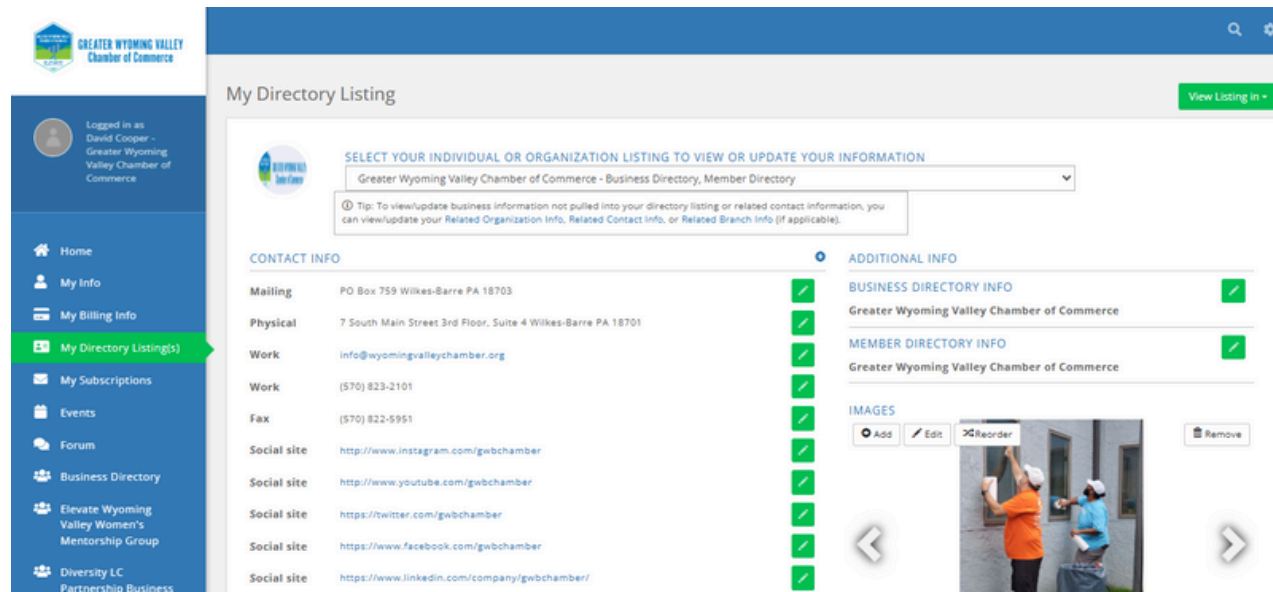


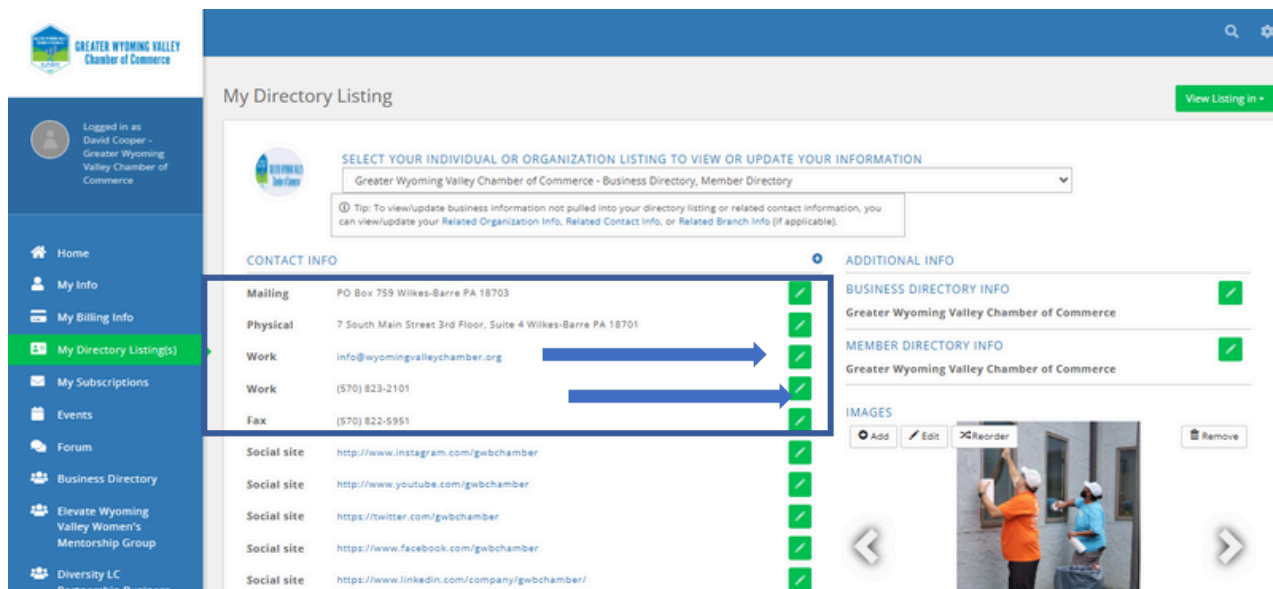
How to Update a Directory Listing Information in the Membership Hub

1.) Click “My Directory Listing(s)” in the navigation panel. The “My Directory Listing” page will be displayed.





The “My Directory Listing” page in the Info Hub

2. The edit (pencil) icon indicates which information may be updated. Click any “edit” icon to open the editing window for that information.



3. The following directory listing settings may be updated:

- **Contact Info:** For your business, you can edit the business contact fields such as emails, addresses, phone numbers, etc.
 - Click the  icon to enter additional websites, phone numbers, or social media links.
 - Update or upload logo image, by clicking on circle image.
- **Directory Info:** these are directory-specific fields that display in the directory and on the listing.
- **Description:** this is the full business description that appears when the directory listing is opened.
- **Keywords:** these are keywords that can be used as search criteria in the directory search.
- **Search Description:** this shortened description will display when results are displayed in list view.
- **Highlights:** Provides ability to add additional description of the organization in the directory.
- **Categories:** the business categories under which the organization will be displayed in the directory.
 - *If you are interested in updating your Business Category, you should contact **Ahmad Ali, Chamber Director, (570) 408-1715** or **Ahmad@wyomingvalleychamber.org***
- **Images** - Click the  button to add images to be displayed in the directory. (May be disabled depending on the listing type)
- **Videos** - Click the plus icon and enter a URL for video(s) to be displayed in the directory. (May be disabled depending on the listing type)

4. Click “Done” to save any changes.