

British Chamber of Commerce Singapore



Building Networks
Connecting Businesses
Creating Opportunities

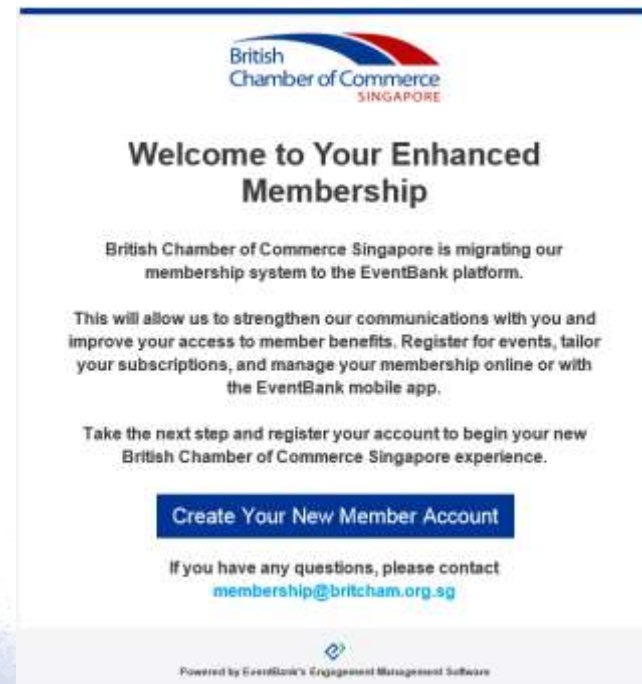
MANAGING YOUR PROFILE &
MEMBERSHIP WITH
EVENTBANK

WELCOME TO EVENTBANK

From 3rd Dec 2018, members of the Chamber will receive an email welcoming you to our new EventBank platform. This is ahead of the **Chamber's** new website, due to follow within the month. Click on the **“Create your new member account”** button, or go to www.eventbank.com and login with an existing EventBank account that uses the same email address you have registered with the Chamber, if you are already an EventBank user with another organisation.

An example of the email content is displayed here. The email will be sent by no-reply@britcham.org.sg.

For those applying for membership or being invited to join after the launch, you will receive a similar email inviting you to verify your account.



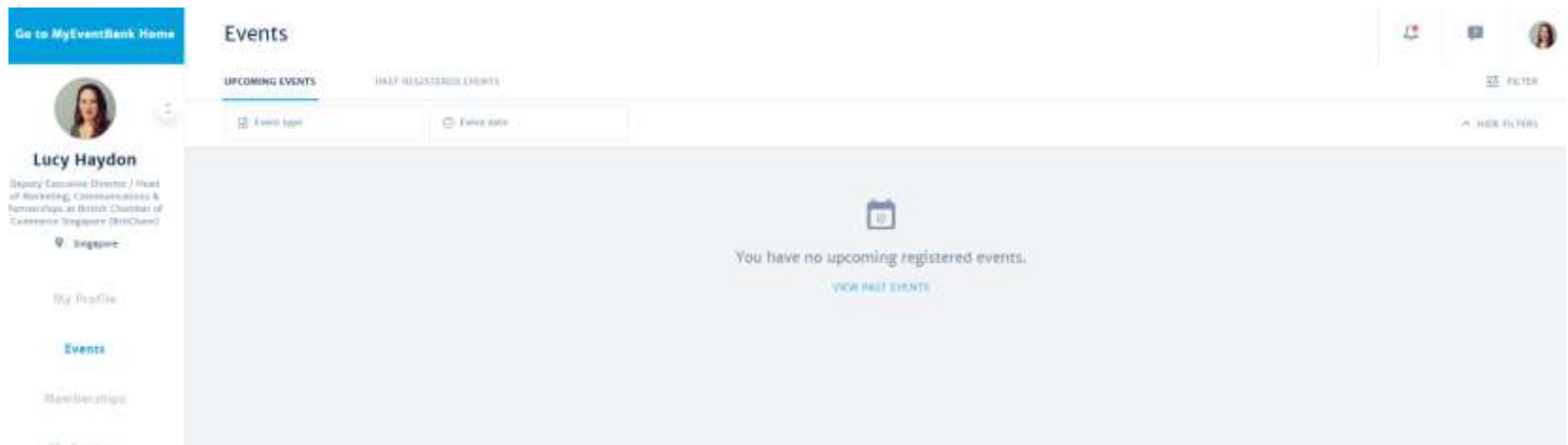
UPDATE MY PERSONAL DETAILS

Once you have successfully registered you will be taken to your profile page where you can update your personal details.

