

# HOW TO EDIT YOUR LISTING ON VIRTUAL LAKE CHELAN

A Lake Chelan Chamber of Commerce Publication

## Steps for NON-MEMBER Businesses who want to appear in the Virtual Lake Chelan Directory:

### Step 1:

Complete the online application form at <https://www.lakechelan.com/virtual-non-member-application/> and select the appropriate categories that apply to your business.

### Step 2:

You will receive an email thanking you for applying.

### Step 3:

An email with your new Username and Password for logging into your Business listing will be sent to you by The Chamber. Please keep this email for your login reference.

### Step 4:

The Chamber will send you an email with the login landing page plus your new username and password.

### Step 5:

Visit: <https://www.lakechelan.com/member-login/> and login using your username and password. Once you've logged in, you will reach a landing page stated "Member Directory." The Member Directory will ask you to "click here" to continue onto updating your profile. To edit any information, use the blue pencil icon to make those changes. Be sure to then re-enter your username at the bottom of the form to save any changes that have been made.

NOTE - If you do not re-enter your username and simply click out of your browser, your changes will not be saved.

## Steps for MEMBER Businesses who want to appear in the Virtual Lake Chelan Directory:

### Step 1:

Go to: <https://www.lakechelan.com/member-login/> and enter your Member Log-in Username and Password.

### Step 2:

Answer Yes or No to the "Do you receive mail at the address you entered above?"

### Step 3:

Update your business description to describe what services you are offering during this period of social distancing/lockdown. Select all the Virtual Categories that apply to your business.

- Grocery - select this option if your business offers dry or fresh grocery items.
- Virtual Retail - select this option if you have online shopping options or can accept phone orders.
- Delivery - select this option if your business will deliver an order to a customer's home.
- Delivery Service - choose this option if your business can pick up an order for a customer and deliver it to their location.
- Curbside Pickup - choose this option if your business offers curbside pickup to customers.

### Step 4:

Once categories are selected, scroll down to the bottom of the page and re-enter your username that you had used for logging in.

NOTE - If you do not re-enter your username and simply click out of your browser, your changes will not be saved.

### Step 5:

Click Submit