

FREMANTLE CHAMBER OF COMMERCE WEBSITE

In 2006 the Fremantle Chamber of Commerce officially launched its new look website, www.fremantlechamber.com.au. This website's aim is to keep members up to date with information relevant to Chamber Members' businesses. The website also provides Members with the opportunity to advertise and promote their business online. Please spare some time to read this document.

Forgotten your login user name and/or password?

If you have forgotten your login *password* simply click on the 'Forgotten Password?' link located just under the members login section on the homepage. Then type in your email address or username and you will receive an automated email containing a link to change your password.

If you have forgotten your *username* you will need to contact the Fremantle Chamber of Commerce on 9335 2711.

Note: Please keep note of your username and password in a secure location so you do not forget.

Chamber functions

All upcoming Chamber functions are listed on the Chamber website. Members are encouraged to register for these functions online. Registering online for a Chamber function is a quick and simple process:

1. Visit www.fremantlechamber.com.au
2. Enter your username and password (this is usually provided to the first representative in your company)
3. Click the 'Log In' button
4. Once you have logged in browse through the 'Upcoming Events' section, located on the bottom right hand panel of the page
5. Click on the relevant event link. This will take you to a new page that outlines the event details
6. Click on the 'Register Now!' button, this will take you to a new page
7. Enter attendees' names and press the submit button, this will take you to a new page
8. Enter your credit card details and click on the 'Confirm Purchase' button

Divisional meetings

To view divisional (C&I, Retail, Tourism) meeting calendars, agendas and minutes of meeting, login to the Chamber website by following steps 1 to 3 above. Then click on the 'Committees' link located on the left-hand panel of the webpage, this will direct you to the Committees page.

Noticeboard

The Members' Noticeboard provides a forum for members to communicate with each other. Members are able to promote special events and add special offers directly onto the Noticeboard. Members can add notices to the Chamber website by completing the steps below:

1. Log in to Chamber website
2. Click on the 'Notices & Services' link located on the left hand panel of the Chamber website homepage
3. You will then be directed to the Chamber noticeboard, click on the 'Add a notice' link
4. Type in your information and click the 'Submit' button
5. Once the Chamber has approved your notice it will be published
6. Once a notice has been added to the Chamber website, it is automatically included in the Chamber's electronic newsletter which is sent to the membership base on the first working day of each month

Discount Services Directory

The Discount Services Directory is a list of standing offers and discounts provided to Chamber Members by Chamber Members. Members can add or amend their offers on the site any time. Should you wish to promote a limited or short-term offer we suggest you place it on the Member's Noticeboard. To view the Discount Services Directory you need to be logged in to the Chamber website. To add a discount:

1. Login to Chamber website
2. Click on the 'Discounts' link located on the left hand panel of the Chamber website homepage
3. Click on the 'Add a notice' link
4. Type your offer
5. Click on the 'submit' button