much of the information on your profile. If you are an Editor for your related organization(s), you can click Switch Profile at any time to edit additional profiles. This helps us ensure we always have the latest information about you and your business.

You can edit the following information:


- Name, address, and other basic contact information
- Directory Listing descriptions
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts

Edit Your Organization and Individual Profiles

- You have the ability to edit your profile. Staff marked as Main Contact or Editor are able to edit their related Organization(s) as well.
- Once you make changes, they are submitted for approval by the Chamber.
- If you have the permission as editor, you can also edit the profiles related to your organization.


Below is sample view of the Wayzata Area Chamber's edit a profile page.

Profile Edit

 **Becky Pierson**
President

Please review your profile information below and make any necessary changes. After saving and submitting the change request, please allow 48 hours before changes are approved and live.

- Relationship
- General Information
- Additional Addresses
- Additional Phones
- Additional Emails
- Social Media
- Update Your Preferences

 **Greater Wayzata Area Chamber of Commerce** (11646)

- Primary Contact Of **Greater Wayzata Area Chamber of Commerce**
- Editor Of **Greater Wayzata Area Chamber of Commerce**
- Receives Communication
- Billing Contact
- Update **Becky Pierson's** phone and address to inherit from **Greater Wayzata Area Chamber of Commerce**

Relation Type
Employee

Relationship Title
President

[CANCEL](#) [SAVE AND CLOSE](#)

Relationships

- The Relationships menu item (and Related Profiles area of the home page) shows all profiles related to the profile you're editing.
- You can add new staff or relationships, as well as update existing relationships such as marking staff as former employees or marking new editors or main contacts for organizations.
- All updates you make are submitted for approval by the Chamber.
- Make sure to save before exiting this screen.

Below is sample view of the Wayzata Area Chamber's related profiles menu.

WAYZATA AREA CHAMBER

Hi Judy! You're currently viewing Greater Wayzata Area Chamber of Commerce's profile [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Member Directory](#)

Greater Wayzata Area Chamber of Commerce [ADD A PROFILE](#)

Related Profiles

There are 4 relationships

Primary Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Filter by name"/>	<input type="text" value="Filter by title"/>	<input type="text" value="Filter by email"/>	<input type="text" value="Filter by phone"/>	<input type="text" value="Filter By Type"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Becky Pierson	President	bperson@wayzatachamber.com	(952) 473-9595	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Brooke Beyer	Director of Community Events & Marketing	bbeyer@wayzatachamber.com	(952) 473-9595	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Judy Johnson	Director of Membership Services	jjohnson@wayzatachamber.com	(952) 473-9595	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Anna Skemp	Communications & Member Events Coordinator	askemp@wayzatachamber.com		Employee	ACTIONS

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View Invoices and Renewal Information

- From the Members Only home page, Main Contacts and Editors can view all open invoices for their related profiles as well as renewal information.
- You can view Payment History and click to Pay Invoices, as well as Enable ARB (Automatic Recurring Billing) even if you don't have an open dues invoice.

3 open invoices

Gloria Gaynor	\$5.00
Freddy's Frozen Custard	\$474.60

[PAYMENT HISTORY](#) [PAY INVOICES](#)

Renewals

Sponsorship
Yearly (starting on 11/01/2019) \$555

[ENABLE AUTOMATIC RECURRING BILLING](#)

Enter credit card details to automatically pay your renewal fee each time

Below is sample view of an open invoices screen for an organization and individuals.

Open invoices across accounts

PAY NOW Select invoices below to pay

<input type="checkbox"/>	Due date ⇅	Invoice date ⇅	Invoice ⇅	Invoiced profile ⇅	Description ⇅	Item amount ⇅	Paid ⇅	Due ⇅
<input type="checkbox"/>	4/1/2021	7/16/2020	7093	Freddy's Frozen Custard	Dues	\$1.00	\$0.00	\$1.00
<input type="checkbox"/>	12/18/2020	12/18/2020	7456	Freddy's Frozen Custard	ACRE Dues	\$50.00	\$0.00	\$50.00
<input type="checkbox"/>	8/1/2021	2/26/2020	2680	Freddy's Frozen Custard	Single Tax Item	\$24.60	\$0.00	\$24.60
<input type="checkbox"/>	3/10/2021	3/10/2021	7667	Freddy's Frozen Custard	Events	\$450.00	\$0.00	\$450.00
<input type="checkbox"/>	2/11/2021	2/11/2021	7660	Gloria Gaynor	Application Fee	\$5.00	\$0.00	\$5.00

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Pay Open Invoices

- Click Pay Open Invoices from top Navigation menu or the Pay Invoices button on the right side of the home page
- Main Contacts and Editors will see company invoices, other staff will view only invoices connected to their individual profile
- Select any invoices you would like to pay by checking the box in the first column
- To print an invoice, click on the Invoice Number link.