The screenshot displays the 'My Profile' page. On the left, there is a navigation menu with 'Go to MyEventBank Home' and 'My Profile' (highlighted). The main content area is titled 'My Profile' and features a profile card for Lucy Haydon. The profile card includes a profile photo placeholder with the text 'Please upload a photo that clearly shows your face. This will be used in a professional context.' and a 'Change Profile Photo' button. Below the photo is the 'Contact Information' section, which includes an 'Update with LinkedIn' button and several input fields for Name (Lucy), Email (Haydon), Phone Number (+65 97180525), and Address (10 Robinson Road, #11-01 Robinson Floor). The location is set to Singapore.

MANAGE MY EVENTS

Click on Events to view and manage your registered events, or to view your past events.



Go to MyEventBank Home

Events

UPCOMING EVENTS PAST REGISTERED EVENTS

Event type Event date

VIEW FILTERS

Lucy Haydon
Deputy Executive Director / Head of Marketing, Communications & Sponsorships at British Chamber of Commerce Singapore (BCHC(SG))

Singapore

My Profile

Events

Memberships

ALL ACTIVITIES

You have no upcoming registered events.

[VIEW PAST EVENTS](#)

CHANGE MY SETTINGS

Click on My Settings to change the following:

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

The screenshot displays the 'My Settings' interface. On the left, there is a user profile for Lucy Haydon, Head of Marketing, Communications & Sponsorship at British Chamber of Commerce Singapore (BCCS). Below the profile are navigation links: Singapore, My Profile, Events, Memberships, and My Settings (highlighted). The main content area is titled 'My Settings' and contains a settings form with the following fields:

Field Name	Current Value
Time Zone	GMT +08:00 (Beijing)
Select a date/time format	Monday
Account Number	1,234-56
Date Language	English

A blue 'SAVE' button is located at the bottom of the settings form.

MANAGE MY MEMBERSHIP

Click on Memberships to view your member information and update your member profile. Additional access to your membership experience are available from here including the directory, registering for events, and managing your newsletter subscriptions.




The screenshot shows a user interface for managing memberships. On the left is a navigation menu with options: 'Go to MyEventBank Home', 'Singapore', 'My Profile', 'Events', 'Memberships' (highlighted), and 'My Settings'. The main content area is titled 'Memberships' and includes a sub-section for 'ACTIVE MEMBERSHIPS'. A primary membership card for 'British Chamber of Commerce' is displayed, showing 'British Chamber of Commerce Singapore Corporate Membership', 'Membership ID: 36222', and a 'Members' count of 1. Below this card are links for 'VIEW MEMBERSHIP DETAILS' and 'UPDATE MY MEMBER PROFILE'. To the right, a smaller card shows the user's profile for 'Lucy Haydon', Deputy Executive Director / Head of Marketing, Communications & Partnerships at British Chamber of Commerce, with a 'Corporate' membership status and a date range from Jan 1, 2019 to Jul 1, 2020.

UPDATE MEMBER PROFILE

Click on Update My Member Profile to update any personal details and choose whether you appear within the Member Directory (limited information is visible in the directory to members).

Update My Member Profile [X]



First Name: Last Name:

Email Address: Company Name:

Gender

Male Female

Date of Birth: [Calendar icon]

Nationality: [Dropdown arrow]

Home Phone: [Country code dropdown]

Work Phone: [Country code dropdown]

Address: City:

Postal Code:

Country/Region: [Dropdown arrow]

Industry: [Dropdown arrow]

Department: [Dropdown arrow]

Position: [Dropdown arrow]

Security: [Dropdown arrow]

Which topics from the below are of particular interest to you? (tick all that apply) [Dropdown arrow]

Where did you hear about us? [Dropdown arrow]

