

British Chamber of Commerce Singapore



Building Networks
Connecting Businesses
Creating Opportunities

GLUE UP
PROFILE USER GUIDES

UPDATE MY PERSONAL DETAILS

Once you have successfully logged in to your account [here](#), you will be taken to the main page, as seen below.

The screenshot shows a web browser at the URL britchamsingapore.glueup.com/my/home/. The page features a navigation bar with the logo and the word "Home". On the left is a vertical sidebar with icons for home, profile, calendar, crown, envelope, and people. The main content area is divided into three columns. The left column contains a user profile for Melissa Ng, Member Relations Administrator, with a "MY BUSINESS CARD" button and a "MY ACTIVE MEMBERSHIP" section for Sterling Corporate Membership (Jan 1, 2019 to Jan 1, 2021). The middle column displays a post from the British Chamber of Commerce Singapore about "Business Opportunities in China & Singapore" on September 17, with "EVENT INFO" and "REGISTER NOW" links. The right column shows an "UPCOMING EVENTS" section with a "Check them out" link and a "SEE ALL EVENTS" button.

UPDATE MY PERSONAL DETAILS

Upon clicking on 'EDIT MEMBER PROFILE', you will be taken to your member profile page where you can update your personal details, as seen in the next slide.

The screenshot shows a web browser window with the URL britchamsingapore.glueup.com/my/home/. The page features a navigation menu on the left with icons for Home, Profile, Calendar, My Business Card, My Active Membership, and My Profile. The main content area is divided into several sections:

- Member Profile:** Displays the name **Melissa Ng**, her title **Member Relations Administrator at British Chamber of Commerce**, and a **My Profile** link. A **MY BUSINESS CARD** button is also visible.
- MY ACTIVE MEMBERSHIP:** Shows **Sterling Corporate Membership** from **Jan 1, 2019 to Jan 1, 2021**. It includes **VIEW DETAILS** and **EDIT MEMBER PROFILE** buttons. The **EDIT MEMBER PROFILE** button is circled in blue.
- Business Opportunities in China & Singapore:** An event scheduled for **September 17 (4 PM - 5 PM)** with **Add to Calendar**, **EVENT INFO**, and **REGISTER NOW** links.
- UPCOMING EVENTS:** A section titled **UPCOMING EVENTS** stating **British Chamber of Commerce Singapore has 6 upcoming events. Check them out** with a **SEE ALL EVENTS** link.

UPDATE MY PERSONAL DETAILS

You will be able to update any personal details and choose whether you appear within the Member Directory (limited information is visible in the directory to members).

The screenshot shows a web browser window with the URL `britchamsingapore.glueup.com/my/memberships/86227#`. The page displays the 'Update My Member Profile' form, which is overlaid on a dark sidebar containing navigation icons and membership information. The form includes the following fields and options:

- Profile Picture:** A placeholder icon with a blue pencil edit icon.
- First Name *:** Text input field containing 'Melissa'.
- Last Name *:** Text input field containing 'Ng'.
- Email *:** Text input field (empty).
- Company:** Text input field containing 'British Chamber of Commerce Siga'.
- Gender:** Radio button options for 'Male' and 'Female', with 'Female' selected.
- What year did you arrive in Singapore:** A dropdown menu.
- Date of Birth:** A date picker.
- Nationality:** A dropdown menu set to 'Singaporean'.
- Phone:** A text input field containing '+65'.
- Mobile Phone:** A text input field containing '+65'.
- Address:** A large text input area.
- City:** A text input field.
- Postal Code/Zip Code:** A text input field.
- Country/Region:** A dropdown menu set to 'Singapore'.
- Industry:** A dropdown menu.

