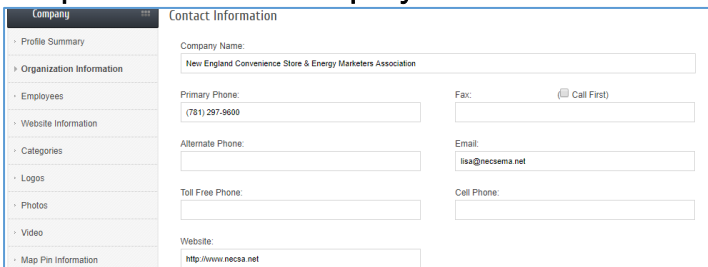


## MemberZone Introduction:

MemberZone is an online tool for NECSEMA members to communicate and advertise your products and services with other members. The great news is that this tool is included with your NECSEMA membership so there are no additional costs to use it.

*Make sure that you update your contact and company details so that NECSEMA members and the Association can provide current industry news, future networking events and Special product & service Deals.*

### To Update Contact & Company Details:



The screenshot shows a 'Contact Information' form with the following fields:

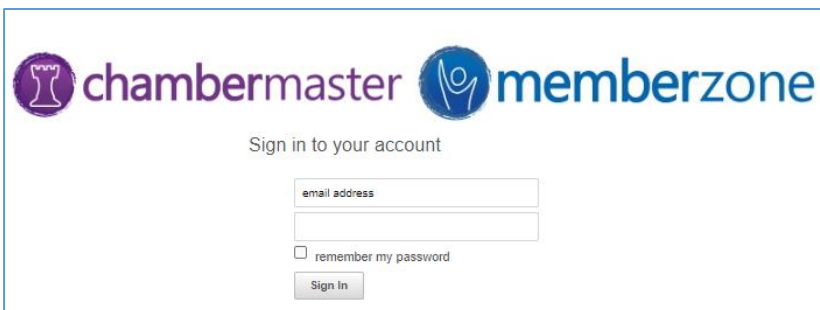
- Company Name: New England Convenience Store & Energy Marketers Association
- Primary Phone: (781) 297-9600
- Fax: (Call First)
- Alternate Phone:
- Email: isa@necsema.net
- Toll Free Phone:
- Cell Phone:
- Website: http://www.necsa.net

1. Log-in to MemberZone by clicking here: <https://necsema.memberzone.com/login>
2. At the login screen, enter your email address in the first field & enter your password in the second then click **Sign In**.

Regular communication with other NECSEMA members allows you to offer valuable information about your products and services, event announcements, information about upcoming new products and expanded services, and special discounts on existing ones.

## Create member to member deals – quick & easy

Easily generate more sales for your business by offering member to member deals using MemberZone by completing a quick online form. Since there are no mailing and printing costs, this option helps your bottom-line. Another benefit of posting your deal online in MemberZone is the almost instantaneous delivery of the deal. You do not have to worry whether



The screenshot shows the login screen with the following elements:

- Logos for 'chambermaster' and 'memberzone'.
- Text: 'Sign in to your account'.
- Input field for 'email address'.
- Input field for password.
- Checkbox: 'remember my password'.
- 'Sign In' button.

**IMPORTANT:** if you have trouble signing in, then please contact Annette Benenato for assistance at [Annette@necsema.net](mailto:Annette@necsema.net).

3. Update your Personal contact details in MemberZone by either clicking on **Account Settings > Personal Information** or click on **Personal Information** in the Shortcuts menu on the left side. Then review and update your contact details by clicking on each of the buttons located under Personal Information. Make sure to click **Save** to update.

**IMPORTANT:** In order for your contact details to be displayed in MemberZone for other members to view, please be sure to click on the **Display Preferences** button and select the boxes under the **Member** column that includes your name, email address, work phone & cell phone.

4. Next click on the **Company** button in the Shortcuts menu on the left side. Then review and update your company details by clicking on each of the buttons located under **Company**. Make sure to click **Save** to update.

For more guidance on updating your Personal and Company contact details:

Here is a link to the MemberZone online training materials with more detailed instructions including screenshots on how to update your Personal and Company contact details, How To Add a Job Posting, How to Add a News Release and other tasks:

[http://supportwiki.chambermaster.com/Training\\_Videos#Training\\_For\\_Your\\_Members](http://supportwiki.chambermaster.com/Training_Videos#Training_For_Your_Members)

the Post Office delivers the deal in time for members to take advantage of your special offer.

## Member to Member Deal Instructions:

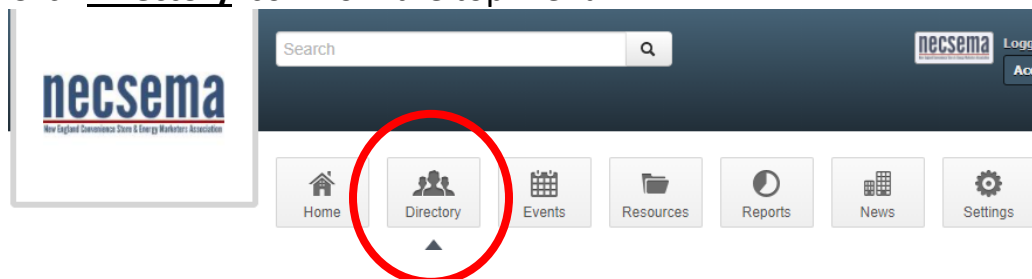
Click the below link for Instructions to set up Member to Member Deals in MemberZone:

[How to submit Member to Member Deal](#)

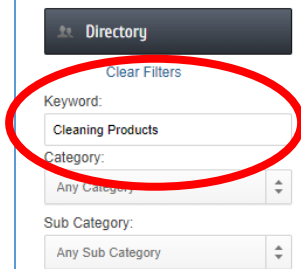
## Directory Searches:

To Search for Products & Services provided by NECSEMA Members:

1. Click **Directory** icon from the top menu:



2. Enter keywords for the Products or Services that you need in the Directory **Keywords** field and hit **Enter**:



Directory

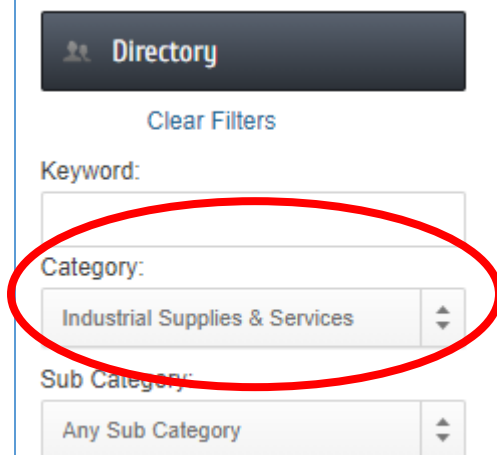
Clear Filters

Keyword:  
Cleaning Products

Category:  
Any Category

Sub Category:  
Any Sub Category

3. Or search for Products and Services by selecting a **Category** or **Subcategory** from the drop-down menu:



Directory

Clear Filters

Keyword:

Category:  
Industrial Supplies & Services

Sub Category:  
Any Sub Category

4. The list of members that fall into that Directory Category will display along with their contact information.