



Creating an Online Profile with The Chamber in Hays, Kansas

Benefits of a profile

- Manage/update your own information on the digital business directory
- Register for Chamber events
- Pay for dues/lunches and other items through your profile
- Link events you are interested for directly to your digital calendar
- Retrieve previous receipts at your convenience

Who should create a profile?

We ask that anyone who will ever need to sign up for an event with us create their own profile. Don't worry, if you are someone who registers multiple people at a time (or gets registered by someone in your organization), you will still be able to do that! By each person having their own profile, it allows their information to be auto populated when someone from the organization is attempting to RSVP them as well as sends them a confirmation email that they can add to their calendars with the event details.

How to sign up

Simple! Email hayscc@hayschamber.com and ask for an invitation to create a Chamber profile OR visit <https://discoverhays.chambermaster.com/login/>, scroll to the very bottom and click '*No login created? Sign up now*' and it will walk you through the process. It takes only seconds! You follow the prompts and your profile is setup. Once you have created that, save the login information somewhere safe that you can refer back to it as needed.

Where do I login once I have created my profile?

- Go to www.hayschamber.com
- Click the '*Member Login*' tab at the top
- Enter username and password where it says "*Sign in to your account*"

**Tip* bookmark this website on your browser and click 'remember my password' for faster login.*

Now what?

Feel free to check out your profile and the layout. Specifically to register for events, you will find the 'Events' button at the top of your page with a calendar icon. Click there to see a list of events that match the 'Events Calendar' on our website. Anything that requires an RSVP to attend (things where there will be food available mostly) will have a green button next to the event that says 'Add/Register.' You will click that link and follow the prompts until it says that it has sent you/everyone that you registered a confirmation email with the event details. HYP members are encouraged to attend any chamber event throughout the year.

Questions?

Contact The Chamber in Hays, Kansas at 785-628-8201 or hayscc@hayschamber.com.