MANAGE MY EVENTS

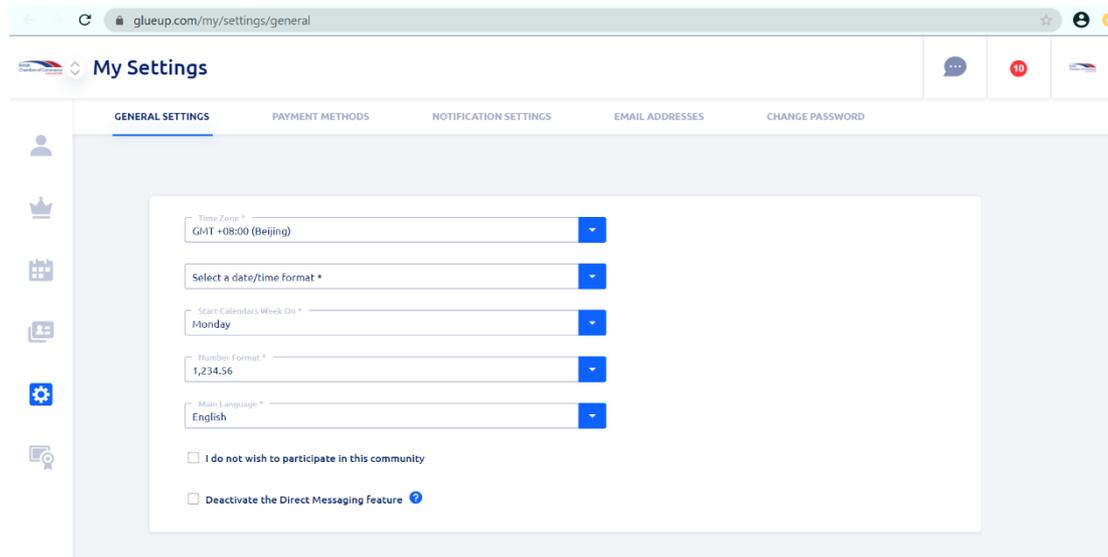
Click on 'Events' at the sidebar menu to view upcoming events and manage your registered events, or to view past events. Here, you may make payments and transfer the attendee if you are no longer able to attend.

The screenshot displays a web browser window with the URL glueup.com/my/events/past/. The page title is "Events" and features a sidebar menu with icons for profile, crown, calendar, chat, settings, and a notification bell. The main content area is divided into three tabs: "UPCOMING EVENTS", "PAST EVENTS" (which is selected), and "CPD EVENTS". A "FILTER" button is located on the right side of the tab bar. Under the "PAST EVENTS" tab, there is a section titled "EARLIER THIS MONTH" containing a card for a past event. The card shows the date "20 Thu August 6 PM" and a status of "Checked in: 1/1". Below the date is a photograph of a cocktail glass with a lime slice and a sprig of mint. The event title is "Virtual Back to Work - Summer Social Networking" and the organizer is "British Chamber of Commerce Singapore".

CHANGE MY SETTINGS

Click on 'My Settings' to change the following:

- Time zone/date and time format/number format
- Payment methods
- Notification settings within Glue Up online and on the Glue Up mobile app
- Add additional email addresses
- Change Password



The screenshot shows the 'My Settings' page in a web browser. The URL is 'glueup.com/my/settings/general'. The page has a navigation menu on the left with icons for profile, crown, calendar, group, settings, and help. The main content area is titled 'My Settings' and has a sub-header 'GENERAL SETTINGS' with tabs for 'PAYMENT METHODS', 'NOTIFICATION SETTINGS', 'EMAIL ADDRESSES', and 'CHANGE PASSWORD'. The 'GENERAL SETTINGS' tab is active and contains the following options:

- Time Zone *
GMT +08:00 (Beijing)
- Select a date/time format *
- Start Calendar's Week On *
Monday
- Number Format *
1,234.56
- Main Language *
English
- I do not wish to participate in this community
- Deactivate the Direct Messaging Feature ?

MANAGE MY MEMBERSHIP

Click on 'Memberships' to view your membership details and digital membership card.

