

Member Listing

Use the following instructions to enter your member listing. This is where you enter your contact information that customers will be able to access through your community site. If you have trouble or have any questions please feel free to contact Ecomshare (970.577.1399 or Diana@ecomshare.com) or your sales representative.

1. Go to http://_____.ecomshare.com/members/admin and enter the login and password provided to you in the welcome email you received.

2. Click "Login".



3. Click "Member Listing".

4. Here you will see areas to enter contact information for your business. Complete the fields. Make sure to enter the correct email address as this is the address where order notification will come.

5. Next enter a "Brief Business Description". This is a short summary of what your business does.
6. Now enter a "Secondary Description" which can include additional business information.
7. You can upload two logos or photos of your business. To do this click "Upload Image".

1. This opens a new window called the "Logo Uploader".
2. Proceed by clicking the "Browse" button to locate the image on your computer. Select the image you desire, click "Open", and click the button "Upload Now" in the Logo Uploader window. It must be a .jpeg or .gif file and can be a maximum of 300 pixels (either height or width). If your image is too big, you will receive an error message.
3. You can also upload another image (menu, photo) by using the lower browse button. This must be a .jpeg or .gif file and can be a maximum of 1500 pixels high x 400 pixels wide.
4. You will receive a message that says "Success" and your image will appear on the product detail page. Just close the Logo Uploader to return to the member listing page.

5. Next, select the appropriate checkboxes next to any category that your business fits into. This is where your business will be placed if a customer chooses to search by category. Select as many as necessary.

6. This next section is for lodges or participants in special programs. Again, select the appropriate checkboxes next to any category that your business fits into. This is the where your business will be placed if a customer chooses to search by category. Select as many as necessary.
7. Click "Make Changes" to save your work.

1. To see how your member listing looks to a customer, go to your community site and search for your business.
2. Once your business listing appears, click on your business name to open a separate window with all of your contact information.