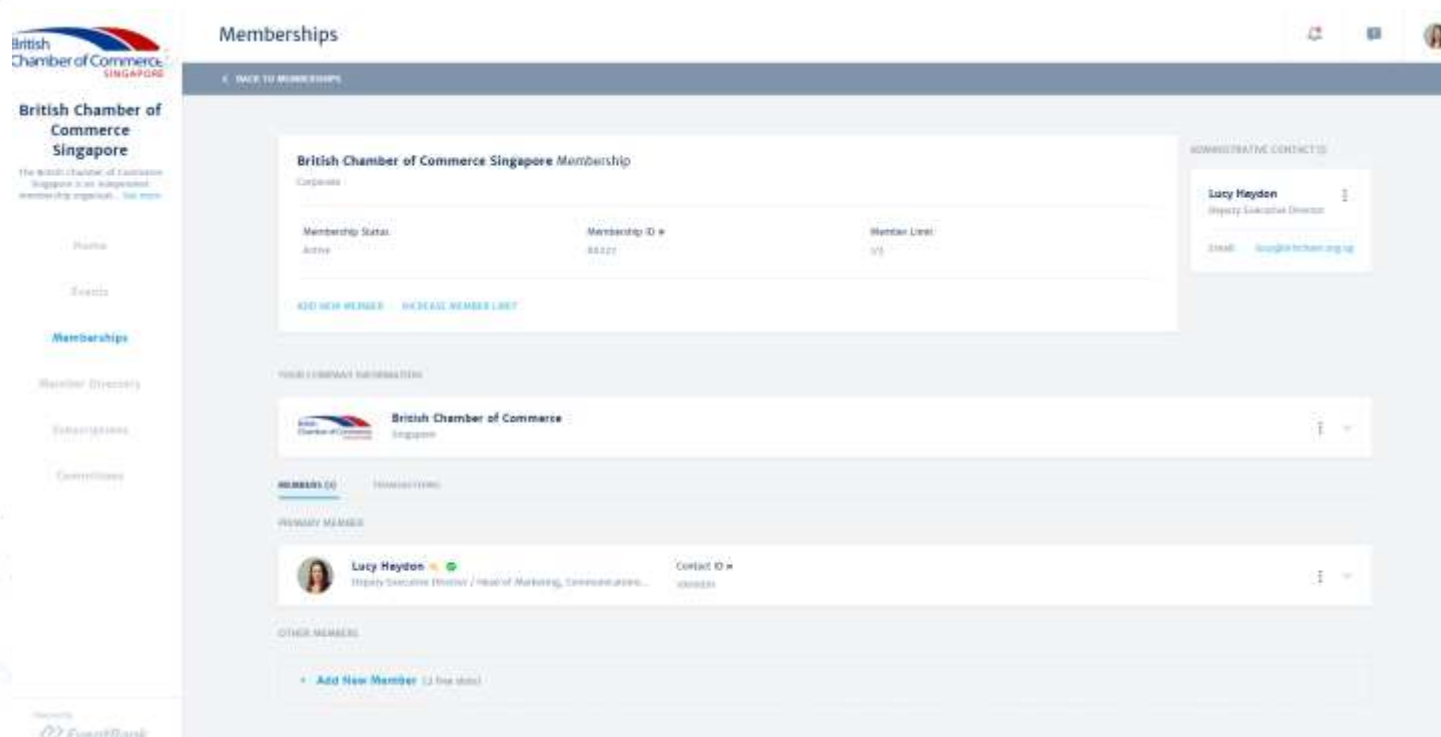
What is your primary reason for joining? [Dropdown arrow]

Member Directory Visibility

Show profile in member directory

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 displays the 'Memberships' page for a user. On the left is a navigation sidebar with the British Chamber of Commerce Singapore logo and menu items: Home, Events, Memberships (highlighted), Member Directory, Subscriptions, and Committees. The main content area is titled 'Memberships' and includes a 'BACK TO MEMBERSHIPS' link. It features a table for 'British Chamber of Commerce Singapore Membership' with columns for 'Membership Status', 'Membership ID #', and 'Member Level'. Below the table are links for 'ADD NEW MEMBER' and 'HIDE ALL MEMBER LIST'. A 'ADMINISTRATIVE CONTACTS' section lists 'Lucy Heydon' as 'Deputy Executive Director' with a 'Details' link. A 'YOUR COMPANY MEMBERSHIPS' section shows the 'British Chamber of Commerce Singapore' membership. A 'PRIMARY MEMBERS' section lists 'Lucy Heydon' as 'Deputy Executive Director / Head of Marketing, Communications...' with a 'Contact ID #' and a 'Details' link. An 'OTHER MEMBERS' section contains an 'Add New Member' button. The EventBank logo is visible in the bottom left corner.