The screenshot shows a web browser at the URL `glueup.com/my/memberships/active/`. The page title is "Memberships". On the left, there is a navigation sidebar with icons for profile, crown, calendar, people, settings, and a notification bell. The main content area is titled "ACTIVE MEMBERSHIPS" and displays two membership cards. The first card is for "British Chamber of Commerce Singapore Corporate Membership" with a "Membership ID # 86227" and a "Members" section showing 13 members. The second card is for "Melissa Ng", a "Member Relations Admin at British Chamber of Commerce Singapore", with a "Sterling" tier and a validity period from "Jan 1, 2019 to Jan 1, 2021". A "VIEW MEMBERSHIP DETAILS" link is located at the bottom of the first card.

MANAGE MY MEMBERSHIP

Click on 'View Membership Details' to see your company's member information. Primary Members will have additional options available on this page. Below is the Primary member view as an example.

The screenshot shows a web browser window with the URL `britchamsingapore.glueup.com/my/memberships/86227/`. The page title is "Memberships". On the left, there is a navigation sidebar with icons for Home, Profile, Calendar, Crown, Mail, and People. The main content area is titled "British Chamber of Commerce Singapore Membership" and includes the following information:

- Membership Name: British Chamber of Commerce Singapore Membership
- Membership Type: Sterling
- Membership Status: Active
- Membership ID #: 86227

Below this information are two buttons: "ADD NEW MEMBER" and "TRANSFER PRIMARY MEMBER ROLE". To the right, under the heading "ADMINISTRATIVE CONTACT", the contact details for David Kelly, Executive Director, are shown, including an "Email:" field. At the bottom, there is a section for "YOUR COMPANY INFORMATION" showing the company name "British Chamber of Commerce Singapore" and a dropdown menu. Navigation tabs for "MEMBERS (13)" and "TRANSACTIONS" are visible at the bottom, with "MEMBERS (13)" being the active tab. The current view is identified as "PRIMARY MEMBER".

UPDATE COMPANY PROFILE

Primary Members can edit company details by clicking on the 3 dots in the Your Company Information row. This includes description, website, logo, industry, nominating a membership champion (other than the Primary Member), social media accounts and further details.

Edit Company Details



General Info

Industry of Operations *:
Non Profit Organisation Management

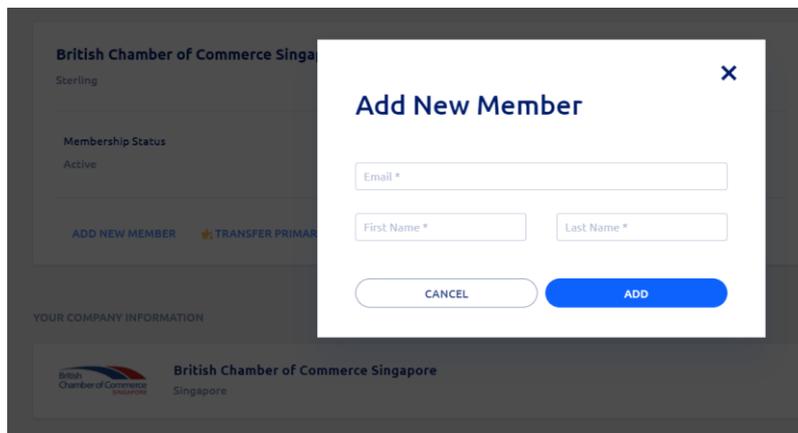
Is your company also registered in the UK?

Yes
 No

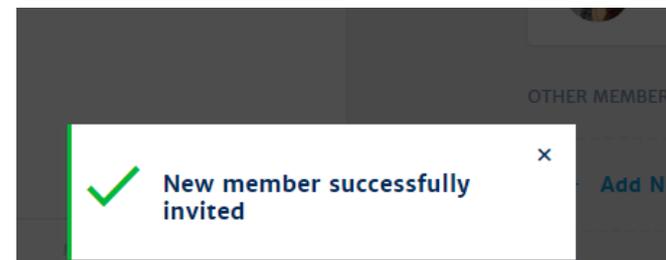
Preferences

MANAGE MY MEMBERSHIP

Primary Members or the Chamber team can add additional members to the company membership. The number of spaces available will depend on your membership category. The nominated member will receive an invitation to complete their membership information and will automatically be added to your company membership where space is available. You may also remove members you know to have left the company, to manage the spaces you have available. Please be informed that members who have been removed will receive an automated notification of this action.



