

## CREATE YOUR OWN WEB PAGE USING THE CHAMBERMASTER INFORMATION PAGE

ChamberMaster gives you all the tools to have a presence on the World Wide Web without any of the hassle of hosting, updating, or understanding web programming. Complete the two steps below to create your own web page using the ChamberMaster Information Page.

- Purchase a domain name
- Forward your new domain to your ChamberMaster Information Page

### 1 Purchase a domain name

1. Open a web browser (i.e. Internet Explorer).
2. Type the address for Micronet Online as shown below.

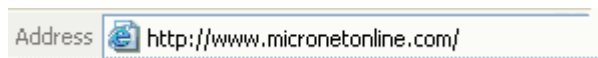


FIGURE 1 Micronet Online web address

3. Type your desired domain name into the **Enter a Domain Name:** field.



FIGURE 2 Enter a Domain Name field

4. The web site will return a message indicating if your domain is available. If not, you will receive some other similar suggestions. Click to select the check box in front of the desired domain name and click **Continue**.



FIGURE 3 Continue

5. Follow instructions on the screen and click **Continue to checkout** when ready to purchase. Take note of any final information as you complete your purchase.

## 2 Forward your new domain to your ChamberMaster Information Page

1. Keep your web browser open to MicroNet Online or open it to the address as shown below.



FIGURE 8 MicroNet Online web address

2. Click **My Account**.

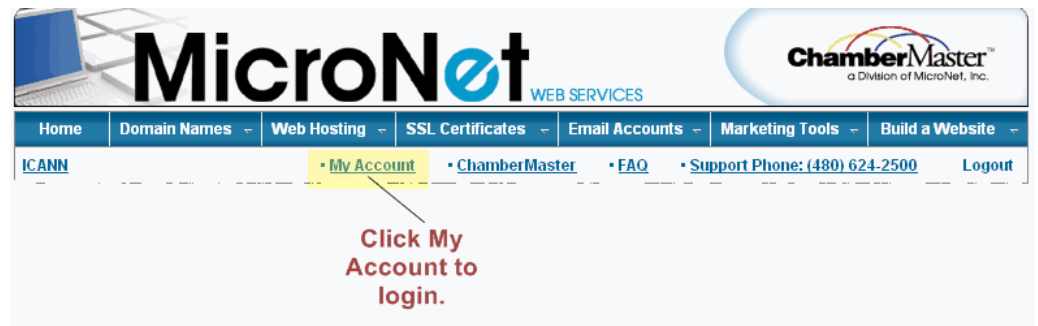


FIGURE 9 My Account on MicroNetOnline.com

3. Type your login name and password. If you did not create a login name and password when purchasing your domain, follow the on-screen instructions to setup a new account first.



FIGURE 10 Login to MicroNetOnline

4. Click **Manage Domain Forwarding**.



FIGURE 11 Manage Domain Forwarding

5. Click the check box in front of the desired domain.

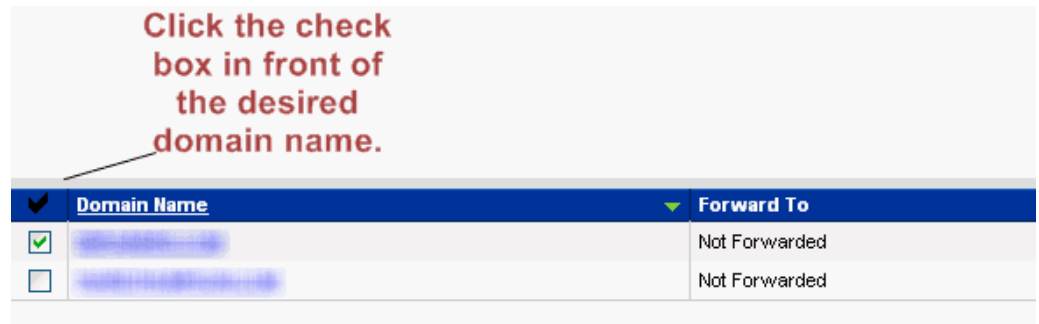


FIGURE 12 Select Domain Name


6. Click **Forward**. 
7. Click **Enabled**.
8. **STOP!** Leave this browser window open at this location. Open another browser window and type the address for the ChamberMaster login screen as shown below.



FIGURE 13 ChamberMaster login web address

- In the **Chamber Login** window, type your login name and password, and then click **Continue**. If needed, ask your chamber representative for your login information.
- In the left-hand navigation bar, click **Links**.



FIGURE 14 Left-hand navigation bar

- Click **Generate Link**.

