

NEW MEMBER CHECKLIST

We're excited to have you as part of the Calgary Chamber community! Here's how to make the most of your membership:

Month 1

- ☐ **Create your Member Portal credentials.** You should have already received a custom link via email from membership@calgarychamber.com.
- ☐ **Login to the portal** and update your account. To ensure your public directory listing is up to date, be sure to add:
 - ☐ Key contacts
 - ☐ Organization logo
 - ☐ Links to your social media channels
 - ☐ Company description
- ☐ **Complete a one-on-one welcome meeting with your Member Engagement Advisor** to begin activating your benefits. Your advisor will reach out to set up a time.
- ☐ **Follow the Chamber** on [LinkedIn](#), [Instagram](#), [Facebook](#) and [TikTok](#).
- ☐ **Explore discounts like** the [Member Perks Program](#) and [BOOM Rewards](#) in the member portal.
- ☐ **Share the portal link** with all employees in your organization so they can sign up for BOOM Benefits. Your Member Engagement Advisor will provide you with a link to make this process simple and effective.
- ☐ **Check out our [Events Calendar](#)** and register early as many events sell out. Be sure to use the event credits included with your membership!

Month 3

- ☐ **Use your marketing benefits** to promote your organization's content (ads, sales, events, etc.). Connect with your Member Engagement Advisor to get started!
- ☐ **List an offer in the [Member Perks](#) marketplace.** Your Member Engagement Advisor can help you get it listed.
- ☐ **Explore our free resources!** From tickets to [Chamber Fest](#) to member-only [workshops](#) and our [Mental Health Toolkit](#), we provide ongoing resources for you and your team.
- ☐ **Complete a quarterly check-in** with your Member Engagement Advisor. Your advisor will reach out to you to book a time.
- ☐ **Attend your first Chamber [event](#).** Be sure to use your event credits!
- ☐ **Explore [sponsorship opportunities](#)** aligned to your goals and budget.
- ☐ **Book your complimentary headshot(s).** Check out our [Events Calendar](#) for the next session.

Month 6

- ☐ **Meet with your Member Engagement Advisor** to review your membership results and plan next steps.
- ☐ **Book your remaining advertising benefits** with your Member Engagement Advisor.
- ☐ **Check out our [resources page](#) and book your complimentary [grant consultation](#).**