The screenshot shows a dark-themed user interface for the British Chamber of Commerce Singapore. A white modal window titled "Add New Member" is centered on the screen. The modal contains a close button (X) in the top right corner. Below the title, there are three input fields: "Email *" (a single-line text box), "First Name *" (a single-line text box), and "Last Name *" (a single-line text box). At the bottom of the modal, there are two buttons: a white "CANCEL" button and a blue "ADD" button. The background of the page is dimmed, showing sections for "Membership Status" (Active), "ADD NEW MEMBER" (with a star icon), "TRANSFER PRIMARY", and "YOUR COMPANY INFORMATION". The British Chamber of Commerce Singapore logo is visible in the bottom left corner of the page.



UPDATE COMPANY PROFILE

Primary Members of a company membership in the Corporate or Corporate SME categories may also choose to extend their membership by paying for additional members beyond their included slots. Costs will be pro-rated according to the membership year period.

Increase Member Limit
Corporate

INCREASE MEMBER LIMIT PAYMENT INFORMATION REQUEST COMPLETED

	Unit Price	Total
Additional Membership Slots Prorated Price	\$S240	\$S 260
	Total GST 7%	\$S 18.2
Total Due:		\$S278.20

[PURCHASE](#)

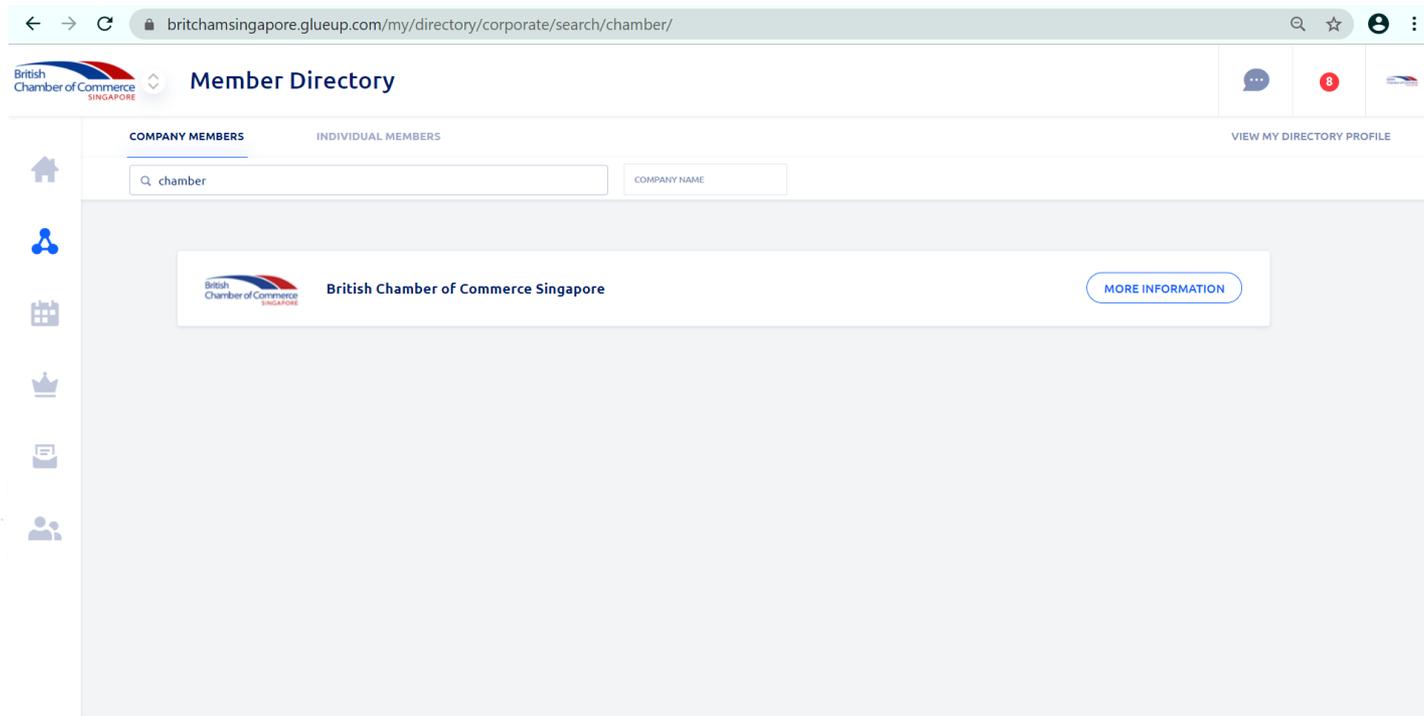
MANAGE MY MEMBERSHIP

Primary Members may transfer their role to another registered member, or the Chamber team can assist to do this on the company's behalf. Please do ensure to communicate any such changes to the Chamber membership team for continuity of engagement.

The screenshot displays a web interface with a modal dialog box. The background is dark grey with some text visible, including "Membership ID # 86227", "Member Limit 2/3", "MEMBER LIMIT", "TRANSFER PRIMARY MEMBER ROLE", "number of Commer", and "Contact ID # 1000001". The modal dialog is white with a blue 'X' close button in the top right corner. The main heading inside the modal is "Select a new primary member". Below this is a text input field with a red border and a red dropdown arrow on the right, containing the placeholder text "Select a new primary member *". At the bottom of the modal are two buttons: a white "CANCEL" button and a blue "CONFIRM" button.