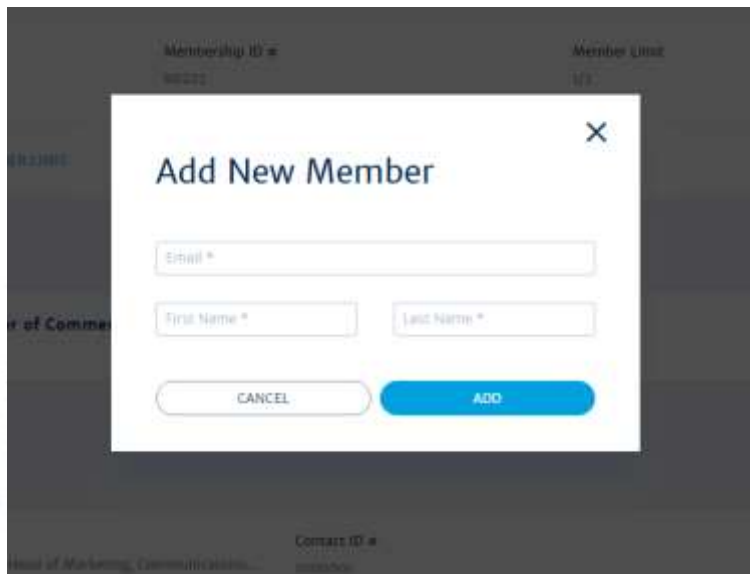
UPDATE COMPANY PROFILE

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.

The screenshot shows a web form titled "Edit Company Details" with a close button (X) in the top right corner. The form is set against a dark grey sidebar on the left. At the top of the form, there is a logo for the British Chamber of Commerce and the text "British Chamber of Commerce". Below this, the "General Info" section contains several fields: a website URL field with the value "https://www.britcham.org.sg", a "Company Description" text area, a dropdown menu for "Industry of Operations" currently showing "Non-Profit Organisation Management", and a dropdown menu for "Which of the following company definitions best fits your company / office in Singapore?". There are also several other dropdown menus: "What is your company's annual turnover?", "How long has your company operated in Singapore?", "What is your country of ownership?", "How many employees does your company have in Singapore?", "Is your company also registered in the UK?" (with radio buttons for Yes and No), "How many people do you employ in the UK?", and "What is your company's regional footprint?". At the bottom, the "Preferences" section includes fields for "Membership Champion Contact Name (if different)", "Membership Champion Contact Email (if different)", "Membership Contact Phone (if different)", and "Company Fax".

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.



The screenshot shows a mobile application interface for adding a new member. At the top, there are fields for 'Membership ID #' (value: 80222) and 'Member Limit' (value: 1/1). The main form is titled 'Add New Member' and includes a close button (X). The form contains three input fields: 'Email *', 'First Name *', and 'Last Name *'. At the bottom of the form are two buttons: 'CANCEL' and 'ADD'.



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

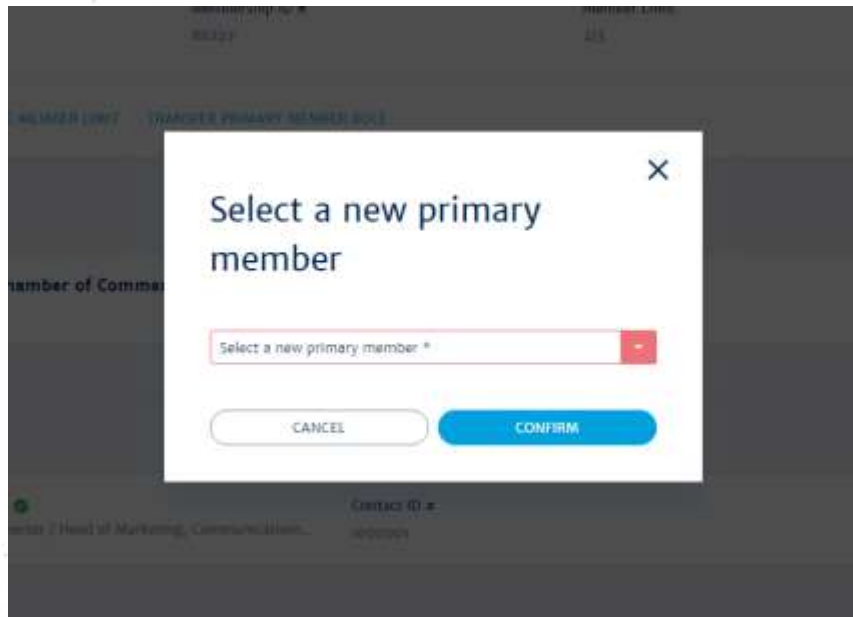
INCREASE MEMBER LIMIT MEMBER PRO-RATED REQUEST CANCELLATION