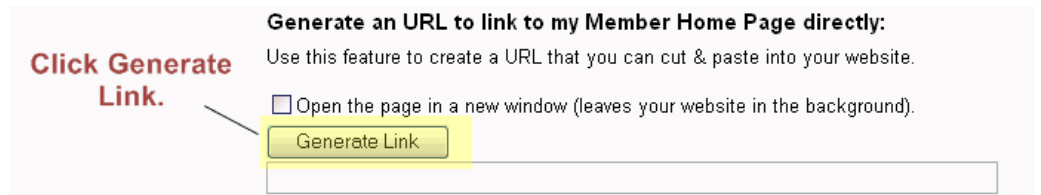


FIGURE 15 Generate Link

- Your specific URL code will display in the box. Triple-click on this URL code to select it. See Figure 16 below.



FIGURE 16 Selected URL

13. Right click on the selected URL and click **Copy**.

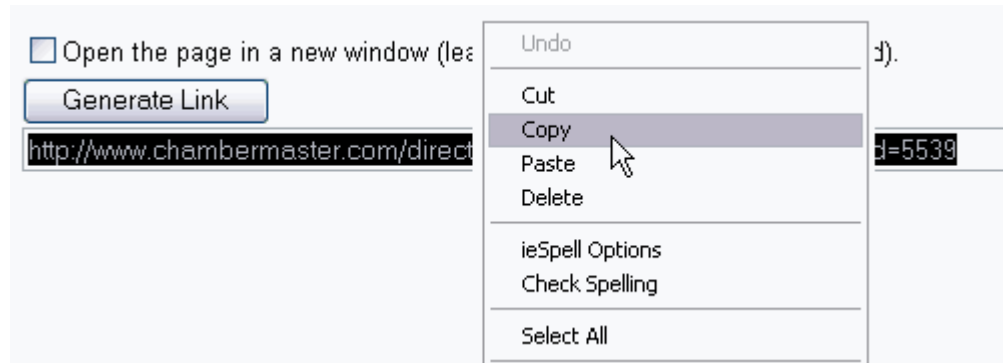


FIGURE 17 Copying URL

14. **STOP!** Leave this browser window open. Open the MicroNet Online browser window that was left open in step 8.
15. In the **Forward To:** field, right click and click **Paste**. This will paste the ChamberMaster Information Page URL that was copied in step 13 above. See Figure 18 below.

If the **Paste** selection is dim, you will need to return to the ChamberMaster window and repeat steps 10-14 above.

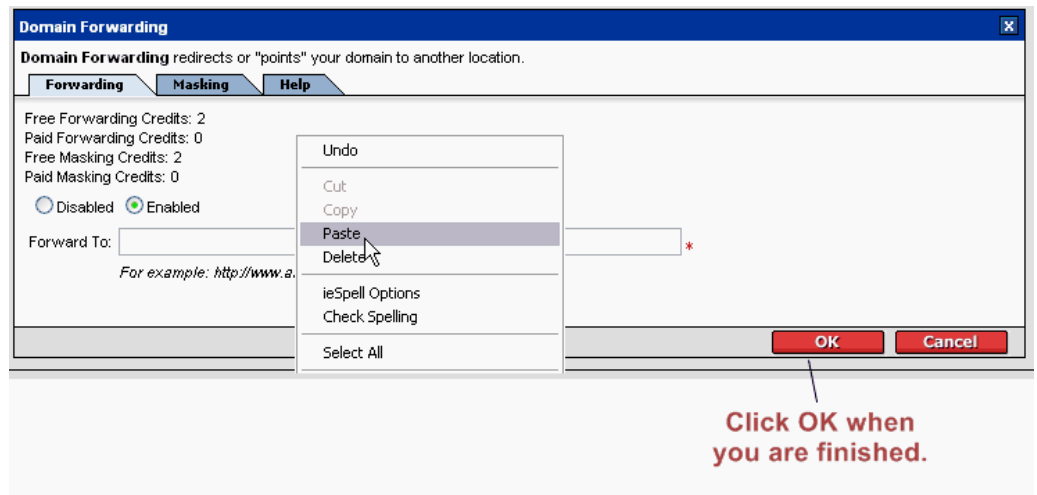


FIGURE 18 Pasting the URL

16. Click **OK**.

17. Click **Log Out** when finished.

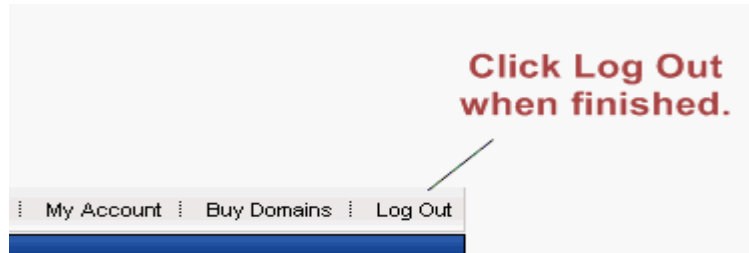


FIGURE 19 Log Out

18. Open the ChamberMaster window and click **Log Off**.



FIGURE 19 Log Off.

Congratulations! You now have a presence on the World Wide Web with your own domain name that will be updated whenever your ChamberMaster Information Page is modified.