MEMBER DIRECTORY

Member Directory displays a searchable directory of companies and people within our entire member network.



The screenshot shows a web browser window with the URL `britchamsingapore.glueup.com/my/directory/corporate/search/chamber/`. The page title is "Member Directory". The navigation bar includes "COMPANY MEMBERS" (selected) and "INDIVIDUAL MEMBERS". A search bar contains the text "chamber" and a "COMPANY NAME" input field. A sidebar on the left contains icons for home, network, calendar, crown, envelope, and people. The main content area displays a card for "British Chamber of Commerce Singapore" with a "MORE INFORMATION" button. A "VIEW MY DIRECTORY PROFILE" link is visible in the top right.

MANAGING SUBSCRIPTIONS

Within the Subscriptions menu you may subscribe or unsubscribe to specific Chamber mailing lists, or unsubscribe from all of our news.

The screenshot shows a web browser window with the URL britchamsingapore.glueup.com/my/subscriptions/. The page title is "Subscriptions". On the left is a navigation sidebar with icons for Home, Profile, Calendar, Crown, Mail, and Users. The main content area lists three subscription categories, each with a toggle switch:

- Chamber News, Events & Content**
Our primary mailing list, this includes our regular newsletter and other relevant content as released.
- Member to Member Promotions**
On occasion our members would like to share promotional messages with exclusive offers and discounts to you, their member peers.
- Chamber News & Services for our UK-based audience**

Below the list, there is a link: "Click below if you do not want to receive emails from British Chamber of Commerce Singapore" followed by the text "UNSUBSCRIBE FROM ALL EMAIL LISTS". At the bottom, there are links to "British Chamber of Commerce Singapore's [PRIVACY POLICY](#) and [TERMS OF USE FOR USERS](#)".

QUESTIONS

If you have any further questions on the Chamber/Glue Up platform, please do not hesitate to reach out to our membership team:

membership@britcham.org.sg

+65 62223552