	Unit Price	Total
Additional Membership Slots Pro-rated Price	\$524.00	\$5,240.00
	Total GST: 7%	\$5,606.80
Total Due:		\$5,606.80

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 shows a web application interface with a modal dialog box. The dialog box has a title "Select a new primary member" and a close button (X) in the top right corner. Below the title is a search input field with the placeholder text "Select a new primary member *". At the bottom of the dialog are two buttons: "CANCEL" and "CONFIRM". The background of the application is dark grey, and the dialog box is white with a light blue border. The text "number of Comma" is visible in the background on the left side.

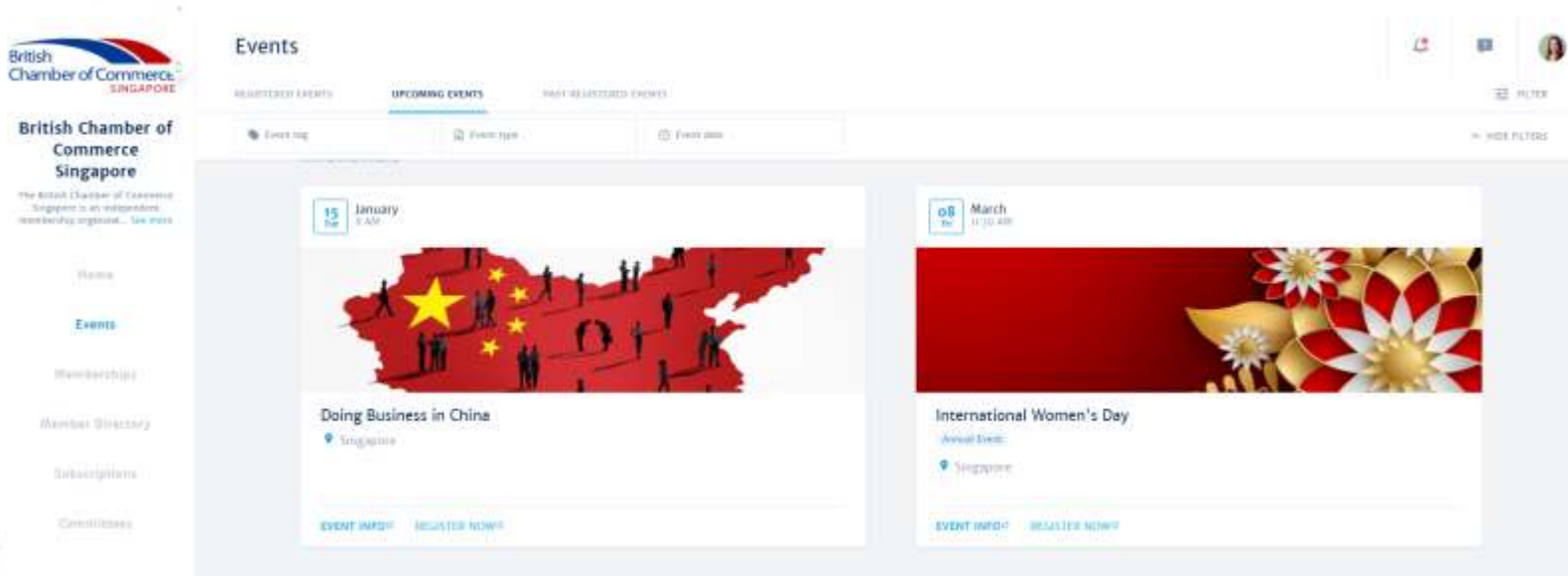
MEMBERSHIP HOME

On the left of the page are several menu items. Home takes the member to a landing page of the **Chamber's** upcoming events available for registration, and displays your membership status.