Paying Invoices

Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information

Payment details **\$450**

Name On Card

Card Num

Security Code Month Year

Address

City State Zip / Postal Code

Country



Enable ARB (Automatic Recurring Billing)

- If you would like to have your credit card charged automatically for membership on your membership schedule (annual, quarterly, monthly), you can Enable ARB (Automatic Recurring Billing) at any time.
- If you have an open dues invoice, when you go to pay the invoice, there will be a checkbox on the payment details screen allowing you to opt in to ARB.
- If you do not have an open invoice, you can enable ARB from the Renewals section of the Members Only home page.

Automatically charge my credit card for \$105 every month

CANCEL **SUBMIT PAYMENT**

Renewals

Sponsorship
Yearly (starting on 11/01/2019) \$555

ENABLE AUTOMATIC RECURRING BILLING

Enter credit card details to automatically pay your renewal fee each time



Change your password

- The best parts of our website are restricted to only be used by members and their approved employees or related profiles. You can change your password at any time on the top right menu of the Members Only page.
- Once you have a username and password, you can use it to access any member rates and benefits and other self-service items we offer.

Current Password

New Password

Repeat Password

Enjoy discounts for event registration

- Look for the login information on the Chamber's events registration page to ensure you can access all of your member benefits.
- Many of our Chamber events have special member-only rates.

You can login from the individual event page or on the home page.



WAYZATA AREA CHAMBER

2022 Person of the Year Luncheon
Thursday, October 13, 2022 11:30 AM Log In

Members - Log in first to autofill your registration and receive member pricing. Thanks!

Registration Contact <small>Select Items</small> <small>Attendees</small>	Registration Contact Organization Name * <input type="text"/> First Name * <input type="text"/> Last Name * <input type="text"/>
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Greater Wayzata Area Chamber of Commerce

Login

Username

Password

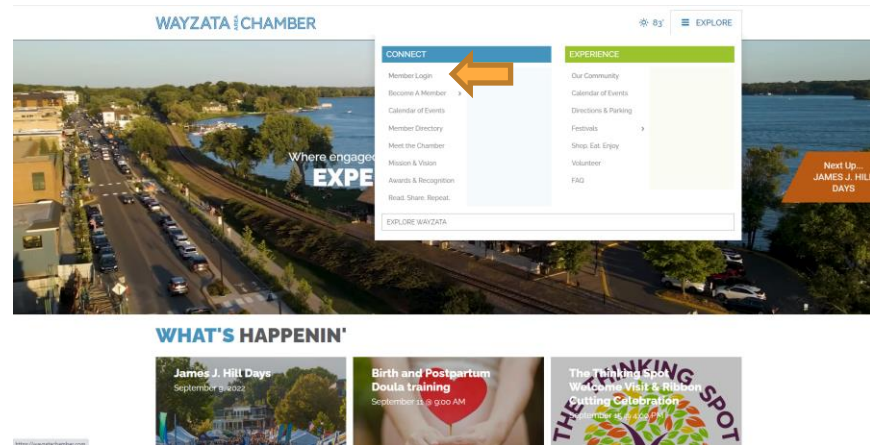
Remember My Login

[Forgot your password?](#)

Check out other areas of our website

- To access any of the public resources on our site and check out your Directory listing, you can use the links at the top of the portal
- If you need any support navigating your member portal or website, please contact Judy Johnson, Membership Services Director at jjohnson@wayzatachamber.com. She will be happy to assist you!

Visit the Greater Wayzata Area Chamber of Commerce's home page to check out events, benefits, and to **login to your member portal.**



Thank you for your membership and engagement in the Greater Wayzata Area Chamber of Commerce!