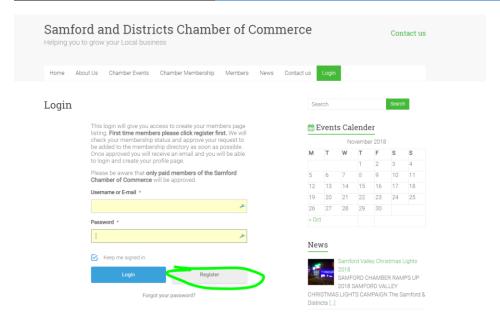
### Setting up your profile on the Samford Chamber Website

1. First: register on this link: https://samfordchamber.com/login/

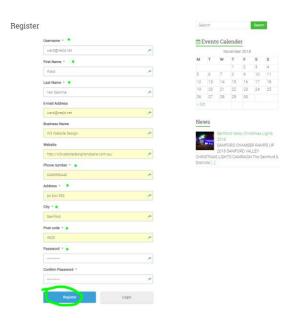


## 2. Complete the fields as per form

The fields with  $\mbox{*}$  are mandatory .

Tip: username cannot be your email.

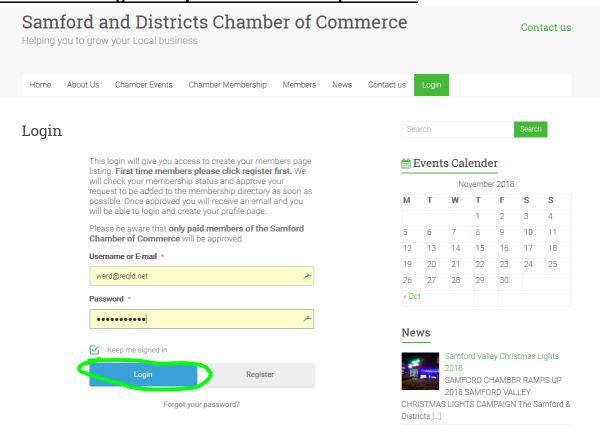
Click "Register" at the bottom of the page



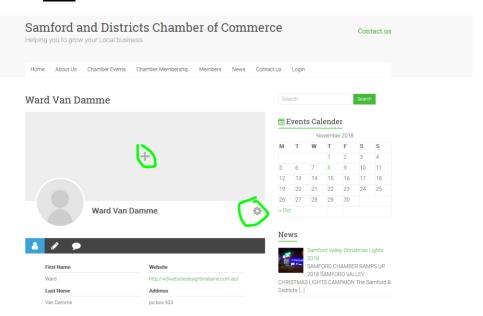
# 3. Wait for the administrators to approve your membership

Once approved you receive an email confirming your membership. (generally 2-3 days). Please check your junk email folder....

## 4. You can now login with your username and password.



#### 5. <u>Test</u>



Click on the plus in the picture. Best cover Photo picture is about 1200x400. (minimum 1000 pixels wide, and about 1/3 height/width ratio)

Click on the rond picture to upload your profile picture. Square pictures with enough space on the sides for cropping works best here.

If you now click on the settings icons, you can add the other info.

Click on the Tick when finished and your profile is saved and live.