The screenshot shows the 'Home' page for a member named Lucy. The page features a blue header with the user's name and a notification about upcoming events. Below the header, there are three statistics: 0 EVENTS, 2 SUBSCRIPTIONS, and 0 COMMITTEES. The main content area is divided into two columns. The left column, titled 'Upcoming Events', displays two event cards: 'Doing Business in China' (January 15th) and 'International Women's Day' (March 8th). The right column, titled 'My Membership', shows the member's profile for Lucy Haydon, her role as Deputy Executive Director, and her membership details, including a card number and validity period. A 'Latest News' section is also visible at the bottom right. The page includes a navigation menu on the left and an EventBank logo at the bottom left.

EVENTS

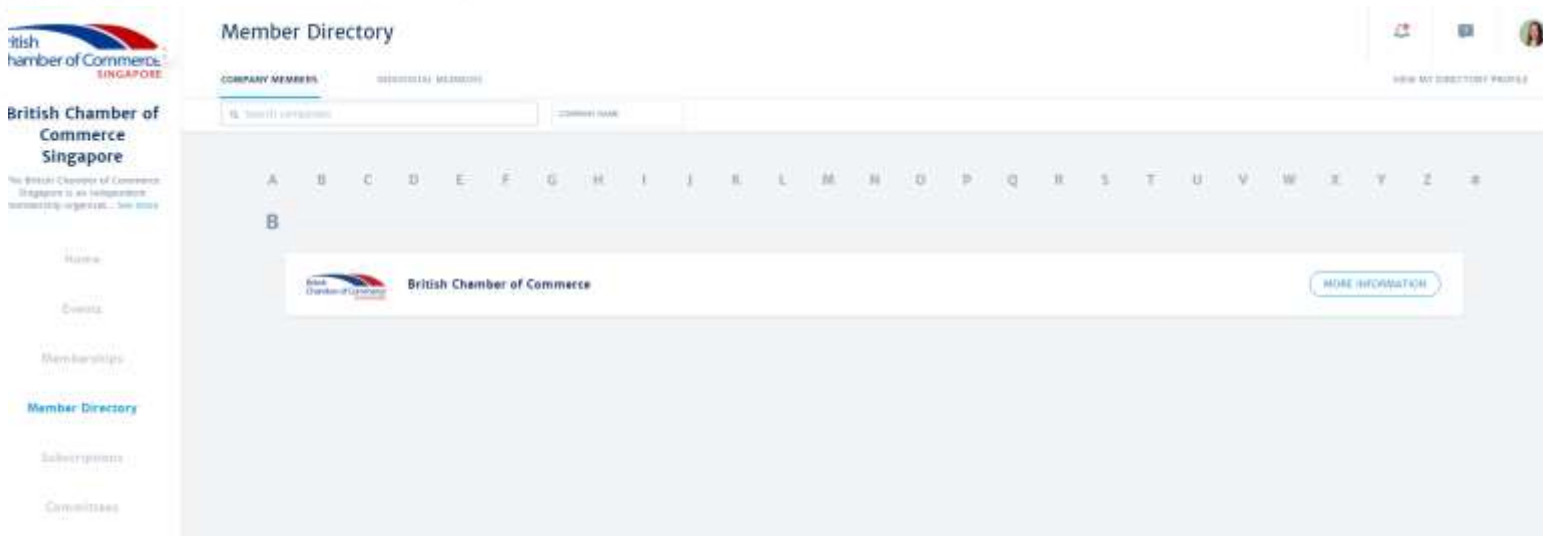
The Events menu will again display the **Chamber's** upcoming events as well as your own registered events, where you may make payments and transfer the attendee if you are no longer able to attend.



The screenshot shows the 'Events' page of the British Chamber of Commerce Singapore website. The page is divided into three main sections: 'REGISTERED EVENTS', 'UPCOMING EVENTS', and 'PAST REGISTERED EVENTS'. The 'UPCOMING EVENTS' section is currently active and displays two event cards. The first card is for 'Doing Business in China', scheduled for January 15th at 9 AM, featuring a red map of China with silhouettes of people and the Chinese flag. The second card is for 'International Women's Day', scheduled for March 8th at 11:30 AM, featuring a red and gold floral design. Both event cards include 'EVENT INFO' and 'REGISTER NOW' links. On the left side of the page, there is a navigation menu with options: Home, Events, Memberships, Member Directory, Subscriptions, and Committees. The top right corner of the page includes a user profile icon and a 'FILTER' button.

