

Website ADMIN Page Instructions

1. Go to www.lanesboro.com/admin/login.php
2. Enter your Login & Password (12 character limit), click Login
3. You will see a screen that reads:

Lanesboro Chamber Member Area

Edit Your Business Details By Clicking the Link Below

[Your Business Name is here](#)

4. Edit your information on your Admin Page.
 - Field truncation
 - Short Description – 25 words (175 characters)
 - Hours of Operation
 - Gold Description - 150 words (1,000 characters)
keep listing updated with new products, promotions,
seasonal events, etc.
 - Use the Style Sheet on the reverse side of this page for consistency in abbreviations
5. Scroll to the bottom of the Admin Page and click Submit. **NOTE: If you don't click "Submit Changes," your new information will not be saved.**

After you click Request Changes, an alert email will be sent to the Chamber Office and you will receive a confirmation email.

No need to notify the chamber office of your updates—staff will use the information for business referrals and the Depot Delivery weekly newsletter.

Photos – continue to send any photo changes to the chamber office julie@lanesboro.com and our webmaster will make photo updates for you.

Keep your information fresh!

Staff at the Chamber will review your changes and click Approve to make them live on www.lanesboro.com. If chamber staff have any questions regarding your changes, you will be contacted before the update goes live.