




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

Add special offers and edit your new ACCI Business Directory Profile!

Accessing Your Listing & 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 virtual shop window to users!

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

HANDY TIP: To help you track your listing interest, include an Listing Code in your description that enquirers must quote, for Example: "HROFFER1". This will allow you to keep track of enquiries.

Add a Listing!

To add an offer, click the '**Add New Offer**' button in your business profile.

Here you can add:

Listing Text—A title + brief description of what you're offering. in your listing.

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

Listing Image—An image or graphic to illustrate what you're offering.
The image must be sized to 1270 px x 590 px to fit the image box.

Your listing may be randomly selected to feature in our Marketplace news-letter, and on the Buy Ayrshire social media pages!

Listing Dates—Select your start date and ensure it is highlighted **green**.
Next, click through the calendar using the arrows and click once on 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!

Chamber Members can now enhance the visual impression of their business to ACCI website 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!

Social Links!

You can now add links to social media accounts to your profile. Just paste the respective URL's into the correct field and save, or email kate@ayrshire-chamber.org to update your profile details.

TIP

You can add multiple offers depending on your membership tier.

NEED HELP?

Email: kate@ayrshire-chamber.org
for assistance or alternatively Kate can upload your offer for you.