



View our handy How To video: <https://youtu.be/epLmK4pUMrA>

## Some useful tips on how to use our new Members Marketplace!

**Add special offers and edit your new, improved Business Directory Profile!**

### Accessing Your Offers & Profile!

Login by clicking the link in the header. If you don't know your login, let us know and we can assist you.

The **PROFILE** icon  will appear in the header. Clicking on the icon will take you to your profile, where you can add offers and benefits. You can also edit your new and improved profile. Think of this as your shop window to users!

**Current Offers**—These are the offers you currently have available to users.

**HANDY TIP:** To help you track your offers interest, include an Offer Code in your Offer Description that enquiries must quote, for Example: "HROFFER1". This will allow you to keep track of enquiries.

### Add an Offer!

To add an offer click

Here you can add:

**Offer Text**—A title and description of what you're offering.

**HANDY TIP:** Include your company name + Location in the Offer Description!

**Offer Image**—An image or graphic to illustrate what you're offering.

The image must be a min size of 720px x 320px and max 1270 px x 590 px.

**Your offer may be randomly selected to feature in our Marketplace newsletter and on the Buy Ayrshire and Ayrshire Connect social media pages!**

**Offer Dates**—Select your start date and ensure it is highlighted green. Then click through the calendar using the arrows and click your end date. The dates your offer will be shown will be highlighted in green.

**REMEMBER:** Once you have entered that information don't forget to **save** your offer. Your offers will be publicly available on our website.

### Edit Profile!

Since upgrading the member profiles, members can now give a visual impression of their business to users by uploading a profile image and cover picture. We would suggest adding your logo and branding here or perhaps some staff imagery, but it's really up to you....get creative!

### Social Links!

We've now added the capability to add links to social media accounts. Just paste the respective URL's into the correct field and save, or email [kate@ayrshire-chamber.org](mailto:kate@ayrshire-chamber.org) to update your Profile.

#### TIP

You can add multiple offers depending on your membership tier.

#### NEED HELP?

Email: [kate@ayrshire-chamber.org](mailto:kate@ayrshire-chamber.org) for assistance or alternatively Kate can upload your offer for you.