

Adrian MO Chamber of Commerce

Instructions for updating your Online Business Listing

Congratulations on your new business card listing. The searchable Chamber directory makes it easier than ever for web visitors to find you. They search alphabetically by name, by category and sub category, or by keyword.

The new chamber directory allows you to edit your business listing, and add or change your logo and photos. To do so you must log in with email address and password assigned to you by the chamber. Once you have logged in you can changed either setting.

Email address:

Password:

1. Go to www.adrianmochamber.com and click the link to the business card directory on the front page
2. Under the search options you will see a text link that says BUSINESS LOGIN click there
3. Enter the system with the e-mail address and password provided

Once in the system you will see the business card directory form with you current information. Feel free to edit it as needed. The fields are self explanatory.

Adding or Changing a Logo

- To add or change your logo, click the NEW LOGO text link in the top left of the page. Browse for, find and upload your logo into the system.
- Please note the log must be in graphic format .jpg or .png no .bmp's or word docs. Large logos should be resized before upload for best results. Very small logos will not look good if they are expanded on the web.

Adding or Changing Photos

- Use the ADD A NEW PICTURE text link in the top left
- Browse for, find and upload you pictures one at a time
- Use only .jpg or .png
- Large photos will not upload as there is a file size limit of 2 megs per photos. Photos coming off digital cameras are often 24" – 35" wide in high res format. These will need to be resized in a photo editor to about 600 pixels wide and 72 DPI before uploading.
- To delete a photo click the DELETE PHOTO text link under the photo you want to delete.
- You can sort order the pictures to make them appear in the order that you desire.

For a sample of what this will look like in the web visit the World Visions Internet Services Card in the Chamber Directory,

For help please contact the Chamber