MEMBER DIRECTORY

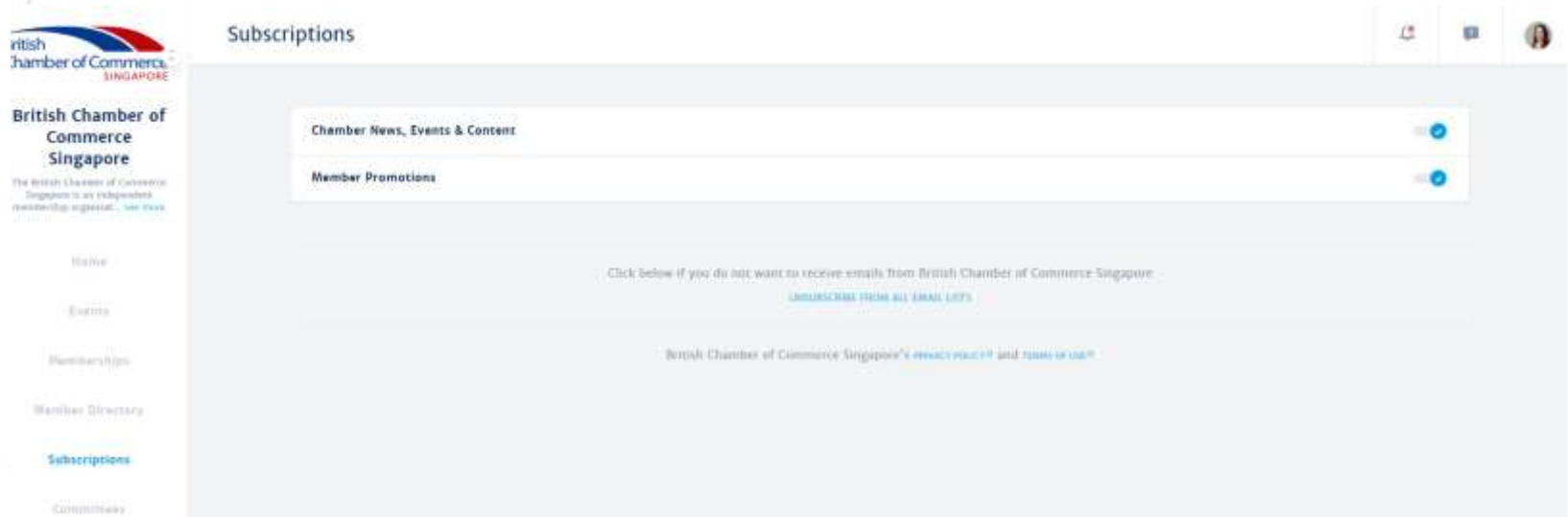
Member Directory displays a searchable directory of companies and people within our entire member network.



The screenshot shows the 'Member Directory' page of the British Chamber of Commerce Singapore. On the left is a navigation menu with links for Home, Events, Memberships, Member Directory (highlighted), Subscriptions, and Committees. The main content area is titled 'Member Directory' and includes a search bar with 'SEARCH COMPANY' and 'COMPANY NAME' fields. Below the search bar is a horizontal list of letters from A to Z, with 'B' selected. Under the letter 'B', there is a search result for 'British Chamber of Commerce' with a logo and a 'MORE INFORMATION' button. In the top right corner, there are social media icons for Facebook, LinkedIn, and a profile picture, along with a 'VIEW MY DIRECTORY PROFILE' link.

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 the 'Subscriptions' page of the British Chamber of Commerce Singapore website. On the left is a navigation menu with the following items: Home, Events, Memberships, Member Directory, Subscriptions (highlighted in blue), and Committees. The main content area is titled 'Subscriptions' and features a list of two mailing lists:

- Chamber News, Events & Content (with a blue toggle switch)
- Member Promotions (with a blue toggle switch)

Below the list, there is a link: [Click below if you do not want to receive emails from British Chamber of Commerce Singapore](#). Underneath this link is a blue button labeled [UNSUBSCRIBE FROM ALL EMAIL LISTS](#). At the bottom of the page, there is a small text line: [British Chamber of Commerce Singapore's events page](#) and [and more on us](#).

QUESTIONS?

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

membership@britcham.org.sg

+65 62223552